

## Information Packet

### Educational Specialist (EdS) and Class AA Certification

Welcome to UAB's Educational Specialist (EdS) program in the Department of Curriculum and Instruction (C&I). This EdS program prepares teachers to become dynamic leaders and effective change agents at the site and district levels by developing their capacity as lead teachers, department heads, instructional coaches, professional development facilitators, and program specialists. The EdS equips teachers with state-of-the-art instructional strategies for meeting the evolving needs of diverse learners, with collaborative skills for serving as reflective practitioners to guide school change, and with mentoring techniques for positively impacting student achievement and school improvement. This quality program is available to educators unable to come to campus during traditional class hours. In UAB's EdS program, the education courses are offered online and/or in a blended format (online with occasional face-to-face on Saturdays or evenings).

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*Driving and parking information is provided under the ABOUT tab at [www.uab.edu/education](http://www.uab.edu/education).*

*In this information packet, the words "student" and "candidate" are used interchangeably. Candidate refers to current and prospective students in UAB's School of Education (SOE).*

*The following information corresponds to UAB policies and procedures in effect on the date of this packet and also to codes and regulations mandated by the Alabama State Department of Education (ALSDE). Updated versions of this packet will take precedence over what is stated here. Such updates are usually in response to changes in ALSDE codes. The ALSDE periodically updates its codes to provide Alabama schools with educators prepared to meet the changing needs of today's society. If an updated certification checklist offers more advantages to already-admitted students, these students may request switching to the updated checklist.*

Dr. Tonya Perry, Chair  
Dept. of Curriculum & Instruction  
205-934-5371, [tperry@uab.edu](mailto:tperry@uab.edu)

## Faculty Advisors/Mentors of EdS Candidates

Faculty advisors/mentors are assigned by program area.

### ELEMENTARY/EARLY CHILDHOOD EDUCATION

	Dr. Charles Calhoun	EB 116	934-8093	<a href="mailto:ccalhoun@uab.edu">ccalhoun@uab.edu</a>
	Dr. Lois Christensen	EB 109	934-8362	<a href="mailto:lchrist@uab.edu">lchrist@uab.edu</a>
	<b>Dr. Kay Emfinger</b>	<b>EB 100</b>	<b>934-7003</b>	<b><a href="mailto:emfinger@uab.edu">emfinger@uab.edu</a></b>
	Dr. Grace Jepkemboi	EB 105	934-6674	<a href="mailto:memoi@uab.edu">memoi@uab.edu</a>
	Dr. Jennifer Ponder	EB 121	975-6150	<a href="mailto:jponder@uab.edu">jponder@uab.edu</a>

### SPECIAL EDUCATION

Collaborative Teacher: Reading (K-12)	Dr. Jennifer Summerlin	EB 110B	996-3540	<a href="mailto:jsummerl@uab.edu">jsummerl@uab.edu</a>
SpEd: Autism Spectrum Disorder (K-12)	Dr. Diane Pevsner	EB 122	975-5351	<a href="mailto:dpevsner@uab.edu">dpevsner@uab.edu</a>

### SECONDARY EDUCATION & ESL

English Language Arts (6-12)	Dr. Sharonica Nelson	EB 110A	934-5878	<a href="mailto:snelson1@uab.edu">snelson1@uab.edu</a>
Mathematics (6-12)	Dr. Tommy Smith	EB 104	934-8089	<a href="mailto:tsmith@uab.edu">tsmith@uab.edu</a>
Science (6-12)	Dr. Lee Meadows	HHB 210	934-8371	<a href="mailto:lmeadows@uab.edu">lmeadows@uab.edu</a>
Social Science (6-12)	Dr. Jeremiah Clabough	EB 112	934-8364	<a href="mailto:jclabou2@uab.edu">jclabou2@uab.edu</a>
English as a Second Language (P-12)	Dr. Susan Spezzini	EB 100	934-8357	<a href="mailto:spezzini@uab.edu">spezzini@uab.edu</a>

## Requirements for Seeking Admission

### 1) Becoming Informed

- Attend an EdS information session: Thursdays, 5:00-4:45 in EB 100  
→ Confirm your attendance (RSVP) by emailing Dr. Spezzini ([spezzini@uab.edu](mailto:spezzini@uab.edu)), who facilitates these sessions.
- Visit the website for the Department of Curriculum and Instruction [www.uab.edu/education/ci](http://www.uab.edu/education/ci) and also other SOE sites.
- For information purposes, you may wish to look at the Program of Study Checklists: [www.uab.edu/education/checklists](http://www.uab.edu/education/checklists)  
→ Click on **EdS** in the left column, scroll down on right, and click on a program area/teaching field.  
These checklists were approved by the ALSDE for students admitted to UAB in the 2017-18 school year.  
*NOTE: Candidates must follow the checklists in effect for the semester in which they are admitted.*

### 2) Class A certification in the appropriate teaching field issued by the ALSDE

Class A certification must be valid at the time of applying to the EdS and a Class AA program.

### 3) Official Transcripts

- 3.25 cumulative GPA on degree-issuing master's transcript from a regionally accredited college
- Request official transcripts from all colleges attended, even if you took just one course and it appears on another transcript.
- Have official transcripts from each college attended (except for UAB) emailed to [SOEtranscripts@uab.edu](mailto:SOEtranscripts@uab.edu)  
OR mailed to **SOE Office of Student Services (OSS)**, 1720 2<sup>nd</sup> Avenue South—EB 232; Birmingham, AL 35294-1250

### 4) Admission Exams: Miller Analogies Test (MAT) or Graduate Record Exam (GRE)

MAT (scaled score 388 = raw score 35): <http://www.uab.edu/testing/institutional-tests/mat>  
or GRE (score of 290 current or 850 former): <http://www.ets.org/gre>

*NOTE: If your passing score is from several years ago, you may request a waiver of the 5-year limit.  
To do so, scan your score report and send as an email attachment to Dr. Perry at [tperry@uab.edu](mailto:tperry@uab.edu).*

### 5) Candidates must ...

- Take a Special Education course (ECY 600) if they have not yet had such a course.
- Complete their EdS program within 5 years of completing their first course.
- Submit certification application within 60 months of having graduated in order to remain eligible for certification.

### 6) Application account on Graduate School's website: [www.uab.edu/graduate](http://www.uab.edu/graduate) ==> click on hand/finger icon at far left

- Create application account by clicking "Sign up" at bottom of webpage (if this is first graduate application since 4/19/17).
- As username, use an email address that you never used in submitting an admission application to UAB (even before 4/19/17).
- Create a password to access your application account for all future admission applications to UAB's Graduate School.

## Test-Taking Tips

- 1) 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.
- 2) If test takers do not know the answer to a question, we recommend that they should "simply mark C". Test takers should not be concerned about marking C numerous times. "Simply marking C" works well since the passing score on the MAT corresponds to correctly marking only 35% of questions. *NOTE: This approach will not work as well when a higher score is required. This approach also does not work on other types of exams such as Advanced Placement or Nursing Boards; it depends on the test.*
- 3) Of the questions to which test takers "simply mark C", about 25% will be correct. For example, if they "simply mark C" on 40 questions, about 10 will be correct. For some test takers, this is the difference between passing and not passing.
- 4) If test takers are slow readers, they should not get bogged down with trying to understand complicated questions. Many of the MAT questions are like puzzles that take a long time to figure out; other questions might be very confusing. When test takers see a seemingly unsolvable puzzle or confusing question, they should not even attempt to read it. Instead, they should "simply mark C" and go on to the next question. If they have time left at the end, they can come back to questions where they had "simply marked C."
- 5) Test takers should wear a watch with clear numbers on it when taking a paper-based test (time appears on the screen for computer-based testing). Test takers cannot rely on their cell phone for telling time because they are not allowed to bring cell phones into the testing room. Moreover, test takers cannot rely on the wall clock because sometimes it is not easily visible. Test takers should write down the time when they start the test and write down when the test is supposed to end. One minute before the end, they should "simply mark C" on all the remaining questions. That way, if they run out of time, they will have responded to all of the questions.

### Tips to prepare for the MAT

- 6) Students can access a limited amount of test preparation materials online at the MAT website. They can also purchase a test preparation book at the UAB book stores as well as at major book stores in shopping malls. When doing so, be sure the materials say MAT (and not GMAT when is for business administration).
- 7) An excellent way to prepare for the MAT is by taking several practice tests (included in the online and purchased test preparation materials) in a secluded area and by setting a timer for the allotted time.
- 8) 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 probably be allowed to take the MAT with accommodations, such as extra time. The exact accommodation depends on the type of disability.
- 9) By following these test taking strategies and study tips, students are usually able to do better on the MAT. The important thing is to prepare well, go into the testing room with confidence, and implement test-taking strategies before and during the test.

## Non-Degree Seeking Status

UAB Graduate School, 205-934-8227 [gradschool@uab.edu](mailto:gradschool@uab.edu)

1. **Instructions:** Read the instructions for non-degree seeking students at <http://www.uab.edu/graduate/nondegreestudents>
2. **Non-degree application:** Go to graduate admission application account that you created on UAB's Graduate School website (page 2, item 6) and submit a non-degree seeking application by the deadline: August 25 for admission to Fall 2017, January 5 for Spring 2018 and June 22 for Summer 2018 B term (*probably May 3 for the full summer term and June 1 for the Summer A term*).
3. **Education:** When prompted, select Non-Degree and perhaps also Education, Teacher Certification, or something similar.
4. **Payment:** Pay \$40 online (debit card or credit card) and click SUBMIT. *NOTE: Mailing a check will greatly delay this process.*
5. **Transcripts:** Follow instructions on page 2, item 3.
6. **Non degree Acknowledgement Form:** After your application and transcripts are received by the Graduate School, you will receive an email with this form on which you acknowledge that you know how only 12 credit hours taken with non-degree status can be used towards a degree. You will need to print this form, sign it, scan it, and return it as an email attachment.
7. **BlazerID:** After returning your non-degree acknowledgement form, you will receive an email from the Graduate School with the admission decision. Follow the instructions in this email, create (or reactivate) your BlazerID, and register for class.
8. **Overrides:** Because of your non-degree seeking status, you will need overrides to register for MA courses. You can request a degree level override for education courses by emailing your program director: provide your student ID number ("B" plus 8 digits) and the course number (e.g. EDC 711) you wish to take. Content courses (e.g., biology) require overrides from their respective departments, which are usually in the College of Arts and Sciences. For this, you should provide the CRN.
9. **No financial aid:** During the terms in which you take courses as non-degree seeking, you are NOT eligible for student loans.
10. **Change Non-Degree Seeking Credit to Degree-Seeking Credit:** Submit this form after you earn degree-seeking status

## Admission as a Degree-Seeking Student

1. Go to the graduate admission application account that you created on UAB's Graduate School website (page 2, item 6) and create a degree seeking application. Information from your graduate application account will pre-populate your admission application. Submit your degree-seeking application by the deadline for your targeted admission semester. Exam scores can arrive a few days after the deadline.  
**Nov. 15** (admission to spring)                      **April 15** (admission to summer)                      **July 15** (admission to fall)

2. **Click on Master of Arts in Education (MAEd):** Select your program from among the following MA options:

Early Childhood Education, <b>Concentration:</b> Not Applicable ( <i>Certification, from birth to grade 3</i> )
Elementary Education, <b>Concentration:</b> Not Applicable ( <i>Certification, grades K-6.</i> )
English as a 2 <sup>nd</sup> Language, <b>Concentration:</b>
High School Education: ( <i>Although the UAB says High School Educ., certification is for grades 6-12.</i> )
<b>Concentration:</b> English, math, biology, chemistry, physics, gen. science, history, gen. social science, French (P-12), Spanish (P-12)
Kinesiology, <b>Concentration:</b> Physical Education ( <i>Certification, grades P-12.</i> )
Special Education/Collaborative Teacher, <b>Concentration:</b> Autism Spectrum Disorder, Reading Specialist

**Term:** Spring 2018, Summer 2018, Fall 2018 (*Options for TERM appear only after you have selected a concentration.*)

**Admission Exams:** Select the exams that you have taken or plan to take, i.e., MAT or GRE.

If you have already received your unofficial exam score reports, expedite your application by uploading a PDF.

**Education Background:** Select your colleges/universities by typing in the first few letters (e.g., Univ of Alabama at Birmingham).

If you can't find your college, type "Unknown School" and then type its entire name.

**Transcripts:** Expedite your application by uploading a PDF of your unofficial transcripts from all colleges attended (except for UAB)

**Personal Essay** (statement of purpose, academic interests, career goals, relevant background experience): Upload essay as a PDF.

**Resume/CV:** Update your resume or Curriculum Vitae (CV) and upload it as a PDF.

**References** (*waiving right*): Include names and emails of three recommenders. UAB will automatically email them the reference forms.

**In-state Residency: Do you claim to be a resident of Alabama?** YES NO

Birth state, Dates resided in Alabama, High school graduation state, High School (type a few letters and select your high school),

Currently residing in Alabama, Reason for being in Alabama (education, employment, personal), Home address, Current address

**Disciplinary and Criminal History:** several questions

**Application Fee:** \$50 (\$60 for int'l applicants). It is highly recommended that this fee be paid online with a credit card or debit card.

**100% Complete - Review, Electronic Signature, and Final Submit Button:** These steps are required to submit your application.

3. **International applicants:** Meet requirements for international students: <http://www.uab.edu/global/international-students-and-scholars>
4. **Application Status:** Check your application account periodically and/or contact the Graduate School, 205-934-8227, [gradschool@uab.edu](mailto:gradschool@uab.edu).
5. **Program Review:** After ALL materials arrive at the Graduate School, the application is reviewed by the targeted program in the SOE.
6. **Processing:** After all materials have arrived, it usually takes from 2 to 10 weeks for an application to be fully processed (goal = ASAP).
7. **Admission email:** After your application has been processed, you will receive an email from the Graduate School with the subject line: "UAB Graduate School Admission Decision". This email will prompt you to go to your application account and retrieve your letter:  
Your student number (letter "B" followed by 8 digits) *NOTE: You will need this number for identification purposes.*  
Your program (e.g., High school EdS, Elementary EdS) 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)
8. **BlazerID:** Follow the instructions in your admission letter with respect to processing a BlazerID (or reactivating your inactive BlazerID).  
Go to BlazerNet Central: [www.uab.edu/blazerid](http://www.uab.edu/blazerid) and immediately process your BlazerID (or reactivate a former BlazerID).  
Your BlazerID serves as your UAB email. Select 8 letters/digits that convey a professional image. (*Alias emails are available.*)  
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.
9. **Faculty Advisor:** After being admitted with as a degree-seeking student, you should contact your faculty advisor as listed on page 2.
10. **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/medical-clearance>. Links to these SHW webpages are also available on your BlazerNET account.  
You must meet the medical clearance deadline (e.g., Aug. 1, 2017 for Fall admission). If not, you will be blocked from registering for class. If you are already registered but don't submit all required records by the medical clearance deadline, your classes might get canceled.

**Which immunizations do you need?** To find out, go to [Medical Clearance](#) and answer these questions:

-When did/will you matriculate (begin classes) at UAB?	<u>Summer term 2016 or later</u>	<u>Prior to summer term 2016</u>
-Are you a clinical or non-clinical student?	<u>Non-clinical (no patient contact)</u>	<u>Clinical (patient contact)</u>
-Are all of your courses completely online?	<u>Yes, all courses are completely online.</u>	<u>No, at least one class will be on campus.</u>
-Are you a United States citizen?	<u>Yes, I am a U.S. citizen.</u>	<u>No, I am not a U.S. citizen</u>

**Level 1 Immunization.** Most MA students are classified as requiring Level 1 immunization which consists of the following: **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>

**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, instead, 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](mailto:medclearance@uab.edu).

# Teaching Fields at UAB that lead to Class AA Certification

*ECY 600 Introduction to Exceptional Learners* - Required if not previously completed

**Program of Study Checklists:** [www.uab.edu/education/checklists](http://www.uab.edu/education/checklists)

## **Elementary Education**

**Prerequisite:** Valid Class A in Elementary Education

## **Early Childhood Education (ECE)**

**Prerequisite:** Valid Class A in Early Childhood Education

## **Special Education/Collaborative Teacher**

**Prerequisite:** Valid Class A in designated teaching fields

**Autism Spectrum Disorder (ASD)**

**Reading Specialist**

## **Secondary Education**

**Prerequisite:** Class A in Secondary Teaching Field

**English Language Arts, Mathematics, Science, Social Science**

### **Projected Timelines based on a student's first semester in the EdS program**

<b>FALL</b>	<b>Plan A (6 terms)</b>	<b>Plan B (5 terms)</b>
<b>Fall 2016</b>	EDC 711	EDC 711 & a content course
<b>Spring 2017</b>	EDC 707 & a content course	EDC 707 & a content course
<b>Summer 2017</b>	EPR 594 & a content course	EPR 594 & a content course
<b>Fall 2017</b>	EHS 720 & EDC 732	EHS 720 & EDC 732
<b>Spring 2018</b>	A content course & an elective	A content course & an elective
<b>Summer 2018</b>	A content course	

<b>SPRING</b>	<b>Plan A (6 terms)</b>
<b>Spring 2017</b>	EDC 707
<b>Summer 2017</b>	EPR 594 and a content course
<b>Fall 2017</b>	EDC 711 or EDC 732 and content course
<b>Spring 2018</b>	A content course & an elective
<b>Summer 2018</b>	EHS 720 and a content course
<b>Fall 2018</b>	EDC 711 or EDC 732

<b>SUMMER</b>	<b>Plan A (6 terms)</b>	<b>Plan B (5 terms)</b>
<b>Summer 2017</b>	Two content courses	Two content courses
<b>Fall 2017</b>	EDC 711 & a content course	EDC 711 & a content course
<b>Spring 2018</b>	EDC 707	EDC 707 & EPR 594
<b>Summer 2018</b>	EPR 594 & a content course	EHS 720 & a content course
<b>Fall 2018</b>	EHS 732 and EHS 720	EDC 732 and an elective
<b>Spring 2019</b>	Elective (and finish EHS 720 research)	

## Content Courses in the Secondary Teaching Fields (TF)

		<b>ALSDE-approved courses at the 500-600 level in each of the Teaching Fields (TF)<sup>1</sup></b> You should meet with your advisor before selecting content courses in your teaching field (TF). You must adhere to stipulations listed below in order to meet requirements on your checklist.
<b>English Language Arts</b>		12 graduate credit hours <sup>2</sup> with 9 hours from English & 3 hours from another area <b>English:</b> 3 courses with an EH prefix selected in conjunction with SOE faculty advisor. <b>Theater:</b> THR 520 or THR 562 (offered during alternating summers)
<b>Mathematics</b>		12 credit hours in math: Courses with an MA prefix selected in conjunction with SOE faculty advisor
<b>Science</b>	Biology	12 credit hours in biology: Courses with BY prefix selected in conjunction with SOE faculty advisor
	Chemistry	12 credit hours in chemistry: Courses with CH prefix selected in conjunction with SOE faculty advisor
	Physics	12 credit hours in physics Courses with PH prefix selected in conjunction with SOE faculty advisor
	<b>General</b>	12 graduate credit hours with courses <sup>2</sup> from at least 2 areas, selected in conjunction with SOE faculty advisor: <b>Biology:</b> Courses with a BY prefix <b>Chemistry:</b> Courses with a CH prefix <b>Physics:</b> Courses with a PH prefix <b>Geology/Earth Science:</b> ES 609
<b>Social Science</b>	History	12 credit hours in history: Courses with an HY prefix selected in conjunction with SOE faculty advisor
	<b>General</b>	12 graduate credit hours with courses <sup>2</sup> from at least 2 areas, selected in conjunction with SOE faculty advisor <b>History:</b> Courses with HY prefix <b>Geography:</b> GEO 590 <b>Economics:</b> EC 520, EC 540 <sup>4</sup> <b>Political science:</b> MPA 601, 605, 662, 668 <b>Anthropology:</b> ANTH 605, 606, 607, 609, 655, 657, 660, 664, 675 <b>Psychology:</b> PY 702, 703, 704, 705, 707, 708, 709 <b>Criminal justice:</b> JS 540, 541, 544, 583, 601, 603 <b>Sociology:</b> SOC 716, 740, 755, 759, 760, 775, 778

NOTE: If you have already completed graduate courses in your Teaching Field (TF) and did not use them towards another graduate degree, you might be able to use some of these TF courses (e.g., biology) towards traditional Class AA teacher certification issued by the ALSDE. This does not apply to education courses taken at another institution. Since each applicant's situation is different, individual approval must be sought. After submitting your admission application to UAB, you must send corresponding transcripts and course syllabi electronically to Dr. Spezzini and the faculty advisor for your TF (p. 2). The advisor selects potential TF courses and sends selected courses to Ms. Tashara Walker ([tawalker@uab.edu](mailto:tawalker@uab.edu)), Director of the SOE Office of Student Services. If a course prefix differs from the TF prefix (i.e., a science course has a PT prefix) and the course has not been approved previously by ALSDE, Ms. Walker submits a request to the ALSDE for approval/denial. NOTE: After completing an MA and 18 graduate hours in a single teaching field (not a comprehensive field such as English Language Arts), you will be eligible to teach that subject in a community college.

## EdS Program in English as a Second Language (ESL) (grades PK-12)

<b>English as a Second Language</b>	<b><u>5 ESL courses (15 hours)</u></b> EESL 647 Instruction and Assessment: Reading and Writing (Fall: Saturdays) EESL 657 Instruction and Assessment: Listening and Speaking (Spring: TBA) 2 additional EESL courses: EESL 617, EESL 627, EESL 637, EESL 687 (varied delivery) Elective: another EESL-prefix course
	<b><u>3 education core courses (9 hours)</u></b> EDC 707 EDC 711 EDC 732
	<b><u>2 research courses (6 hours): Select 2 of the following courses</u></b> EPR 594 EPR 596 or EPR 607/608

<sup>1</sup> Some courses may have UG prerequisites. If candidates have not yet had the prerequisite UG courses, they must first take those prerequisites.

<sup>2</sup> Before taking a graduate content course at another institution, candidates must first receive SOE approval.

<sup>3</sup> Usually in Fall   <sup>4</sup> Usually in Spring   <sup>5</sup> Usually in Summer (scheduling is subject to change)

**QuickLinks:** Click on [www.uab.edu/education](http://www.uab.edu/education) and look in the top right corner, under SEARCH.

**Education Quicklinks**

- Dept. of Curriculum & Instruction
- Class Schedule
- Financial Aid
- Graduate School (*applications & much more*)
- Office of Clinical Experiences (*internship*)
- Office of Student Services/OSS (*applications*)
- Scholarship Opportunities
- Sterne Library
- Task Stream
- Tuition and Fees

**UAB Quicklinks**

- Academic Calendar
- Apply (*seeking admission*)
- Ask IT (*technology problems*)
- BlazerExpress (*bus system*)
- BlazerNET (*registering, paying, etc.*)
- Campus Map
- Canvas (*online course access*)
- Directory (*names and contact info*)
- Email (*accessing your email account*)
- Emergency/B-Alert (*bad weather*)

EXAMPLES: Registering & Paying (UAB QuickLinks: Academic Calendar & BlazerNet); Tuition & Fees (Education QuickLinks: Tuition & Fees)

2017-18 Graduate	Each semester hour of coursework	Each 3-hour course
In-state residents	\$437	\$1,311
Out-of-state residents	\$995	\$2,985

Fees: online \$150, field supervision \$100, internship \$75, laboratory \$50; late payment \$50, payment plan \$25, reinstatement \$50 - \$150

## Application Deadlines

**1) Application(s) for Admission Graduate School** (LHL G03) [www.uab.edu/graduate](http://www.uab.edu/graduate) click on **APPLY NOW**

Projected Term for Admission	Degree-Seeking Admission* (Explained on pages 2 and 3)
Spring 2018 (starts January 8 <sup>th</sup> )	November 15, 2017
Summer 2018 (starts 5/7, 6/4 & 6/25)	April 15, 2018
Fall 2018 (starts August 27 <sup>th</sup> )	July 15, 2018

\*Subject to change: Updates will be posted at [Graduate School Deadlines](#)

**2) Application for Degree.** Graduate School's [Application for Degree](#)

SOE graduate students must submit their Application for Degree to the SOE Office of Student Services (Suite 232) about **six months before they intend to graduate**. Failure to do so will delay their graduation by at least one semester.

Anticipated Graduation	SOE Deadlines
Spring 2018	November 1, 2017
Summer 2018	April 1, 2018
Fall 2018	July 1, 2018

**Information and instructions are provided at this website:**  
<http://www.uab.edu/education/student-services/home/application-for-degree>  
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.

**3) Application for Certification Office of Student Services: EB 232**

Anticipated Graduation	Due Date for Preferential Processing
Spring 2018	April 1, 2018
Summer 2018	August 1, 2018
Fall 2018	November 1, 2018

Basic information is provided at this website:  
<http://www.uab.edu/education/student-services/home/teacher-certification>

## Acronyms

<b>ALSDE</b>	Alabama State Department of Education
<b>ASD</b>	Autism Spectrum Disorder
<b>C&amp;I</b>	Department of Curriculum & Instruction
<b>Class A</b>	ALSDE-issued Educator Certification at the MA level
<b>Class AA</b>	ALSDE-issued Educator Certification at the EdS level
<b>Class B</b>	ALSDE-issued Educator Certification at the UG level
<b>EB</b>	Education Building, 901 13 <sup>th</sup> Street South
<b>Ed.S.</b>	Educational Specialist (Classified by the ALSDE as a 6 <sup>th</sup> year program)
<b>ESL</b>	English as a Second Language
<b>GPA</b>	Grade Point Average
<b>GRE</b>	Graduate Record Exam
<b>HB</b>	Humanities Building (across 13 <sup>th</sup> Street from the Education Building)
<b>HHB</b>	Heritage Hall Building (corner of 14 <sup>th</sup> Street and University Boulevard)
<b>K-12</b>	From Kindergarten to Grade 12
<b>MAT</b>	Miller Analogies Test
<b>OSS</b>	Office of Student Services, EB 232
<b>P-12</b>	From Pre-School to Grade 12
<b>SOE</b>	School of Education
<b>UG</b>	Undergraduate

## “To-Do”

1.	Participate in an EdS information session: Thursdays, 5:00-5:45 pm, in EB 100. a) Receive information packet (After session, read entire packet & keep it handy for reference). b) To review info session, read the “I am aware of” statements (p. 9), complete this page, sign it, and give it to facilitator.	— — —
2.	Meet all admission requirements: a) Have a valid Alabama Class A certificate in the area required for your targeted Class AA program b) Order official transcripts from all colleges attended (even if just one course) and sent to UAB School of Education’s Office of Student Services ( <a href="mailto:SOEtranscripts@uab.edu">SOEtranscripts@uab.edu</a> )	— — —
3.	Obtain a passing score on either the MAT (388+) or GRE (290+ current or 850+ former) prior to the deadline for submitting an application for admission. Detailed information about these exams is provided at these websites: <a href="http://www.uab.edu/testing/institutional-tests/mat">http://www.uab.edu/testing/institutional-tests/mat</a> and <a href="http://www.ets.org/gre">http://www.ets.org/gre</a> . <i>NOTE: An acceptable alternative is to have registered to take the MAT or GRE by the application deadline. However, although you will not yet have received your test score, you must submit your admission application to the Graduate School by the deadline.</i> <i>If you have a passing score report from several years ago, you may request a waiver of the 5-year limit by sending an email to Dr. Perry at <a href="mailto:tperry@uab.edu">tperry@uab.edu</a></i>	—
4.	Take ECY 600 <i>Intro to Exceptional Learners</i> if not already taken as an UG and if this course wasn’t used towards completion of your earlier degree (e.g., ECY 300 in UG program)	—
5.	Submit degree-seeking application by the deadline (Nov. 1 <sup>st</sup> for spring, April 1 <sup>st</sup> for summer, July 1 <sup>st</sup> for fall), list 3 people as references, complete program-specific requirement, & pay \$45 preferably online.	—
6.	After receiving admission email, process or reactivate your BlazerID <a href="https://idm.blazernet.uab.edu/bid/reg">https://idm.blazernet.uab.edu/bid/reg</a>	—
7.	Obtain medical clearance by first day of class: <a href="http://www.uab.edu/studenthealth/medical-clearance">http://www.uab.edu/studenthealth/medical-clearance</a> .	—
8.	Register for class and pay tuition by deadline	—



## EdS Info Session Participant

**Names:** First & Middle \_\_\_\_\_ (preferred \_\_\_\_\_); Last \_\_\_\_\_ (former \_\_\_\_\_)  
Name on Teaching Certificate \_\_\_\_\_ Alabama Teacher Number \_\_\_\_\_

*I am interested in earning an EdS and Class AA certification in the following teaching fields (please circle):*

Elementary - Early Childhood – ESL

*Secondary Education:* English Language Arts - Math – Science - Social Science

*Special Education:* Collaborative Teacher/Reading – Autism Spectrum Disorder

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 \_\_\_\_\_

Official Name \_\_\_\_\_ Preferred First name \_\_\_\_\_

Certification: Class B (bachelor's level) \_\_\_\_\_ Class A (master's level) \_\_\_\_\_

For certification purposes, where and when did you take an introductory course to special education? \_\_\_\_\_

Current Employment as a Teacher: \_\_\_\_\_

Former Employment as a Teacher: \_\_\_\_\_

Total years of full time teaching in an accredited school: \_\_\_\_\_

### **Prerequisites:**

Valid Class A Teacher Certification from the ALSDE in the area required by the targeted Class AA certification

Minimum GPA of 3.25 on degree-issuing master's transcript from a regionally-accredited college

Passing score on the MAT (388+) or GRE (290+ current or 850+ former)

*International students:* Take TOEFL or IELTS, apply to UAB's ELI [www.uab.edu/eli](http://www.uab.edu/eli), and pass Level 5 after arriving at UAB

### **I am aware of the following:**

- 1) Applicants should read and follow the stipulations in this information packet and keep themselves informed regarding any changes.
- 2) All regulations described in this information packet **are valid only up until the date** on this packet.
- 3) Policies are established by the ALSDE, these policies are subject to change, and all candidates must abide by all such changes.
- 4) Candidates must submit their admission [applications](#) to UAB's Graduate School by the deadline. However, it is usually OK for exam scores to arrive a few days after the deadline.
- 5) When communicating with UAB faculty and staff by email, candidates should always use professional email etiquette, should fully identify themselves, and should also provide some background information.
- 6) After candidates have obtained a UAB email, they must check it frequently and always use it in official communication.
- 7) Candidates must maintain a 3.5 GPA in UAB's EdS program in order to continue from semester to semester and also to be eligible for earning an EdS degree and Class AA certification.
- 8) Candidates must take all of the education courses on their certification checklist (no substitutions) and follow all procedures to earn an EdS degree from UAB and also Class AA certification from the Alabama State Department of Education (ALSDE).
- 9) If recommended by a course instructor or the program director, candidates must take GRD 727 Academic Writing.
- 10) Candidates must always demonstrate a high level of professional dispositions worthy of the teaching profession.
- 11) Candidates must confer with their SOE faculty advisor or with their program director whenever they have questions concerning their program. Advisors and program directors give advice but that they are not responsible for a candidate's program or degree.
- 12) Candidates must submit an Application for Degree to the program director and/or to the SOE Office of Student Services about 7 months before their anticipated graduation. Failure to do so may delay their graduation by a full semester.
- 13) Candidates must submit an Application for Certification to the Office of Student Services during their final semester. I know that my eligibility for certification expires if I do not submit application within 60 months of my graduation.
- 14) After the EdS degree has been posted on their transcript, candidates should submit a request to UAB for an official transcript to be sent to their school system in order to become reclassified in a new salary bracket. This salary reclassification will be finalized after the school receives official notification of the Class AA certificate.
- 15) Upon discontinuing studies for more than a year, even with leave of absence, candidates must follow the program in effect upon re-entry.

**Participant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_