

APPLICATION FOR EVALUATION BY A REGIONAL ALTERNATIVE LICENSING CENTER (RALC)

Type or print the following information.

Last Name	First Name	Middle Name	Maiden Name	
Street Address		City	State	Zip Code
Social Security Number	Home Telephone Number	School System in which employed		

Are you currently employed as a teacher Yes No
Do you hold a lateral entry license, expired or otherwise? Yes No
Current License (if applicable) Emergency Permit Lateral Entry Provisional (Add-on) CTE Provisional
License area for which you are applying (see webpage - RALC's Degrees): _____
(No area listed will delay processing your application)

STATEMENT OF APPLICANT

In order for this office to correspond with DPI about your licensure program your permission is needed. Please read and sign the statements below.

I, the undersigned, hereby authorize the RALC to release licensure program information to my employer (employing school unit upon hire) and DPI.

I certify that the information provided in this application is correct and true. I understand that the falsification of any statement or document will result in the revocation of my North Carolina license.

Signature of Applicant: _____ Date: _____

Applicant E-mail: _____

School System Contact (if applicable) _____

School System Contact E-Mail: _____

Please indicate the regional office to which you are applying: (Please check appropriate region.)

Charlotte-Cabarrus RALC

Fayetteville RALC

Nash RALC

Catawba RALC

Statement of Applicant – Revocations and Crimes

This form asks if you have had a conviction of a criminal offense other than a minor traffic violation and/or have had an educator’s certificate/license revoked or suspended by any state or governing body.

- If you mark “Yes” for either or both items below, you may still be issued a plan of study by an RALC office if you meet all qualifications for services. However, receiving a plan of study from the RALC does not ensure that a North Carolina teaching license will be issued to you. Nor does it guarantee your employment with a North Carolina school system.

- If you mark “Yes” for either or both items below, then your acceptance and/or partial to full completion of an RALC plan of study is at your own discretion. Acceptance and/or partial to full completion of an RALC plan of study do not guarantee a North Carolina teaching license and/or your employment with a school system.

- If you mark “Yes” for either or both items below, and you are employed as a lateral entry teacher by a school system, your situation with supporting documentation of the conviction and/or revocation will be reviewed by the Ethics Committee at the North Carolina Department of Public Instruction to determine if a license can be issued to you.

Please mark the appropriate boxes, sign, and date below indicating that you have read and understand this form. If you are an employed teacher and have questions or concerns about this form, please contact your school system’s licensure administrator. If you are a prospective teacher who is not yet employed with a school system, and have questions or concerns about this form, please contact the RALC office in your region to which you will make application.

	Yes	No
Have you ever had a certificate or license revoked or suspended by any state or other governing body?		
Have you ever been convicted of a crime (excluding minor traffic violations)?		

Applicant Signature

Date

TRANSCRIPT EVALUATION PROCEDURES FOR NON-TEACHING / NON-LICENSED APPLICANTS

- ALL transcripts from ALL schools attended **after** high school must be submitted with the evaluation request. Incomplete packets will be returned. **UNOFFICIAL TRANSCRIPTS CANNOT BE ACCEPTED.**
- If you have a degree from a foreign college/university, an official evaluation and translation must be included in your request packet. A request without an evaluation and translation will be returned.
- Please sign the applicant statement relating to revocations and crimes. If your answer to either statement is "yes", please enclose official (raised seal) court documents and your written statement of events. A request without this will be returned.
- Your licensure plan will need to be completed in three (3) years; this date could change upon being hired as a teacher.
- You must obtain a teaching position in a NC public or charter school before completing this licensure plan of study since some requirements can only be met on-the-job.
- You may request up to **two** evaluations for the licensure areas in which you qualify.
- It is important to know that by following the RALC licensure plan and changing to a college/university plan in the future could result in taking courses that won't transfer.**

Checklist of Items:

- Form RLC completed
- Statement of Applicant (revocations & crimes) is marked, signed, and dated. Documentation is included, if applicable.
- All **OFFICIAL** transcripts from colleges/universities you have attended are enclosed. Official evaluation and translation of transcripts from foreign colleges/universities are included, if applicable.
- If you have received a plan from a college/university, please send it along with your application.
- Sign and date this form below and include it with your evaluation request packet.
- I am aware of the RALC website at www.ralc.us

By signing below, I am indicating that I understand all of the above information and requirements.

(Signature of Applicant and Date)

****WE DO NOT ACCEPT FAXED APPLICATION REQUESTS****