

Physical Education Teacher Certification Graduate Program Handbook

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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 information in this packet corresponds to UAB policies and procedures in effect on the date of the 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 and regulations.

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Physical Education Teacher Certification
Department of Human Studies, School of Education
University of Alabama at Birmingham

Website for the Kinesiology (Physical Education) Program:
<http://www.uab.edu/education/humanstudies/physical-education>

Steps for Submitting Admission Application

Important information before you apply to our program:

A) Teaching certification in Physical Education

- To apply for our Traditional Master's Degree program, you must have a valid Class B certification in Physical Education Teacher Certification.
- To apply for our EdS Degree program, you must have a valid Class A certification in Physical Education Teacher Certification.

B) 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

C) 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.

1. Create Application Account/Portal with the Graduate School at:

www.uab.edu/graduate (click Apply Now at the far left)

- a) Click on "Sign up" which is at the bottom of the screen below the "Sign in" button
- 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:

Kinesiology-Traditional Master's Program or EdS Program:

Concentration: Physical Education

Term: Select the term

Admission Exams: Select the exams that you have taken or plan to take (e.g., Praxis Subject and Core Skills). 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 (*wave right*): Include names and emails of three recommenders. UAB will automatically email them the reference form. NOTE: Reference forms should **NOT** be completed by parents or close relatives, even if they have a different last name.

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, 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.)
November 15 (admission to spring) **April 15** (admission to summer) **July 15** (admission to fall)
5. **Application Status:** Check your application account periodically and/or contact the Graduate School, 205-934-8227, gradschool@uab.edu.
6. **Program Review:** After ALL materials arrive at the Graduate School, the application is reviewed by the targeted program in the SOE. 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.
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 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. **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.
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. If not, you will be blocked from registering for class.
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.
11. Register for class and pay tuition (<https://www.uab.edu/students/paying-for-college/detailed-tuition-and-fees>) by the deadlines on the [calendar](#).

Non-Degree Admission

- Read the instructions at <http://www.uab.edu/graduate/nondegreestudents>
- Create and submit a non-degree seeking application at the above website. Your email serves as your application username. Create a password to access application site for this and all future applications such as your degree-seeking application.
- If prompted, select Non-Degree and choose Education or Ed Cert Other (or something similar) from the drop-down menu(s).
- Pay \$40 online (debit card or credit card) and click on SUBMIT. *NOTE: Mailing a check will greatly delay this process.*
- Request official transcripts from all colleges attended, even if you took just one course at a given institution.
- **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.
- **No financial aid:** During the terms in which you take courses as non-degree seeking, you are NOT eligible for student loans.
- [Change Non-Degree Seeking Credit to Degree-Seeking Credit](#): Submit this form after you earn degree-seeking status.

Out of State Student Information on Certification

Are you a teacher from out-of-state who wants to complete an online graduate program at UAB? If so, please read the information below.

Thank you for interest in online graduate programming at UAB. Before you apply to any online program that leads to certification in Alabama, we think it is important for you to know that each state in the USA has mandated regulations that govern teacher certification. **Completing an online graduate teacher certification program at UAB does not guarantee certification in your home state.** You have two options to consider below:

Option 1: This option is highly recommended and is the easiest path for be certain that your degree and certification will reciprocate to your home state.

To pursue this option:

Please apply for Alabama certification before you begin your degree, click on this link: [Alabama Reciprocity Certification Documents](#). Once you have received your Alabama certification, please contact Ms. Tashara Walker (tawalker@uab.edu; 205-934-7530). Her mailing address is: UAB School of Education, Office of Student Services, 1720 2nd Avenue South, EB 232, Birmingham, AL 35294-1250. Additionally, Ms. Walker will serve as your point person should you have any questions about this process. Once Ms. Walker has cleared your certification, you are ready to apply to the UAB Graduate School.

Option 2: If You Are Not Interested in Using Your Online Graduate Degree for Teacher Certification in Your State or in Alabama, Please Sign a Waiver

Some individuals are interested in completing an online graduate degree and have no intentions of seeking a teaching certificate attached to that degree. If you are one of these individuals, then please be aware that if you select this option, we cannot guarantee that you will ever be able to receive a teaching certificate using this degree. There are interstate articulation agreements that facilitate the process of transferring certification from one to another. If this is acceptable to you, then please sign the waiver on the next page and send to Ms. Tashara Walker (tawalker@uab.edu; 205-934-7530). Her mailing address is: UAB School of Education, Office of Student Services, 1720 2nd Avenue South, EB 232, Birmingham, AL 35294-1250. Once Ms. Walker has received and approved your waiver, you are ready to apply to the UAB Graduate School.

Waiver of Teacher Certification Eligibility

I, _____ (your name), do not intend to use the online graduate degree that I complete at UAB to apply for a teaching certificate in my home state or any other state in the United States. I understand that by signing this document, I am waiving any eligibility I may have for a teaching certificate associated with this degree in Alabama or any other state.

Applicant's Signature

Date Signed

by UAB Certification Officer

Date Signed

Approval

Important Dates for Graduate Students

Admission Application Graduate School

Projected Admission	Degree-seeking Admission*	Non-Degree Seeking**
Summer	April 15 th	last week of April
Fall	July 15 th	mid August
Spring	November 15 th	mid December

*Subject to change

**Specific dates are given each year by the Graduate School. Check here: <http://www.uab.edu/graduate/deadline-dates>

Application for Degree

Graduate School's <http://www.uab.edu/graduate/online-forms> : Click on "Forms Used to Complete Graduate Study."
Then scroll down and click on "Application for Degree – Master's and EdS".

All SOE graduate students must submit their Applications for Degree to OSS by the SOE deadlines.

Anticipated Graduation	SOE Deadlines: OSS
Summer	<i>April 1st</i>
Fall	<i>July 1st</i>
Spring	<i>November 1st</i>

*SOE deadlines are earlier than the Graduate School deadlines because candidates need to be reviewed for certification requirements in addition to the degree requirements.