

Knowledge that will change your world

Information Packet

Master of Arts in Education and Class A Teacher Certification

Welcome to the MA program in UAB’s Department of Curriculum and Instruction. The first purpose of this program is to guide educators in meeting the evolving needs of learners within today’s rapidly changing society. This program’s second purpose is to deliver cutting-edge instruction through a standards-based, inquiry-focused approach based on constructivism that prepares educators to use state-of-the-art instructional strategies in their own classrooms. Its third purpose is to ensure that a quality program is available to educators unable to come to campus during traditional class hours. This program combines online support from Canvas with a variety of delivery formats.

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*Driving and parking information is provided under the ABOUT tab at www.uab.edu/education.
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 for the parking meters..*

*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. NOTE: If an updated certification checklist offers more advantages to already-admitted students, candidates may request switching to the updated checklist.

Dr. Jenn Ponder, Interim Chair
Dept. of Curriculum & Instruction
205-934-5371, jponder@uab.edu

Program Coordinators and MA Faculty Advisors

Prospective applicants should contact their Program Coordinators. After admission, faculty advisors will be assigned by program area.

Art Education	Art Advisor	Ms. Lindsay Parris	EB 100	934-5371	lparris@uab.edu
	Educ. Advisor	Dr. Tommy Smith	EB 104	934-8089	tsmith@uab.edu
Early Childhood Education (P-3)		Dr. Cora Causey	EB 116	975-6495	ccausey@uab.edu
Elementary Education (K-6)		Dr. Jennifer Summerlin	EB 100	996-3540	jsummerl@uab.edu
English as a 2nd Language	Coordinator	Dr. Susan Spezzini	EB 100	934-8357	spezzini@uab.edu
	Advisor	Dr. Josie Prado	EB 111	975-5045	jprado@uab.edu
Music Education	Coordinator	Dr. Susan Spezzini	EB 100	934-8357	spezzini@uab.edu
	Instrumental	Dr. Denise Gainey	HC 241	975-0558	dschmidt@uab.edu
	Choral	Dr. Brian Kittredge	HC 246	975-2599	briank@uab.edu
Physical Education/Kinesiology (P-12)		Dr. Sandra Sims	EB 224	996-2721	sksim@uab.edu
Reading Specialist (P-12)		Dr. Jennifer Summerlin	EB 100	996-3540	jsummerl@uab.edu
School Psychometry		Dr. Stephanie Corcoran	EB 114	934-6477	corcoran@uab.edu
Secondary Education (6-12)	Coordinator	Ms. Paulette Evans	HHB 210	975-7419	pgevans@uab.edu
	English Lg. Arts	Dr. Sharonica Nelson	EB 110	934-5878	snelson1@uab.edu
	Social Science	Dr. Jeremiah Clabough	EB 112	996-7783	jclabou2@uab.edu
	Mathematics	Dr. Tommy Smith	EB 104	934-8089	tsmith@uab.edu
	Science	Dr. Lee Meadows	EB 113	934-8371	lmeadows@uab.edu
Special Education	Coordinator & Collaborative Teacher	Dr. Robin Ennis	EB 122	975-6152	rennis@uab.edu
	Early Childhood Special Education	Dr. Jennifer Kilgo	EB 212	975-9613	jkilgo@uab.edu
World Languages: French/Spanish		Dr. Susan Spezzini	EB 100	934-8357	spezzini@uab.edu

Requirements for Seeking Admission

1) Becoming Informed

- Contact the program coordinator of your teaching field and make an appointment, either face-to-face or by phone.
- Visit the website for the Department of Curriculum and Instruction www.uab.edu/education/ci and also other SOE sites.
- For information purposes, look at the Program of Study Checklists: www.uab.edu/education/checklists
→ Scroll down until reaching Master of Arts (traditional), and click on your program area/teaching field.
These checklists were approved by the ALSDE for students admitted to UAB during the current school year.
NOTE: Candidates must follow the checklists in effect for the semester in which they are admitted.

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

Class B (or Class A) certification must be valid at the time of applying to the MA and a Class A program.

3) Official Transcripts

- 3.00 cumulative GPA on degree-issuing undergraduate 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
OR mailed to **SOE Office of Student Services (OSS)**, 1720 2nd 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): www.MillerAnalogies.com

UAB testing center: <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 it as an email attachment to your program coordinator.

5) Candidates must ...

- Take a Special Education course (ECY 600) if they have not yet had such a course.
- Complete their graduate 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.

Admission as a Degree-Seeking Student

- 1. Create Application Account/Portal with the Graduate School at: www.uab.edu/graduate** (click Apply Now/Begin 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. Click Master's degree.** From among the program options, select your **program** and then select your **concentration**:

Arts Education - Concentration: Visual Arts or Music, and then select either choral or instrumental (<i>Certification, grades P-12.</i>)
Early Childhood Education (<i>Certification, from birth to grade 3</i>), Elementary Education (<i>Certification, grades K-6.</i>), English as a 2 nd Language - Concentration: ESL cert., ESL & French, ESL & Spanish (<i>cert. P-12</i>)
High School Education—English, math, biology, chemistry, physics, gen. science, history, gen. social science (<i>Cert., 6-12</i>), World Languages (<i>Certification, grades P-12.</i>): French, Spanish
Kinesiology - Concentration: Physical Education (<i>Certification, grades P-12.</i>) School Psychometry
Special Education - Concentration: Collaborative Teacher (<i>cert: P-12</i>), Early Childhood Special Education (<i>cert: birth-g3</i>)

Term: e.g., Summer 2019, Fall 2019, ... (*TERM will appear after you select a concentration.*)

Admission Exams: Select the exams that you have taken or plan to take (e.g., MAT or GRE).

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

Education Background: Identify all community colleges, colleges, and universities that you have attended.

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

In-state Residency: If you believe you are a resident of Alabama, respond "yes" to **Do you claim to be a resident of Alabama?** Provide the following information: birth state, high school graduation state, dates resided in Alabama, address, and reason for relocating to Alabama. If you are classified as a non-resident and feel this is in error, you can submit a residency reclassification form.

Disciplinary and Criminal History: Respond to all questions and provide explanations if needed.

Application Fee: \$50 (\$60 for int'l applicants). Pay online using a credit card or debit card. If you need help, contact the Graduate School.

- 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.)
April 15 (admission to summer) **July 15** (admission to fall) **November 15** (admission to spring)
- 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>
- 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.
This program review usually takes from 2 to 10 weeks for an application to be fully processed (goal = ASAP).
- 9. 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., MAEd) 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 admission letter with respect to processing a BlazerID (or reactivating your inactive BlazerID).
Go to BlazerNet Central: 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.
- 11. Faculty Advisor:** After being admitted as a degree-seeking student, you should contact your faculty advisor listed on page 2.
- 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/medical-clearance>. Links to these SHW webpages are also available on your BlazerNET account.
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](#) and answer these questions:
-When did/will you matriculate (begin classes) at UAB? Summer term 2016 or later Prior to summer term 2016
-Are you a clinical or non-clinical student? Non-clinical (no patient contact) Clinical (patient contact)
-Are all of your courses completely online? Yes, all courses are completely online. No, at least one class will be on campus.
-Are you a United States citizen? Yes, I am a U.S. citizen. No, I am not a U.S. citizen
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>. 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.

Test-Taking Tips

- 1) Free Webinars:** ETS offers free live webinars some certain exams. 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.
- 2) Study materials:** Students should prepare by purchasing study materials, online, at the UAB bookstore, or at other major book stores. Applicants 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.
- 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 an admission exam 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 MAT often correspond to about 40% 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. When slow readers see a confusing question, they may wish to consider not taking lots of time to think about 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. Test takers cannot rely on their cell phone for telling time because they are not allowed to bring cell phones into the testing room.

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 that you are interested in registering for 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 can 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. 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 admissions 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.
- 7. No financial aid:** During the terms in which you take courses as non-degree seeking, you are NOT eligible for student loans.
- 8. [Change Non-Degree Seeking Credit to Degree-Seeking Credit](#):** Submit this form after you earn degree-seeking status.

Prerequisites for Teaching Fields that lead to Class A Certification

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

Program of Study Checklists: www.uab.edu/education/checklists

Arts Education in Visual Arts or Music

Prerequisite: Valid Class B in Visual Arts or in Music (choral or instrumental)

Early Childhood Education (ECE) or Elementary Education

Prerequisite: Valid Class B in Early Childhood Education (P-3) or in Elementary Education (K-6)

English as a Second Language (ESL):

Prerequisite for Certification track: Valid Class B or Class A certification in any teaching field

Physical Education/Kinesiology

Prerequisite: Valid Class B in Physical Education

Reading Specialist

Prerequisite: Valid Class B or Class A certification in any teaching field and 2 years of teaching experience

School Psychometry

Prerequisite: Valid Class B or Class A certification in any field and 2 years of teaching experience

Secondary Education

Prerequisite: Valid Class B in ELA, mathematics, science, or social science

Special Education: Collaborative Teacher or Early Childhood Special Education

Prerequisite: Valid Class B in any teaching field

Content Courses in the Secondary Teaching Fields

		ALSDE-approved courses at the 500-600 level in each of the Teaching Fields (TF)¹ 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.
English Language Arts		12 graduate credit hours ² with 9 hours from English & 3 hours from another area English: 3 courses with an EH prefix selected in conjunction with SOE faculty advisor. Theater: THR 520 or THR 562 (offered during alternating summers)
Mathematics		12 credit hours in math: Courses with an MA prefix selected in conjunction with SOE faculty advisor
Science	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
	General	12 graduate credit hours with courses ² from at least 2 areas, selected in conjunction with SOE faculty advisor: Biology: Courses with a BY prefix Chemistry: Courses with a CH prefix Physics: Courses with a PH prefix Geology/Earth Science: ES 609
Social Science	History	12 credit hours in history: Courses with an HY prefix selected in conjunction with SOE faculty advisor
	General	12 graduate credit hours with courses ² from at least 2 areas, selected in conjunction with SOE faculty advisor History: Courses with HY prefix Geography: GEO 590 Economics: EC 520, EC 540 ⁴ Political science: MPA 601, 605, 662, 668 Anthropology: ANTH 605, 606, 607, 609, 655, 657, 660, 664, 675 Psychology: PY 702, 703, 704, 705, 707, 708, 709 Criminal justice: JS 540, 541, 544, 583, 601, 603 Sociology: 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 the faculty advisor for your TF (page 2). The advisor selects potential TF courses and sends selected courses to Ms. Tashara Walker (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 TF 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.

Application Deadlines

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

Projected Term for Admission	Degree-Seeking Admission* (pages 2 and 3)
Spring 2019 (starts January 7 th)	November 15, 2018
Summer 2019 (starts May 6, June 3, and June 24)	April 15, 2019
Fall 2019 (starts August 26 th)	July 15, 2019

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

2) Application for Degree. Graduate School's <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.

Anticipated Graduation	SOE Deadlines
Spring 2020	Nov. 1, 2019
Summer 2020	April 1, 2020
Fall 2020	July 1, 2020

Information and instructions are provided at this website:
<http://www.uab.edu/education/home/student-services/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 an MA degree. After approving the recommendation, the Graduate School awards the degree.

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

Students receive detailed information regarding certification application processing during the student teaching semester.

Anticipated graduation	Due date for submitting to OSS
Spring 2020	April 1, 2020
Summer 2020	August 1, 2020
Fall 2020	November 1, 2020

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

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

The SOE recommends candidates to the ALSDE for **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!

Acronyms

ALSDE	Alabama State Department of Education
C&I	Department of Curriculum & Instruction
Class A	ALSDE-issued Educator Certification at the MA level
Class AA	ALSDE-issued Educator Certification at the EdS level
Class B	ALSDE-issued Educator Certification at the UG level
CT	Collaborative Teaching
EB	Education Building, 901 13 th Street South
Ed.S.	Educational Specialist (Classified by the ALSDE as a 6 th year program)
ESL	English as a Second Language
GPA	Grade Point Average
GRE	Graduate Record Exam
HB	Humanities Building (across 13 th Street from the Education Building)
HHB	Heritage Hall Building (corner of 14 th 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

QuickLinks: Click on 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)

2018-19 Graduate	Each semester hour of coursework	Each 3-hour course
In-state residents	\$450	\$1,350
Out-of-state residents	\$1,030	\$3,090

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

“To-Do”

1.	Read this information packet and keep it handy for reference.	___
2.	Contact your program coordinator and/or faculty advisor on page 2 and schedule an appointment. Complete page 8 of this packet and give it to your faculty advisor.	___ ___
3.	Meet all admission requirements: a)Have a valid Alabama Class B certificate in the area required for your targeted Class A 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 (SOEtranscripts@uab.edu)	___ ___
4.	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: http://www.uab.edu/testing/institutional-tests/mat and http://www.ets.org/gre . 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. 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 your program coordinator.	___
5.	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)	___
6.	Submit degree-seeking application by the deadline (Nov. 15 for spring, April 15 for summer, July 15 for fall), list 3 people as references, complete program-specific requirement, pay online, request transcripts, submit test score, and click final submit button.	___
7.	Applicants who are non-native speakers of English (regardless of citizenship): Take TOEFL or IELTS.	___
8.	International applicants: Meet criteria at http://www.uab.edu/global/international-students-and-scholars	___
9.	After receiving admission email, process or reactivate your BlazerID https://idm.blazernet.uab.edu/bid/reg	___
10.	Obtain medical clearance by middle of first semester: http://www.uab.edu/studenthealth/medical-clearance .	___
11.	Register for class and pay tuition by deadline	___

I am interested in pursuing an MA and Class A certification

→ Circle your targeted teaching field:

Early Childhood – Elementary - Secondary Math – Secondary Science – Sec. Social Science - Sec. English Language Arts
K-12: ESL - French - Spanish - Music-choral - Music-instrument - Visual Arts – Physical Education - Reading Specialist
Psychometry Special Education: Collaborative Teacher –Early Childhood Special Education

Names: First & Middle _____ (preferred _____); Last _____ (former _____)

Name on Teaching Certificate _____ 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 _____

Certification: Class B (bachelor'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 B Teacher Certification from the ALSDE in the area required by the targeted Class A certification

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

Non-native speakers of English: take the TOEFL or IELTS test

International applicants: Meet criteria at <http://www.uab.edu/global/international-students-and-scholars>

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 take all of the education courses on their certification checklist (no substitutions) and follow all procedures to earn an MA degree from UAB and also Class A certification from the Alabama State Department of Education (ALSDE).
- 8) If recommended by a course instructor or the program director, candidates must take GRD 727 Academic Writing.
- 9) Candidates must always demonstrate a high level of professional dispositions worthy of the teaching profession. Failure to do so will result in being exited by the SOE.
- 10) Candidates must maintain 3.25 GPA to progress from semester to semester and be eligible for earning a master's degree and Class A certification. The Graduate School exits candidates following the second semester of academic probation (lower than 3.0).
- 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. **If this application is not submitted within 60 months of graduation, candidates lose their eligibility for Class A certification.**
- 14) After the MA 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 A certificate.
- 15) Upon discontinuing studies for more than a year, even with leave of absence, candidates must follow program in effect upon re-entry.

Signature: _____

Date _____