



The University of Alabama at Birmingham

The Educational Specialist’s Degree in Educational Leadership Leading to Alabama Class AA Instructional Leadership Certification

Thank you for your interest in the Educational Specialist (EdS) program in educational leadership in the UAB School of Education Department of Human Studies. This program is for educators who already have a Master of Arts degree and current Class A certification in Instructional Leadership.

Educators who pursue the Educational Specialist degree will further sharpen their skills and develop new competencies in instructional leadership. They will also meet the qualifications for the Alabama Class AA certificate in Instructional Leadership. The program, **delivered in weekly class sessions in an online format (via Zoom)**, is based on the most current professional educational leadership standards and provides our students with great opportunities to develop relationships and professional networks with professors and practitioners in a choice of urban, suburban, or rural settings.

<p>Packets Contents:</p> <ul style="list-style-type: none"> Faculty & Staff Contact Information Admission Requirements Step-by-Step Application Process Course Rotation Example Medical Clearance Webpages and Notes of Interest Estimated Tuition Charges 	<p style="text-align: center;">Deadline to Apply:</p> <p style="text-align: center;">The program offers a rolling admissions policy. Join us any term.</p> <p style="text-align: center;">To start in the fall, apply by July 1. To start in the spring, apply by Nov. 1. To start in the summer, apply by April 1.</p>
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Faculty and Staff Contact Information:	
Dr. Amy Dagley, Associate Professor Program Director 205-975-1984 dagley@uab.edu	Dr. D. Keith Gurley, Associate Professor 205-975-1983 kgurley@uab.edu
Dr. Miyoshi Juergensen, Assistant Professor 205-934-7530 mjuerge2@uab.edu	Ms. Sha’Niethia Johnson-Wright Coordinator of Admissions and Records araccot@uab.edu 205-934-7530

ADMISSION REQUIREMENTS – ED.S.

Applicants must be unconditionally admitted into the program before completing coursework required for certification.¹

In addition to meeting admission requirements of the Graduate School and the School of Education, applicants must meet the following requirements for admission into the Educational Specialist (Ed.S.) in Educational Leadership program, leading to Class AA Instructional Leader certification:

- **Education & Certification:** A prospective candidate must have a master’s degree and a valid Alabama Class A Professional Educator Certificate in Instructional Leadership or a valid Alabama Class A Professional Leadership Certificate, or one of the other Alabama Class A leadership certificate designations (i.e., Instructional Leader, Principal, Superintendent, Superintendent-Principal, Educational Administrator, Supervisor (any subject and/or grade level), Administrator of Career and Technical Education.)
- **Minimum Grade Point Average:** Applicants must have a minimum grade point average of 3.0 out of 4.0 in their latest college/university graduate program of study.
- **Documentation of criminal history background check**
- **Experience:** Documentation (EXP form) of at least 3 years professional educator experience. If you do not yet have administrative experience, you must demonstrate competency in each of the Class A Leadership Standards through the compilation of a comprehensive portfolio kept throughout your Ed.S. coursework and field experiences. This is not required of students who completed a Class A Certification program in Instructional Leadership after 2005.
- For applicants who earned Class A Certification in Instructional Leadership before Sept. 8, 2005 and/or those who earned a Master of Arts in Educational Leadership at a university other than UAB, an acceptable passing score on an admissions portfolio is required. [Details are provided here.](#)

¹ Admission to the Graduate School is not equivalent to “unconditional admission” to a state-approved educator preparation program.

STEP-BY-STEP APPLICATION PROCESS

The graduate degree program to which you are applying is called the Educational Specialist's Degree in Educational Leadership.

Application Deadlines: **July 1** for admission to the fall term, **November 1** for spring, and **April 1** for summer. (If the deadline is missed, applicants are *not* allowed to begin courses in a non-degree status.)

The application process is primarily in two parts: (1) Begin with an application to the UAB Graduate School, then (2) proceed to program-specific requirements facilitated through the UAB School of Education Office of Student Services. A third (3) part can be completed at any time during the process: submitting immunization records.

Application Process Checklist:

- **Graduate School Application:** You must activate your application before the deadline expires to be considered for admission, but you do not have to have all required documents submitted by the deadline. *Please read the next sub-steps in this process before going to the Graduate School website to apply.* Complete the online application through the UAB Graduate School by clicking on the “Apply Now” button here: <https://www.uab.edu/graduate/admissions>.²
 - **Provide Three Letters of Recommendation.** There are two ways to complete this requirement: either as a hard copy letter or as an electronic submission (preferred method). When completing the online Graduate School application, applicants must submit names and email addresses of three references, **as long as one reference is the applicants immediate supervisor.** Please ask the references to complete the online reference via the online application system. Alternatively, if your references prefer to mail a recommendation letter, it should be mailed to: UAB School of Education, Office of Student Services, EEC 311, 1720 2nd Avenue South, Birmingham, AL 35294-1250. Letters of recommendation should provide details regarding the applicant's ability to relate to the public, solve problems, communicate effectively, model knowledge of the curriculum, and demonstrate leadership skills.
 - **Pay Application Fee:** Submit application fee payment to the UAB Graduate School.
 - **Submit the application to the Graduate School.** Be sure to hit the “Submit” button to activate your application **on or before the deadline.** You can submit before you have submitted all required documents, those can be added later.
- **Submit Transcripts:** Request one (1) official transcript from each institution of higher education from which you earned credit to be sent by the issuing institution, either electronically to soetranscripts@uab.edu, or via mail to Sha'Niethia Johnson-Wright, UAB School of Education, Office of Student Services, EEC 311, 1720 2nd Avenue, South, Birmingham, AL 35294-1250. International transcripts must be submitted to World Education Services (www.wes.org) or Educational Credential Evaluators (www.ece.org) for

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an official course-by-course evaluation then mailed to the UAB Graduate School: UAB Graduate School, HUC 511, 1720 2nd Avenue South, Birmingham, AL 35294-1150

□ **Program Application:**

□ **Submit EXP Form:** Submission of Alabama State Department of Education Supplemental EXP form, completed by your employer, will verify a minimum of three years' acceptable professional educator experience. Applicants must request the EXP form be completed by their school district personnel office. If the applicant has taught full-time in more than one school system, he/she will need to submit a Supplemental EXP form from each school system. The form should be notarized and submitted by your school system to UAB SOE, Office of Student Services (address above). If you have questions please contact Sha'Niethia Johnson-Wright araccot@uab.edu in the OSS at 205-934-7530, Fax: 205-975-8040. Link to EXP form: <https://www.alabamaachieves.org/wp-content/uploads/2021/08/9-SUPPLEMENT-EXP.pdf> *Because this process takes time, it is recommended you begin it and move on to other items in this list to complete while your school completes the form.*

□ **Admissions Portfolio and Interview:** The portfolio and interview are required only for those who earned Class A Certification before Sept. 8, 2005, and/or those who earned a Master of Arts in Educational Leadership at a university other than UAB. The Admissions Portfolio, submitted via email in a single pdf document, must contain only the following artifacts:

- A letter of nomination (i.e., support letter) written by a supervisor/principal in your current teaching / administrative setting.
- Two letters of recommendation written by others who can speak of your leadership potential or experience.
- A copy of your two most recent performance appraisals/ evaluations.
- Two authentic artifacts that demonstrate your ability to positively impact student achievement and learning in your classroom or school (i.e., pre-/post-test of student learning data).
- Two authentic artifacts that provide evidence of your potential as a school leader (i.e., examples of presentations at conferences and workshops; examples of school improvement initiatives that you have led).
- A statement of your reasons for pursuing Class AA Certification (300 -500 words).
- Copies of your current Alabama teaching certificates
- EXP form
- If documents are submitted electronically, enclose a statement for each in the portfolio indicating they were submitted electronically to Office of Student Services.

□ **Submit Documentation of Medical Clearance:** Detailed instructions are [provided in this packet](#).

COURSE ROTATION EXAMPLE

This degree program extends over four semesters or “blocks” of courses. This program features rolling admissions, so students may apply and enter during any term, spring, summer, or fall.

The Educational Specialist’s Degree (EdS) in Educational Leadership			
Block	Block	Block	Block
EDL728 Management of the Learning Organization (3 hours) EDL728-L Field Experience Management of the Learning Organization (1 hour)	EDL717 Leading Change (3 hours) EDL717L Field Experience Leading Change (1 hour)	EDL719 Mentoring / Coaching Skills for School Leaders (3 hours) EDL719L Field Experience for Mentoring and Coaching Skills for School Leaders (1 hour)	EDL718 Essential Skills for Organizational Leadership (3 hours) EDL718L Field Experience Essential Skills for Organizational Leadership (1 hour)
EDL727 Adult Learning Community (3 hours) EDL727L Field Experience for Adult Learning Community (1 hour)	EDL732 Leadership of Special Programs (3 hours) EDL732L Field Experience Leadership of Special Programs (1 hour)	<u>EDF Elective</u> EDF 706 Social Movements in Education (3 hours) OR EDF702 Critical Social Issues in Education (3 hours) EDL 746 Practicum in Instructional Leadership (1 hour) ³	EDL731 Law, Ethics, and Policy for Educational Leaders (3 hours) EDL731L Field Experience Law, Ethics, and Policy for Educational Leaders (1 hour)
(8) hours credit	(8) hours credit	(7-8) hours credit	(8) hours credit

Coursework & Degree Requirements

The Educational Specialist degree program consists of (a) educational leadership coursework, (b) course-related field experiences, (c) an advisor-approved Foundations of Education elective. Candidates for the Educational Specialist degree must complete the special education course Introduction to Exceptional Learners (ECY 600) or its equivalent. **To qualify for certification, candidates must complete the program with a 3.5 on a 4.0 scale GPA.**

³ A practicum is only required for those students who obtained a Class A Certification in Instructional Leadership prior to September 1, 2008.

DOCUMENTATION OF MEDICAL CLEARANCE

All students (degree-seeking and non-degree seeking) applying to UAB must obtain medical clearance. After you are admitted to the program, you will receive an email about obtaining medical clearance. It will have links to the UAB Student Health Services website and the Patient Portal:

<https://www.uab.edu/students/health/>. Select the “Getting Started Tab” and “Immunization Clearance.”

Links to these webpages are also available on your BlazerNet account.

You must meet the medical clearance deadline (e.g., Aug. 1 for Fall admission). If not, you will be blocked from registering for classes. If you are already registered but don’t submit all required records by the medical clearance deadline, your registration may be automatically canceled. Check the <https://www.uab.edu/students/health/> website for the deadline for the term to which you are applying.

Which immunizations do you need? To find out, go to <http://www.uab.edu/studenthealth/medical-clearance> and Select from the “Getting Started” tab, “Immunization Clearance.” You may be asked several questions like this:

When did/will you begin classes at UAB?

Are you a clinical or non-clinical student? Answer: Non-clinical (no patient contact)

Are all of your courses completely online? For this program, your courses are online.

Are you a United States citizen?

Level 1 Immunization. Most Educational Leadership students are classified as requiring Level 1 immunization. This consists of: **MMR (Measles, Mumps, Rubella), TDAP (Tetanus, Diphtheria, Acellular Pertussis), Varicella (Chickenpox/Shingles); and Tuberculosis (TB) screening.** Immunizations and TB screening are available at UAB Student Health Services for a fee. Make an appointment by calling 205-934-3581 or by accessing the Patient Portal at: <https://www.uab.edu/students/health/>

Submitting Health Records (for students who start after Summer 2016). Click “Forms” on Patient Portal. Then click “Immunizations entry form” and “Add immunization record.” Upload scanned documents as JPEG, JPG, PNG, or GIF. Or, you can fax your immunization records to 205-996-7468. As you complete these requirements, your immunization status will be reflected on your student profile in BlazerNET and on the Patient Portal under the “Immunizations” tab. If you have questions, contact medclearance@uab.edu.

WEBPAGES AND NOTES OF INTEREST

Online Application

<https://www.uab.edu/graduate/admissions>

NOTE: Open this link, click on the green “Apply Now” button, and establish an application account. UAB is pleased to offer this web-based application in order to make our application process as easy and convenient as possible.

Check Admission Status

You can check your application status by logging in to your application dashboard.

Notification of Admission Decision

The timeline for the graduate admissions process varies based on your individual circumstances and the program to which you have applied. You will be notified via email once a decision has been made on your application.

Detailed Tuition and Fees

Be sure to select the tab for “Graduate” hours.

<https://www.uab.edu/cost-aid/cost/detailed-tuition-fees#graduate>

Graduate School

<http://www.uab.edu/graduate/>

Educational Leadership Program

<https://www.uab.edu/education/home/graduate/educational-leadership>

Office of Student Services (OSS)

<https://www.uab.edu/education/home/students/office-of-student-services>

The Office of Student Services (OSS) is responsible for undergraduate academic advising, registration, processing graduate applications for admission, applications for degree, and certification. The OSS works diligently to support our students in achieving their educational goals in an environment that embodies the School of Education values of respectfulness, responsiveness, and innovativeness.

UAB Student Health Services

<https://www.uab.edu/students/health/>

UAB Financial Aid (Cost & Aid)

<https://www.uab.edu/cost-aid/>

**ESTIMATED TUITION CHARGES
BASED ON 2023-2024 ONLINE TUITION***

Tuition for Courses Taken in the UAB School of Education

Tuition per Graduate Credit Hour (Education) for Online Courses: \$555

Estimated Degree Program Costs*		
First Semester		
Eight Credit Hours	8 x \$555	\$4,440
Second Semester		
Eight Credit Hours	8 x \$555	\$4,440
Third Semester		
Eight Credit Hours	8 x \$555	\$4,440
Fourth Semester		
Seven Credit Hours	7 x \$555	\$3,885
Total Estimated Tuition Fees (2023-2024 Rate, subject to change*)		\$17,205

*Tuition costs and fees are as of August 2023 and are subject to change by the university Board of Trustees at the beginning of any term. This estimate includes basic tuition rates for online courses only and does not include other incidental fees and costs. Candidates are also required to establish and maintain an account with the designated electronic portfolio web-based vendor for the entirety of their program. The fee for the portfolio is charged to the as part of a course fee.

Fees Paid by Party Other Than Student or Student’s Family: If tuition fees are to be paid by a party other than the student or student’s family (e.g., government agency, employer), students must visit the Cashier’s Office in the Office of Student Accounting, Room 322 in the Hill University Center, prior to the first day of class.