

Public Schools of North Carolina  
Department of Public Instruction

Regional Alternative Licensing Center

Requests for Employed Teachers

LEA Making Request: \_\_\_\_\_

Licensure Area: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_

SSN: \_\_\_\_\_

Educator Email: \_\_\_\_\_

Educator Phone #: \_\_\_\_\_

Please provide permanent, private email attached to user account in the DPI Online Licensure System and current phone number.

Type of Request:

- Application for Plan of Study
- Revision
- Request to Clear

Items Submitted

- RALC Application (Form RLC) or copy of online RALC Application
- Copy of license or form requesting a license
- Copy of requirements letter from DPI for the lateral entry / provisional license
- If a license has not been secured, then a copy of the online summary form requesting a license
- Legible copy of official transcripts
- NC State Board approved license exam/s (if applicable)
- Competency Verification Form (CVF)
- Copy of renewal credits (CEUs) earned from LEA (if applicable)
- Evaluation of foreign transcripts (if applicable)
- Explanation for request (if applicable)
- Teacher Evaluation Summary Rating Form
- Form C (if applicable)
- Other \_\_\_\_\_

Signature of Person Making the Request \_\_\_\_\_

Job Title \_\_\_\_\_

Date \_\_\_\_\_ Email \_\_\_\_\_

## Required Documents

### **Application for a Plan of Study:**

- ✓ RALC Application (Form RLC) or copy of online RALC Application
- ✓ Copy of license or form requesting a license
- ✓ Copy of requirements letter from DPI
- ✓ Legible copy of official transcripts
- ✓ NC State Board approved license exam/s (if applicable)
- ✓ CEUs (if applicable)
- ✓ Evaluation of foreign transcripts (if applicable)

### **Request for Revision/Updated Plan of Study:**

- ✓ Legible copy of official transcripts

### **Request to Clear:**

- ✓ Legible copy of official transcripts
- ✓ NC State Board approved license exam/s (if applicable)
- ✓ Competency Verification Form (CVF)
- ✓ CEUs (if applicable)
- ✓ Teacher Evaluation Summary Rating Form (most recent copy)
- ✓ Form C (if applicable)