

APPROVAL PURPOSES ONLY

State Board of Education
Public Schools of North Carolina
Department of Public Instruction



Regional Alternative Licensing Center (RALC) Request for Course Approval

Name:

Date:

Plan of Study/Licensure Area:

New Course Approval (never taken before) OR Plan of Study Re-evaluation

Please list the competency you are attempting to meet, the institution offering the course, the course prefix, course number, and course name. **Be sure to attach the official course description (obtained from the college/university course catalog) with this form for every course you are requesting approval.** Where each competency may be met is listed on your plan of study beneath the competency name. All course approval requests must be made on this form. We will review up to two classes per competency for each new course approval on your plan of study.

Licensure Area Coursework

Competency (you wish course to count for)	Community College, 4-year College/ University (where course is being offered)	Course Prefix, & Number	Course Name	For RALC use only

Please keep a copy of this form for proof of approval and submit it with your official transcripts to your employing school system when you are ready to clear your provisional or lateral entry license.

Regional Alternative Licensing Center Director