

**North Carolina Central University  
School Administration Add-On Licensure Program Assurance Form**

Instructions: The School Administration Add-On Licensure Program is open only to candidates who have a Master's Degree in an education related field and for whom a paid internship site (e.g., assistant principal, dean of students, curriculum specialist) is available for the school year of the internship. The applicant has to verify that an administrative position and internship site are in place prior to admission to the Add-On Licensure Program. A signature is required from the applicant's principal, Human Resource Officer, or superintendent. This form containing appropriate signatures must be submitted with the standard Add-On Licensure Admission application.

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Applicant Assurance Statement/Signature:** I have been approved by my LEA for the Add-on Licensure Program at North Carolina Central University. The LEA has or will secure a paid internship position for the specified school year of the internship. I understand that this program requires me to take two courses each semester and complete full-time year long internship. I know I will have to attend a weekly seminar during the internship and my LEA will support me in fulfilling the requirements of the program. Failure to maintain a 3.0 GPA, and to maintain satisfactory attendance and participation may result in withdrawal from the program.

**Applicant Signature:** \_\_\_\_\_

\*\*\*\*\*

**LEA Assurance Statement/Signature:** I am recommending the above-named applicant for the Add-On Licensure Program. The LEA will provide a paid internship site, and will support the applicant with appropriate release-time for course work and internship activities (e.g., weekly seminar).

**LEA:** \_\_\_\_\_

**LEA Representative Name and Title:**

\_\_\_\_\_  
\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**LEA Representative Signature:** \_\_\_\_\_