Information Sessions for prospective AMP applicants: **Mondays 5:00-6:30 pm**
**Room 101** in the Education Building, 901 13th Street South, Birmingham, AL
RSVP by emailing Dr. Susan Spezzini at spezzini@uab.edu

December 18, 2019

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**Information Packet: Alternative Master’s Program (AMP)**

Welcome to the Alternative Master’s Program (AMP) at the School of Education (SOE), University of Alabama at Birmingham (UAB). The purpose of UAB’s AMP is to guide prospective teachers in meeting the evolving needs of school-aged learners in today’s rapidly changing society and to deliver cutting-edge instruction through a standards-based, inquiry-focused approach. Based on constructivism, this approach prepares educators to use state-of-the-art instructional strategies in their own classrooms. This program combines online support from Canvas with a variety of delivery formats.

Dr. Jenn Ponder, Interim Department Chair
Department of Curriculum & Instruction
jponder@uab.edu 205-975-6150

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**Program Name**

At UAB, this initial certification program is called the Alternative Master’s Program (AMP). The AMP is synonymous with “fifth-year program.” Fifth-year means that certification candidates are starting a teacher certification program after having completed a four-year undergraduate (UG) program; it does not mean that they start and finish this program in one year. Some candidates are able to complete the AMP in 5 to 6 terms, i.e., about 2 years. However, other candidates have such extensive responsibilities (e.g., full time teaching positions) that they often need 3 years (or more) to finish the AMP.

**AMP Candidates**

Candidates are current certification-seeking students in the SOE as well as prospective certification-seeking students. In this information packet, the words “candidate” and “student” might be used interchangeably. However, we usually reserve the word “student” to refer to P-12 learners being taught by our certification candidates.

**AMP Information Packet**

The information in this packet corresponds to UAB policies and procedures in effect on the date of the packet. More recent versions of this packet take precedence over what is stated here. This packet also represents codes and regulations mandated by the Alabama State Department of Education (ALSDE). To provide schools with educators prepared to meet the changing needs of today’s society, the ALSDE frequently updates its codes. Hence, UAB also periodically updates its certification checklists. If an updated certification checklist offers advantages to already-admitted candidates, they may request switching to a newer checklist.

**Driving and Parking**

Information about driving and parking is provided at [www.uab.edu/education/home/about](http://www.uab.edu/education/home/about). Parking is a big challenge at UAB; it can take over 30 minutes to find a parking space. Come with time to look for parking and also with quarters to feed the parking meters. If it takes more time than anticipated to find a place to park, please do not be concerned about arriving late for the AMP information session. Late arrivals are always welcome.

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**Table of Contents**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirements for Applying to the AMP at UAB</td>
<td>2</td>
</tr>
<tr>
<td>Praxis Subject Assessments</td>
<td>3</td>
</tr>
<tr>
<td>Test-Taking Tips</td>
<td>4</td>
</tr>
<tr>
<td>Non-Degree Seeking Status</td>
<td>4</td>
</tr>
<tr>
<td>Admission as a Degree-Seeking Student</td>
<td>5</td>
</tr>
<tr>
<td>Professional Dispositions, Field Experiences, Diversity, edTPA,…</td>
<td>6</td>
</tr>
<tr>
<td>Student Teaching Internship</td>
<td>7</td>
</tr>
<tr>
<td>Applications and Deadlines</td>
<td>8</td>
</tr>
<tr>
<td>Employment as a Teacher</td>
<td>9</td>
</tr>
<tr>
<td>QuickLinks and Acronyms</td>
<td>10</td>
</tr>
<tr>
<td>Program Coordinators/Faculty Advisors and “To-Do” List</td>
<td>11</td>
</tr>
<tr>
<td>Attending the AMP Info Session</td>
<td>12</td>
</tr>
</tbody>
</table>
Requirements for Seeking Admission to AMP at UAB

1) Becoming Informed
   a) Attend an AMP information session: Mondays, 5:00-6:30 in EB 101.
      ➔ Confirm your attendance (RSVP) by emailing Dr. Spezzini (spezzini@uab.edu), who facilitates these sessions.
   b) Visit the website for the Department of Curriculum and Instruction www.uab.edu/education/ci and also other SOE sites.
   c) For information purposes, go to https://www.uab.edu/education/home/graduate click on your area (e.g., Arts Education), then
      Alternative Master’s, and more clicks, such as Music and/or Choral Music. These checklists were approved by the ALSDE
      for students admitted to UAB in the current school year.

2) Cumulative, unrounded Grade Point Average (GPA) of 2.75 —This GPA is set and regulated by the ALSDE; it is not negotiable.
   a) The ALSDE requires an unrounded cumulative GPA of 2.75 for admission to initial certification programs such as the AMP.
   b) Cumulative GPA of at least 2.75 must be on the transcript issuing a BA/BS degree (or 3.0 GPA on transcript issuing a graduate degree).
   c) The transcript with the GPA that provides eligibility for AMP admission must be from a regionally accredited college (e.g., SACS).
   d) GPAs cannot be “raised” by taking additional courses after graduation.
   e) If an undergraduate GPA is below 2.75 but above 2.5, the person can become eligible for admission to the AMP at UAB by having a
      higher Praxis score as determined by the ALSDE.
   f) Applicants with a low GPA on the UG transcript can become eligible for AMP by completing a non-certification MA with a 3.0 GPA.

3) Official Transcripts sent to the School of Education (SOE)
   a) Request official transcripts from all colleges attended (incl. dual enrollment), even if just one course is on another transcript.
   b) Have official transcripts from each college attended (except for UAB) emailed to SOEtranscripts@uab.edu
      OR mailed to SOE Office of Student Services (OSS), 1720 2nd Avenue South—EB 232; Birmingham, AL 35294-1250
   c) International Transcripts: Course-by-course evaluation with GPA and also with awarding of degree (Basic, $160+)
      Acceptable transcript evaluations: World Education Services www.wes.org
   d) International Applicants: Meet all requirements at https://www.uab.edu/global/international-students-and-scholars

4) Background Clearance with the ALSDE
   b) Select “admission to an educator preparation program” (or something similar to that).
   c) Pay online with debit or credit card, print receipt, and go to a place listed on the background clearance webpage.
   d) Select “admission to an educator preparation program” (or something similar to that).
   e) Have official transcripts from each college attended (except for UAB) emailed to SOEtranscripts@uab.edu
   OR mailed to SOE Office of Student Services (OSS), 1720 2nd Avenue South—EB 232; Birmingham, AL 35294-1250
   c) International Transcripts: Course-by-course evaluation with GPA and also with awarding of degree (Basic, $160+)
      Acceptable transcript evaluations: World Education Services www.wes.org
   d) International Applicants: Meet all requirements at https://www.uab.edu/global/international-students-and-scholars

5) Competencies and other information at UAB for admission to for the AMP in targeted teaching fields
   Early Childhood and Early Childhood Special Education: TWO Praxis exams (5001 and 5025)
      NOTE: Students should have courses in Child Development and Family Relations (These can be taken after admission.)
   Mathematics: Calculus I (MA 125), Calculus II (MA 126), Calculus III (MA 227) before admission (preferably in recent past)
   Music: Contact Associate Dept. Chair, Dr. Denise Gainey (clarinet@uab.edu), to schedule auditions and placement exams.
   Physical Education: Contact Dr. Sandra Sims (sk sims@uab.edu) for the list of prerequisite courses and a plan of study
   Spanish/French: Low Advanced on Oral Proficiency Interview or pass computerized version (OPI-c) in first year of AMP at UAB.
   Visual Arts: Applicants with non-art majors must interview with Art Department faculty and share their studio art portfolio.

   STEM (science, technology, engineering, mathematics): Contact CORD about Noyce scholarship (205) 934-5171, ccord@uab.edu

6) Exams required by the ALSDE for unconditional admission: SUBJECT TO CHANGE (valid on date of this packet)
   a) Admission exam to UAB’s AMP: Praxis Subject Assessment (formerly called Praxis II) 800-772-9476
      ➔ GRE and MAT are NOT required by UAB for admission to AMP, and the Core Skills test was recently eliminated.
   b) Preparation: Read Praxis website, view videos, learn rules (e.g., valid photo ID, no jewelry, signed statement, locker), Free
      Study Companion, and purchase study guide for targeted exam https://www.ets.org/praxis/prepare/materials/5732
   c) Testing sites in the Birmingham area: UAB (936 19th Street South, B’ham) https://www.uab.edu/testing/ Click National Tests;
      Prometric (601 Beacon Parkway West, Homewood); and Jeff State Community College (Carson Road, Center Point).
   d) Registration: http://www.ets.org/praxis/register. Your registration name must be identical to the name on your photo ID.
      Because dates fill quickly, you must register ASAP. Be sure to take exams at least one month before UAB’s application deadline.
   e) Score Reports: When registering for these exams, request for score reports to be sent to UAB and to the ALSDE.
      After the test, a score usually appears on the screen. Though unofficial, this probably represents your official score. About 3 weeks after
      the test window closes, you can access your score online at the test registration website. Your score reports will not be
      mailed. Be sure to download and save electronic and paper copies for your own files. Fees are charged to reorder reports.

7) ETS Testing Dates for 2019-20: https://www.ets.org/praxis/register/dates_centers/ (under Praxis Subject, click test name)
   Seven windows for History and Physics: Sept. 2-14; Nov. 4-16; Jan. 6-18; Mar. 2-14; Mar. 30-Apr. 11; Apr. 27-May 9; July 6-18
   Five windows for French and Spanish: Sept. 23-28; Nov. 18-23; Feb. 17-22; Apr. 20-25; July 7-25
   Monthly for others: 9/2-14; 9/30-10/12; 11/4-16; 12/2-14; 1/6-18; 2/3-15; 3/2-14; 3/30-4/11; 4/27- 5/9; 6/1-13; 7/6-18; 8/3-8/15
Praxis Subject Assessments
Subject to change by ETS & ALSDE

For admission to UAB’s AMP, applicants must first pass the Praxis Subject Assessment(s) for the targeted teaching field.

ALSDE’s Test Codes and ALSDE Passing Scores: [https://www.ets.org/praxis/al/al_teacher_ed](https://www.ets.org/praxis/al/al_teacher_ed)

Before registering for the Praxis, you must confirm ALSDE’s updated requirements for your teaching field regarding test code, qualifying scores, and test dates. To do so, scroll down to Tests Required for Specific Certification Areas and click on grade level (e.g., Secondary, All Grades) and then on teaching field (e.g., ELA, Mathematics, Music).

### Teaching Fields (AMP) available at UAB in 2019-20

<table>
<thead>
<tr>
<th>Teaching Fields (AMP)</th>
<th>For admission 8/31/19</th>
<th>UAB Admission Requirements to the AMP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Test Codes</td>
<td>Pass Scores</td>
</tr>
<tr>
<td><strong>EARLY CHILDHOOD EDUCATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education (P-3: birth-grade 3) AND Early Childhood Special Education (P-3: birth-grade 3)</td>
<td>#5025 ECE</td>
<td>pass score: 156</td>
</tr>
<tr>
<td></td>
<td>#5001* Elementary: Multiple Subjects</td>
<td>#5002 Rdg/LA: 157</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#5003 Math: 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#5004 SocStud: 154</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#5005 Science: 158</td>
</tr>
<tr>
<td><strong>ELEMENTARY EDUCATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary Education (K-6) AND Special Education: Collaborative Teacher (K-12)</td>
<td>#5001 Elementary: Multiple Subjects</td>
<td>#5002 Rdg/LA: 157</td>
</tr>
<tr>
<td></td>
<td>#5003 Math: 157</td>
<td>#5004 SocStud: 154</td>
</tr>
<tr>
<td></td>
<td>#5005 Science: 158</td>
<td></td>
</tr>
<tr>
<td><strong>SECONDARY EDUCATION (6-12)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Language Arts (ELA)</td>
<td>#5038</td>
<td>167</td>
</tr>
<tr>
<td>Mathematics</td>
<td>#5161</td>
<td>155</td>
</tr>
<tr>
<td>Science</td>
<td>#5435</td>
<td>152</td>
</tr>
<tr>
<td>General**</td>
<td>#5235</td>
<td>150</td>
</tr>
<tr>
<td>Biology</td>
<td>#5245</td>
<td>150</td>
</tr>
<tr>
<td>Chemistry</td>
<td>#5265</td>
<td>138</td>
</tr>
<tr>
<td>Physics</td>
<td>#5081</td>
<td>155</td>
</tr>
<tr>
<td>Social Science</td>
<td>History</td>
<td>#5941</td>
</tr>
<tr>
<td><strong>SINGLE SUBJECT (P-12)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music (choral and instrumental)</td>
<td>#5113</td>
<td>161</td>
</tr>
<tr>
<td>Physical Education (kinesiology)</td>
<td>#5091</td>
<td>149</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>#5134</td>
<td>158</td>
</tr>
<tr>
<td>World Languages</td>
<td>French</td>
<td>#5174</td>
</tr>
<tr>
<td></td>
<td>Spanish</td>
<td>#5195</td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>#5362</td>
<td>155</td>
</tr>
<tr>
<td>Dual Certification</td>
<td>ESL/French</td>
<td>#5174</td>
</tr>
<tr>
<td></td>
<td>ESL/Spanish</td>
<td>#5195</td>
</tr>
</tbody>
</table>
Test-Taking Tips

1) Free Webinars: ETS offers free live webinars to help candidates succeed as they prepare for teacher licensure. These webinars offer in-depth information, examples of study plans, and the opportunity to ask questions. Topics include test overviews, free resources for test preparation, and tips for reducing test anxiety. Registration opens approximately two weeks prior to the webinar date, and we encourage candidates to participate and register early.

2) Study materials: Students should study for a Praxis test by purchasing study materials, which can usually be purchased directly from the Educational Testing Service. In fact, they are usually offered online after registering for the Praxis. Test preparation materials can also be bought at the UAB book store and other major book stores. Students are encouraged to take several practice tests (included in purchased test preparation materials) in a secluded area and by setting a timer for the allotted time. This website has excellent study materials: https://www.mometrix.com/academy/praxis-test/.

3) Disability Support: If students have a disability, they should register with UAB’s Disability Support Services (205) 934-4205. This takes time. So, if students plan to seek a disability designation at UAB, they must start this process at least 3 months before the test date. Once students have been designated by UAB's Student Disability Services as having a disability, they will be allowed to take the Praxis with accommodations. The exact accommodation depends on the type of disability.

4) Arriving on Time: Test takers should arrive at the test center at least 30 minutes before the test is scheduled to start. Test-takers must be inside of the designated testing room before the time indicated on the instructions. For example, if test-takers are told to arrive by 10:30, this means that the door of the testing room closes at 10:30 and no one else is permitted to enter.

5) Default Response: If test takers do not know the answer to a question, they should mark their default response rather than leaving it blank. “C” is often recommended. Test takers should not worry about marking “C” numerous times. Using a default response works well since the passing scores on the Praxis often correspond to about 60% of the questions being correct. Of a test taker’s default responses, about 25% are often correct, e.g., Of 20 "simply mark C" responses, about 5 will be correct. For some test takers, this is the difference between passing and not passing. Instead of “C,” test takers may wish to use “B” or another letter. NOTE: This approach will not work as well when a higher cut score is required. It also does not work on other types of exams, e.g., Advanced Placement or Nursing Boards; it depends on the test design.

6) Slow Readers: If test takers are slow readers, they can avoid getting bogged down with reading long questions. Some Praxis questions are lengthy scenarios that take a long time to read; other questions might be somewhat confusing. When slow readers see a long or confusing question, they may wish to consider not attempting to read it. Instead, they could “simply mark C” and go on to the next question. If they have time left at the end, they can come back to the long questions where they had “simply marked C.”

7) Keeping track of time: One minute before the test ends, test takers should “simply mark C” on the remaining questions. That way, if they run out of time, they will have responded to all questions. For computer-based tests, the time appears on the screen.

Non-Degree Seeking Status: UAB Graduate School, 205-934-8227 gradschool@uab.edu
Applicants (secondary & K12 single subject) who do not meet degree-seeking application deadline and wish to start taking courses that semester.

1. Instructions: Read the instructions for non-degree seeking students at http://www.uab.edu/graduate/nondegreestudents
2. Non-degree application: Submit a non-degree seeking application five business days before the start of the targeted term.
3. Degree choice: After clicking “Start new application”, respond to the four key questions as follows:
   a. For which of the following are you applying? Non-Degree Seeking
   b. Intended Program of Study: Education Non-Degree
   c. Concentration: Not Applicable – the selected program does not offer concentration options
   d. Term: Select the term when you would like to start as a non-degree seeking student.
4. Payment: Pay $40 online (debit card or credit card) and click SUBMIT.
5. Transcripts: Non-Degree students must submit a copy of their transcript from a regionally accredited university showing that a bachelor’s degree or higher has been awarded. This transcript may be unofficial, and must be uploaded within the application prior to submission. If you would like to submit an unofficial copy of your transcript after submission, please send it via email to gradschool@uab.edu. Your application cannot be processed until the Graduate School has received a copy of your transcript.
6. Acknowledgement of non-degree policies: https://www.uab.edu/graduate/students/current-students/academic-policies-progress/forms
7. Fingerprints: Follow instructions on page 2, step 4. You must have background clearance to do field experiences. The first field experience takes place in EDU 500, which you will take in your first semester.
8. Admissions: Once you have completed your application by paying the fee and submitting a copy of your unofficial transcript showing a bachelor’s degree or higher has been awarded from a regionally accredited university, the Graduate School will process your application within 1-3 business days. Once an admission decision has been rendered, you will be notified via email and will need to log back into the application dashboard to view your decision. You will find crucial information within your decision letter, such as a link to complete the Acknowledgement of Non-Degree Policies form, how to create your BlazerID if you do not already have one, and information regarding required overrides that must be issued to non-degree seeking students.
9. No financial aid: During the terms in which you take courses as non-degree seeking, you are NOT eligible for student loans.
10. After having degree-seeking status, submit a form to change non-degree credits to degree-seeking credits for using towards your degree: https://www.uab.edu/graduate/students/current-students/academic-policies-progress/forms
1. Create Application Account/Portal with the Graduate School at: [www.uab.edu/graduate](http://www.uab.edu/graduate) (click Apply Now at center)
   a) Click on “Sign up” which is at the bottom of the screen below the “Sign in” button (if first graduate application since 2017)
   b) Enter first name, last name and email address on the sign-up page, and click submit.
   c) After you receive an email from the Graduate School, follow instructions and create your Application Portal password.
   d) After this, go to the online application dashboard where you will now begin your application (and all future applications).
   e) If you need help, please contact the Graduate School at 205-934-8227 or by emailing gradschool@uab.edu.

2. Select Master’s degree. After that, select your program from among the following options, always followed by Alternative MA program:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Education-Alternative Master’s Program:</td>
<td>Concentration:</td>
</tr>
<tr>
<td>Early Childhood/Elementary-Alternative Master’s</td>
<td>visual arts or</td>
</tr>
<tr>
<td>Program: (cert: grades P-12)</td>
<td>music (then select choral or instrumental)</td>
</tr>
<tr>
<td>English as a 2nd Language-Alternative Master’s</td>
<td>Cert: grades K-6</td>
</tr>
<tr>
<td>Program: Concentration: Early Childhood</td>
<td></td>
</tr>
<tr>
<td>High School Education-Alternative Master’s</td>
<td>(cert: birth-g3)or Elementary (cert: grades K-6)</td>
</tr>
<tr>
<td>Program: (Although the UAB says High School</td>
<td></td>
</tr>
<tr>
<td>Education certification is for grades 6-12.)</td>
<td></td>
</tr>
<tr>
<td>Kinesiology-Alternative Master’s Program:</td>
<td>Concentration:</td>
</tr>
<tr>
<td>(Birth of Level 1 Immunization)</td>
<td>Physical Education (Certification, grades P-12)</td>
</tr>
<tr>
<td>Special Education-Alternative Master’s Program:</td>
<td>Concentration:</td>
</tr>
<tr>
<td>Collaborative Teacher (cert: P-12), Early</td>
<td>(birth-g3)</td>
</tr>
<tr>
<td>Childhood Sp.Ed.</td>
<td></td>
</tr>
</tbody>
</table>

3. 100% Complete Once payment is submitted, you must go back to the application, sign electronically, and click SUBMIT button to send your application to the Graduate School. After your application is successfully submitted, you will receive a confirmation email.

4. Be sure to submit your application by the deadline for when you want to start. (NOTE: Official test scores can arrive a few days later.)
   a) November 15 (admission to spring)
   b) April 15 (admission to summer)
   c) After you receive an email from the Graduate School, follow instructions and create your Application Portal password.
   d) After ALL materials arrive at the Graduate School, the application is reviewed by the targeted program in the SOE.
   
5. International applicants: Pass the TOEFL, the IELTS, or the Level 5 classes at INTO UAB’s English Language Programs.
   
   Meet requirements for international students: [http://www.uab.edu/global/international-students-and-scholars](http://www.uab.edu/global/international-students-and-scholars)

6. Interview: When called for an interview, applicants should come professionally dressed (such as when doing a job interview).

7. Application Status: Check your application account periodically and/or contact the Graduate School, 205-934-8227, gradschool@uab.edu.

8. Program Review: After ALL materials arrive at the Graduate School, the application is reviewed by the targeted program in the SOE.

9. Admission email: After your application is processed, you will receive an email from the Graduate School with the subject line: “UAB Graduate School Admission Decision”. This email prompts you to go to your application account and retrieve this letter, which includes the following:
   - Your student number (letter “B” followed by 8 digits) NOTE: You will need this number for identification purposes.
   - Your program (e.g., High school AMP, Elementary AMP) and, if applicable, your concentration (e.g., Math)
   - Your status as an Alabama resident (with in-state tuition) or as a non-resident (with out-of-state tuition)

10. BlazerID: Follow the instructions in your letter with respect to processing a BlazerID (or reactivating your inactive BlazerID).

    Go to BlazerNet Central: [https://idm.uab.edu/bid/reg](https://idm.uab.edu/bid/reg) and process your BlazerID (or reactivate a former BlazerID).

    Your BlazerID serves as your UAB email. Select 8 letters/digits that convey a professional image.

    You should check your UAB email regularly and must always use it in official communication with UAB.

    If you have linked your new UAB email to your home email, check frequently to make sure this connection is working properly.

11. Faculty Advisor: After being admitted as a degree-seeking student, you should contact your faculty advisor as listed on page 11.

12. Financial Aid (if needed): To be eligible for a student loan, graduate students must enroll in at least 5 graduate credit hours in a given semester.

13. HEALTH: All students (degree-seeking and non-degree seeking) must obtain medical clearance. After you are admitted, you will receive an email about obtaining medical clearance. It will have links to UAB’s Student Health and Wellness (SHW) website and to the Patient Portal: [http://www.uab.edu/studenthealth](http://www.uab.edu/studenthealth) medical-clearance@uab.edu

   You must meet the medical clearance deadline. If not, you will be blocked from registering for class.

   Which immunizations do you need? To find out, go to [Medical Clearance](http://www.uab.edu/studenthealth) and answer these questions:

   - When did/will you matriculate (begin classes) at UAB? Summer term 2016 or later
   - Are you a clinical or non-clinical student? Non-clinical (no patient contact)
   - Are all of your courses completely online? Yes, all courses are completely online.

   Level 1 Immunization. Most AMP students are classified as Level 1 immunization: MMR (Measles, Mumps, Rubella), Tdap (Tetanus, Diphtheria, Acellular Pertussis), Varicella (Chickenpox/Shingles), and TB (Tuberculosis) screening. Immunizations and TB screening are available at SHW (1714 Ninth Avenue South) for a fee. Make an appointment by calling 205-934-3581 or by accessing the Patient Portal at [http://www.uab.edu/studenthealth/services/immunizations-and-tb-tests](http://www.uab.edu/studenthealth/services/immunizations-and-tb-tests). If you have questions, contact medclearance@uab.edu

   Submitting health records. Click “Forms” on Patient Portal. Then click “Immunizations entry form” and “Add immunization record.”

   Upload scanned documents as JPEG, JPG, PNG, or GIF. Or, fax forms to 205-996-7468.
Professional Dispositions, Field Experiences, Diversity, edTPA, and more

1) Professional Dispositions
Throughout the AMP, candidates must demonstrate a high level of professional dispositions worthy of the teaching profession. Inappropriate dispositions will result in being exited from the SOE. The first dispositions assessment usually takes place in your first semester. Subsequent disposition assessments take place until reaching the internship semester.

Good teacher candidates …
- display positive traits related to personality, motivation, decision making, communication, and critical thinking;
- have poise, use acceptable manners and mannerisms, are neat and appropriate in appearance, are personable, possess a sense of humor, are enthusiastic, and display personal energy, vitality, and good social skills;
- are able to clearly articulate their motives and rationale for entering the teaching profession;
- demonstrate the ability to make decisions in a rational and logical manner;
- clearly articulate or explain their ideas and speak clearly and correctly using standard English; and
- demonstrate the ability to think critically.

2) Field Experiences and Diversity
Candidates must complete at least 150-220 clock hours of field experiences to be eligible for their student teaching internship. These field experiences, which are similar to labs and rotations in other professions, are an integral part of many AMP courses. The placements, which are arranged by the course instructor, provide candidates with experience working in diverse settings with respect to grade levels, rural/suburban/urban, socio-economic status, English language learners, and special needs students.

3) edTPA: educator Teacher Performance Assessment
The ALSDE requires edTPA as a final assessment for issuing teacher certification. UAB has a dedicated team and well-established curriculum to support all students through the edTPA process. As of the first semester, AMP candidates begin learning about edTPA. Candidates submit their edTPA portfolio during their student teaching internship.

4) Class Schedules and Registration
Schedules are posted in October (spring term) and March (summer and fall terms). Candidates should register as soon as possible. However, before doing so, all candidates must consult with their faculty advisor. Schedules are subject to change. If courses do not have minimum enrollment, they will be canceled.

5) Duration: How long will it take to complete the AMP?
There is no single answer. Much depends on your program and on the number of classes you take each semester. Full time students typically finish in 5 or 6 semesters (i.e., 2 years). Part-time students often take 3 years. UAB’s limit is 5 years.

6) Employment: Is it possible to work full time while completing the program?
The answer depends on your targeted teaching field, your work schedule, your goals, and the specific courses involved. Many courses require school-based field experiences that must be completed during the hours that public schools are in session. It is important to discuss your situation with your faculty adviser as early as possible in your program.

Is it possible to work full time during the student teaching internship?
Being a full-time teacher with the Interim Employment Certification (IEC) is the only employment permitted while student teaching. Because the internship is full time for 15 weeks and during regular public school hours, many students take a leave of absence from their non-teaching jobs (both part-time and full-time) to meet the internship requirements. It is important to decide very early in your program whether you will be able to meet this internship commitment.

Part-time employment opportunity at UAB while studying in the AMP
Academic Tutor for International Students:
INTO UAB Learning Resource Center, Sterne Library (2nd floor). About $12 per hour, for about 10 to 15 hours per week, based on tutor’s availability: Monday-Friday, 9:00 am - 8:00 pm.
Contact Meghan Gilliland, Coordinator of the Learning Resource Center: meghan13@uab.edu.
Student Teaching Internship

1. In January prior to the year in which candidates anticipate doing student teaching, they must:
   a. **Submit a Student Teaching Application** by January 31st, one term before the fall internship and one full year before the spring internship. When completing this application, candidates should follow instructions at: [https://www.uab.edu/education/studentteaching/home/student-teaching-application](https://www.uab.edu/education/studentteaching/home/student-teaching-application).
   NOTE: For secondary education candidates, this is done as part of the EHS 530 Practicum course. All candidates must submit this application, even those with full time teaching positions.
   b. **Update** their application immediately if the targeted semester or teaching employment has changed.

2. Candidates must meet regularly with their advisor to make sure they stay on track for doing their student teaching as indicated in their student teaching application.

3. Prior to starting their internship and repeatedly throughout their internship semester, candidates should read the Student Teaching website and handbook posted at [http://www.uab.edu/education/studentteaching](http://www.uab.edu/education/studentteaching).

4. Candidates must meet ALSDE regulations in effect at time of student teaching and/or employment as a hired intern.

5. **In order to be eligible for this student teaching internship**, candidates must have...
   a. been **unconditionally admitted** to the AMP which occurs upon admission to UAB’s Graduate School,
   b. **completed all courses** in the AMP (with the possible exception of one or two secondary content courses), and
   c. **met all requirements** stipulated by OSS (EB 232) and the Office of Clinical Experiences (EB 213B).

6. About four months before the start of the candidate’s targeted internship semester, the Office of Student Services (OSS) conducts a student teaching eligibility check and then notifies the candidate of any missing items. As their internship approaches, candidates receive specific details of student teaching obligations, such as mandatory attendance of all student teachers at orientation sessions for their respective internship term (either fall or spring).

7. Candidates must enroll in the internship course and also the corresponding internship seminar. They should select the number of credit hours listed on their certification checklist. The seminar guides interns with the edTPA process.

8. Candidates must do their student teaching internship **full-time for 15 weeks**, which is almost the entire length of a school semester. They will be placed with cooperating teachers who are full-time teachers exclusively in the targeted teaching field, have taught within the targeted teaching field full-time for at least 3 years, and preferably hold Class A certification in this teaching field. Candidates will be formally observed about 4 or 5 times by a UAB supervisor. For K-12 subjects, one placement will be about 7½ weeks in an elementary school and another one about 7½ weeks in a secondary school. Candidates in K-12 teaching fields will be observed at least twice in each of these two settings.

9. Another option for meeting this Student Teaching requirement is to be hired full time in a SACS-accredited school. If hired as a teacher, your employment should be **less than 50 miles** from UAB in order for the School of Education to provide on-site supervision of your student teaching internship. If your employment site is further than 50 miles away, you must consult as soon as possible with the Student Teacher Director, Ms. Vanessa Vega.

10. Employment as a full-time teacher during the internship semester must be for teaching the entire day in the teaching field of the targeted certification area. For candidates in K-12 teaching fields, this can be done as follows:
   a. Candidates in K-12 teaching fields need to be teaching approximately half the time in one or more elementary grades (K-6) and teaching the other half of the time in one or more secondary grades (6-12), or vice versa. This can be done while employed at a middle school for teaching at least one elementary grade level (e.g., 5th or 6th grade) and at least one secondary grade level (e.g., 7th grade or higher) or as an itinerant teacher at two or more schools (e.g., an elementary school and a high school). These hired interns will enroll in their internship course during either the Fall semester or the Spring semester of their employment year.
   b. Interns can be employed as a full-time teacher during the school year at either the elementary or secondary level and then placed as a student teacher at the other level for at least half a day for a full semester (such as in art or music) or during a summer program in a public school that is at least 6 weeks long (or the equivalent) and where there are at least 15 students per class. Such placements must be approved several months in advance by the advisor, the program director, and the student teacher director. NOTE: The summer option is usually only for ESL interns who teach during a lengthy English learner summer program.

   **NOTE:** Interns **must be employed with the IEC** and cannot teach any subject outside of their certification area.

11. All student teacher candidates (including those in hired positions) should visit the following website before and during their internship semester and keep themselves informed about any updates: [Student teaching internship](http://www.uab.edu/education).
Applications and Deadlines

1) Application for Admission

Graduate School (LHL G03) [www.uab.edu/graduate](http://www.uab.edu/graduate) click on APPLY NOW

<table>
<thead>
<tr>
<th>Projected Term for Admission</th>
<th>Degree-Seeking Admission* (pages 2 and 5)</th>
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<tr>
<td>Summer 2020 (starts May 11, June 8, and June 29)</td>
<td>April 15, 2020</td>
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<tr>
<td>Fall 2020 (starts August 24th)</td>
<td>July 15, 2020</td>
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<tr>
<td>Spring 2021 (starts January 11th)</td>
<td>November 15, 2020</td>
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</tbody>
</table>

*Subject to change

2) Application for Student Teaching Internship

EB 213 [http://www.uab.edu/education/studentteaching/](http://www.uab.edu/education/studentteaching/)

Hired interns must also submit a student teaching application by the deadlines indicated below.

Failure to submit a student teaching application by the deadline will postpone student teaching by one semester.

<table>
<thead>
<tr>
<th>Deadline for student teacher application</th>
<th>Anticipated Student Teaching</th>
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<tr>
<td>January 31, 2021</td>
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<tr>
<td>January 31, 2022</td>
<td>Fall 2022 or Spring 2023</td>
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</table>

Eligibility to be approved to student teach:

Eligibility for student teaching is posted at [http://www.uab.edu/education/studentteaching/](http://www.uab.edu/education/studentteaching/). As candidates are nearing completion of their coursework, they should check this website for any updates in the eligibility requirements.

3) Application for Degree

Graduate School’s [http://www.uab.edu/graduate/online-forms](http://www.uab.edu/graduate/online-forms)

Click on “Forms Used to Complete Graduate Study.” Then scroll and click “Application for Degree – Master’s and EdS”.

SOE graduate students must submit their Application for Degree about six months before they intend to graduate. Failure to do so will delay their graduation by at least one semester.

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<th>Anticipated Graduation</th>
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<td>Summer</td>
<td>April 1st</td>
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<td>Fall</td>
<td>July 1st</td>
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Information and instructions are provided at this website: [https://www.uab.edu/education/home/students/important-deadlines-for-current-students](https://www.uab.edu/education/home/students/important-deadlines-for-current-students)

SOE students must meet SOE deadlines and not the Graduate School’s.

The School of Education (SOE) recommends students to UAB’s Graduate School for graduating with a master’s degree. After approving the recommendation, the Graduate School awards the master’s degree.

Requirements:

Completion of degree program (based on the corresponding certification checklist) with GPA of 3.25 or higher

Electronic assessment portfolio (*TaskStream*) – to be explained in the EDU 500 course

Satisfactory completion of key assessments - to be explained in EDU 500

Satisfactory professional dispositions throughout program - to be explained and started in EDU 500

4) Application for Certification

Office of Student Services (OSS): EB 232 (Tel 205-934-7530)

During the student teaching semester, candidates receive detailed information about the certification application process.

Basic information is provided at the bottom of this website: [https://www.uab.edu/education/home/students/important-deadlines-for-current-students](https://www.uab.edu/education/home/students/important-deadlines-for-current-students)

If students have specific questions regarding certification, they should contact Ms. Ekandrea Tarver edtarver@uab.edu

The SOE recommends candidates to the ALSDE for alternative **Class A Teacher Certification** in the targeted teaching field. After approving the recommendation, the ALSDE issues the certification. This process may take several months. Certification eligibility expires if candidates do not submit application within 60 months of graduation.

Requirements

- Completion of the certification checklist without substitutions
- Field experiences (as determined by the program) prior to the student teaching internship
- Student Teaching internship: 15 weeks fulltime in the teaching field of targeted certification area
- Fulfillment of all criteria stipulated by the ALSDE in its teacher certification codes and regulations.
Employment as a Teacher

A. Seeking employment

1. ALSDE: [https://www.alsde.edu/sites/search/Pages/results.aspx?k=jobs](https://www.alsde.edu/sites/search/Pages/results.aspx?k=jobs) School district websites (link: certified positions).

2. Education Career Fair is sponsored each April by UAB’s Career & Professional Development Services for students and alumni: [http://www.uab.edu/students/cpd/](http://www.uab.edu/students/cpd/)

B. Being hired as a teacher while in the AMP: Interim Employment Certificate (IEC):


Many people refer to the IEC as emergency certification, but it is not.

2. After being unconditionally admitted to UAB’s AMP, you are eligible to be hired with an Interim Employment Certificate (IEC). Write “Eligible for Interim Employment Certificate (IEC)” on your cover letter and resume. If the employment application has a question: Do you hold certification? Respond “YES,” and select IEC. (NOTE: If you have not yet been admitted to the AMP, you can opt to select “YES” and then select “Emergency Certification” from the drop down box.)

C. Other ALSDE approaches that lead to initial teacher certification (These approaches are NOT available through UAB.) These certification approaches are initiated by the hiring school. The school’s HR office sends the application to the ALSDE. Applicants should contact the ALSDE (not a university or school of education) about certification approaches at this website: [http://www.alsde.edu/sec/tc/pages/home.aspx](http://www.alsde.edu/sec/tc/pages/home.aspx) horizontal gold stripe (far right): “Provisional Certificates” & “Other Approaches”

1) Provisional Certification in a Teaching Field (PCTF): [https://www.alsde.edu/sec/ec/Pages/pctf-all.aspx?navtext](https://www.alsde.edu/sec/ec/Pages/pctf-all.aspx?navtext)

PCTF is provisional certification for certain single subjects in secondary (6-12), middle grades (4-8), and all grades (K-12). If hired with PCTF, you can take required PCTF courses at UAB: ECY 300/600 exceptional learners, EPR 411/511 assessment; EHS 456/556 classroom management, and methods (EHS 535 mathematics, EHS 536 English language arts, EHS 537 science, EHS 538 social science, EHS 539 world languages, EDA 534 visual arts, MU 532 choral music, MU 533 instrumental music). The PCTF allows schools to hire uncertified candidates who have passed the Praxis subject assessment, obtained background clearance, and met all ALSDE regulations. By the end of their first year of teaching, PCTF teachers must have taken two of four required courses and also submitted an application for a 3rd PCTF through the school’s HR office. By the end of their second year, PCTF teachers must have taken the final two courses and submitted an application for a 4th PCTF through the HR office. In their third year of teaching, PCTF teachers must pass edTPA to be eligible for a Class B teaching certificate. They must submit a PCTF application through their school’s HR office. [NOTE: The PCTF was formerly called ABC.]


In lieu of certified teachers, schools can hire uncertified applicants to teach. If you have been admitted to the AMP and are hired to teach full-time in the teaching field of your AMP, emergency certification is usually not your best option. However, if a school hires you outside of your AMP certification area or if you are ineligible for IEC or PCTF, the school will request emergency certificate on your behalf. Emergency certification is valid for two years, and can be renewed for another two years. [NOTE: Up until August 2019, emergency certification was available for only one year and just once during a person’s lifetime.]

3) Adjunct Instructor Permit. [http://www.alsde.edu/sec/ec/Pages/adjinstruct-all.aspx?navtext](http://www.alsde.edu/sec/ec/Pages/adjinstruct-all.aspx?navtext)

NOTE: This permit is for employment as a teacher half-time or less. Adjunct instructors are not eligible for benefits.
QuickLinks: Click on www.uab.edu/education and look in the top right corner, under GO.

SOE Quicklinks
- Class Schedule
- Faculty Directory
- Financial Aid (loans and TEACH grant)
- Graduate School (apply for admission)
- Scholarships
- Student Teaching

UAB Quicklinks
- Academic Calendar
- Ask IT (technology support)
- BlazerNET (registering and paying)
- Campus Map
- Email (accessing your email account)
- Emergency/B-Alert (bad weather)

EXAMPLE Registering & Paying: Go to UAB QuickLinks; click on Academic Calendar and on BlazerNet

Tuition and Fees: https://www.uab.edu/students/paying-for-college/detailed-tuition-and-fees

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<th>2019-20 Graduate</th>
<th>Each semester hour of coursework</th>
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<td>Out-of-state residents</td>
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Fees (2019-20)
The most common fees are as follows:
- online $252, field supervision $100, internship $75, laboratory $50;
- payment plan $25, late payment $50, reinstatement $50 - $150; international $100

Acronyms
- ALSDE: Alabama State Department of Education
- C&I: Department of Curriculum & Instruction
- Class A: ALSDE-issued Educator Certification at the master’s level
- Class AA: ALSDE-issued Educator Certification at the EdS level
- Class B: ALSDE-issued Educator Certification at the undergraduate level
- CT: Collaborative Teaching
- EB: Education Building, 901 13th Street South
- Ed.S.: Educational Specialist (Classified by the ALSDE as a 6th year program)
- ESL: English as a Second Language
- GPA: Grade Point Average
- GRE: Graduate Record Exam
- HB: Humanities Building (across 13th Street from the Education Building)
- HHB: Heritage Hall Building (corner of 14th Street and University Boulevard)
- K-12: From Kindergarten to Grade 12
- MAT: Miller Analogies Test
- OSS: Office of Student Services, EB 232
- P-12: From Pre-School to Grade 12
- SOE: School of Education
- UG: Undergraduate
- UH: University Hall
Program Coordinators and Faculty Advisors

Faculty advisors/mentors are assigned by program area. AMP advisors are not listed on BlazerNET as is the case with UG advisors.

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<th>Art Education Advisor</th>
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<th>Elementary Education (K-6)</th>
<th>English as a Second Language (P-12)</th>
<th>Music Education (P-12)</th>
<th>Physical Education/Kinesiology (P-12)</th>
<th>Secondary Education (6-12)</th>
<th>Special Education</th>
<th>World Languages (P-12): French/Spanish</th>
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<td>Dr. Susan Spezzini</td>
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</table>

**To-Do** List (Summary of page 2)

1. **Participate in an AMP information session:** Mondays, 5:00-6:30 pm, in EB 101.
   a) **Receive this information packet** (After the session, read entire packet & keep it handy for future reference.).
   b) **To review info session**, read the “I am aware of” statements (p. 12), complete this page, sign it, and give it to facilitator.
2. **Contact program coordinator/faculty advisor:** Early Childhood, Elementary, and Special Education
3. **Look at your transcript from a regionally accredited college** and make sure you have a 2.75 cumulative GPA unrounded for your UG degree, or 3.0 for a graduate degree. Your GPA cannot be raised by taking courses AFTER graduating.
4. **If your targeted program has UG course prerequisites**, make plans to meet these requirements.
5. **Meet all admission requirements:**
   a) Have your fingerprints taken [https://www.aps.eralmato.com/al/index_adpNew.htm](https://www.aps.eralmato.com/al/index_adpNew.htm). Your background clearance will post at the ALSDE teacher certification site: [https://tecert.alsde.edu/Portal/Public/Pages/SeachCerts.aspx](https://tecert.alsde.edu/Portal/Public/Pages/SeachCerts.aspx).
   b) **Order official transcripts from all colleges attended** (even if just one course) and have them sent to the SOE’s Office of Student Services at SOEtranscripts@uab.edu
6. **Take the required admission test** so that the score report is received at UAB, preferably before the application deadline. Access the updated information: [https://www.ets.org/praxis/al/al_teacher_ed](https://www.ets.org/praxis/al/al_teacher_ed) (scroll to “tests required for specific areas”). Register for the Praxis subject test in your teaching field at [http://www.ets.org/praxis/](http://www.ets.org/praxis/) and access your scores online.
7. **If your teaching field is science or mathematics,** contact CORD about the Noyce scholarship provided by CESAME (Collaboration for Excellence in Science And Math Education): (205) 934-5171 coord@uab.edu

**Apply for Admission** (Summary of page 5)

8. **Submit degree-seeking application at** [https://www.uab.edu/graduate](https://www.uab.edu/graduate) by clicking APPLY NOW at the far left by the deadline (Nov. 15 for spring, April 15 for summer, July 15 for fall): list 3 people as references and pay fee online.
9. **Periodically check status of application at** Application webpage. If needed, follow up with your references.
10. **After receiving your admission email from the Graduate School,** do the following:
    a) Process a BlazerID at [www.uab.edu/blazerid](http://www.uab.edu/blazerid). If returning to UAB, you must reactivate your BlazerID.
    b) **Follow all other instructions in the admission letter**
    c) **Obtain medical clearance:** [http://www.uab.edu/studenthealth/medical-clearance](http://www.uab.edu/studenthealth/medical-clearance)
11. **Applicants who are non-native speakers of English** (regardless of citizenship): Take language exam, TOEFL or IELTS.
12. **International applicants:** Meet criteria at [http://www.uab.edu/global/international-students-and-scholars](http://www.uab.edu/global/international-students-and-scholars)
Attending the AMP Information Session

**Circle your teaching field**

<table>
<thead>
<tr>
<th>Early Childhood - Elementary Educ.</th>
<th>– Early Childhood Special Educ.</th>
<th>– Collaborative Teacher (Special Educ.)</th>
<th>– Physical Educ.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>Mathematics – Science – Social Science</td>
<td>ESL - French - Spanish</td>
<td>– Visual Arts</td>
</tr>
</tbody>
</table>

Name: First & Middle ________________________ (preferred__________); Last____________________ (former________)

Date of Birth ________________________ Home email ________________________ Work email ________________________

Home Phone______________________ Cell______________________ Work Phone______________________

Home Address______________________ City______________________ State______________________ zip______________________

Undergraduate degree: major____________ minor_________ college/univ.________________________ year graduated_____

Graduate: degree_____ major____________ minor_________ college/univ_________________________year graduated_____

Former graduate courses, if any:

Current employment: ________________________

Experiences teaching or tutoring, if any: __________________________________________________________________

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Read

I am aware of the following:

1. Applicants should read and follow the stipulations in this AMP information packet and keep themselves informed regarding any changes.
2. All schedules, procedures, regulations, and test scores described in this AMP packet are valid only up until the date on this packet.
3. For information about other approaches (e.g., PCTF, emergency, CBT, adjunct), candidates must contact the ALSDE and not a university.
4. Before registering for an exam, applicants should check the ALSDE website for current exam codes and scores.
5. Policies are established by the ALSDE, these policies are subject to change, and all candidates must abide by all such changes.
6. Admission application MUST be submitted to UAB by the deadline: it is usually OK for exam scores to arrive a few days after the deadline.
7. If applicants need to take some required UG content courses before seeking admission to their targeted program, they can do so at UAB as non-degree graduate students or at a community college. In some programs, candidates can take these courses after admission to the AMP.
8. When communicating with UAB staff by email, candidates should use professional email etiquette, identify themselves, and provide some background. After obtaining a UAB email, they must check it frequently and always use it in official communication.
9. Candidates cannot take more than 12 credit hours with non-degree status nor more than 5 AMP courses before being admitted to the AMP.
10. AMP candidates must take all education courses on their certification checklist at UAB (no substitutions) and follow all procedures in effect during their program in order to be awarded a master’s degree from UAB and alternative Class A teacher certification from the ALSDE.
11. If recommended by a course instructor or the program director, candidates must take an academic writing course: e.g., EEC 660 or GRD 727.
12. Candidates must demonstrate a high level of professional dispositions worthy of the teaching profession as documented in EDU 500, methods courses, and internship as well as throughout the rest of the program. Failure to do so will result in being exited from the SOE.
13. Candidates must maintain a 3.25 GPA. The Graduate School exits candidates after the second semester of academic probation (below 3.0).
14. Before the internship, candidates must successfully complete all field experiences (150-220 hours) in placements arranged by instructors.
15. Candidates must confer with their SOE faculty advisor or program director whenever they have questions concerning their program.
16. Advisors and program directors give advice but they are not responsible for a candidate’s program or progress towards degree.
17. When doing their student teaching internship, candidates must adhere to the ALSDE policies and regulations in effect at that time (and not those in effect on the date of this information packet).
18. If AMP candidates are hired with the Interim Employment Certificate (IEC), they must teach almost the entire day in their teaching field for meeting requirements of the IEC. During their internship, they must be hired with an IEC and teach 100% of the day in their teaching field.
19. If candidates are in a K-12 field and hired with an IEC, their teaching position during internship must include both elementary and secondary with at least half a day at each level. If not, they must also student teach half a day for a semester or during an approved summer program.
20. Elementary Education candidates must maintain a 3.0 GPA in the Pedagogy I block to progress to Pedagogy II, and 3.0 in Pedagogy II block to progress to internship. Secondary Education candidates should also maintain a 3.0 GPA in their Methods I and II courses.
21. To do the internship, student teachers and hired interns MUST submit a Student Teaching Application by January 30th the year before and meet all requirements on their checklist and the student teaching website.
22. Candidates must submit their Application for Degree online at least 6 months before they plan to graduate. Failure to do so will delay their graduation by at least one semester.
23. Candidates must submit an Application for Certification to the OSS in their final semester. Certification eligibility expires in 60 months.
24. To be eligible for certification upon graduating, candidates must have at least a 3.25 GPA on their degree-issuing transcript.
25. During their internship semester, applicants must pass all components on edTPA, a nationally-scored multi-faceted assessment, in order to be eligible for certification. If moving to another state, applicants must have earned scores on the edTPA and Praxis required by that state.
26. Upon discontinuing studies for more than a year, even with leave of absence, candidates must follow the program in effect upon re-entry.
27. To be admitted to the AMP, candidates must meet several criteria which include the following prerequisites:
28. Cumulative unrounded 2.75 GPA on degree-issuing undergraduate transcript from regionally-accredited college (or 3.0 for MA degree).
29. Required content courses in the targeted teaching field or, depending on the program, a plan for completing these courses.
30. Fingerprints taken at one of the ALSDE’s designated places and background clearance posted on the ALSDE certification portal.
31. Passing score on the Praxis subject assessment in the targeted teaching field as required by the ALSDE at the time of admission.
32. International students & non-native English speakers must pass TOEFL, IELTS, or Level 5 at INTO-UAB’s Academic English Program.

Sign: _____________________________________________________ Date: ____________________