



# SCHOOL OF EDUCATION

The University of Alabama at Birmingham

## Post-Master’s Certification (PMC) Program Reduced-Hour Option Leading to Class A Instructional Leadership Certification

Thank you for your interest in the Post-Master’s Certification (PMC) program in educational leadership in the UAB School of Education Department of Human Studies. The purpose of this program is to develop professional educators who are ready to assume key leadership roles in schools centered on developing high levels of learning for all teachers and students. The program, **delivered in weekly class sessions, but in an online format (via Zoom)**, is based on the most current professional educational leadership standards and provides our students with great opportunities to develop relationships and professional networks with professors and practitioners in a choice of urban, suburban, or rural settings.

This admissions process is **only** for students who already hold a master’s degree and current Alabama Class A certification in an instructional or instructional support area, and have a minimum of three years’ certified classroom teaching experience. This information packet is NOT for students interested in earning a Master of Arts in Education degree. Because this is a certification-only program, **PMC students are not eligible for federal financial aid.**

<b>Packet Contents:</b>	<b>Page</b>	<h3>Deadline to Apply:</h3> <p><b>The program offers a rolling admissions policy. Join us any term. Applicants should select the “Degree/Certificate Seeking Applicants” button when applying.</b></p> <p>To start in the <b>fall</b>, apply by <b>July 1.</b>  To start in the <b>spring</b>, apply by <b>Nov. 1.</b>  To start in the <b>summer</b>, apply by <b>April 1.</b></p>
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<b>Faculty and Staff Contact Information:</b>	
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## Overview of Program – PMC

- The UAB Post-Master’s Certification (PMC) program is aligned with the Alabama Standards for Instructional Leadership (CIEP) adopted by the Alabama State Board of Education. This program leads to Class A certification in Instructional Leadership in Alabama.
- Key components of the program include:
  - Online, remote delivery of all classes (weekly online sessions via Zoom)
  - Strong partnerships with area school districts
  - School district partners contribute to admissions policies and procedures, program design, syllabus design for new courses, mentoring/assessment of candidates, co-teaching of courses, and exit evaluations of candidates
  - A 10-day Residency to be completed by all candidates
  - Candidate support provided by university-based field supervisors experienced in school leadership
  - Principal Mentors for field experiences trained by university faculty
- Program faculty partner with school districts of the Greater Birmingham area and throughout the State of Alabama. Candidates may apply from any district.
- Our program of study is an 18-hour program with emphasis in Instructional Leadership, leading to eligibility to apply for Alabama Class A certification in Instructional Leadership. The program is comprised of four courses, each with imbedded field experiences. In addition to the four courses, there is a 10-Day Residency (i.e., internship) for three credit hours during the final semester. The program can be completed in three semesters. We offer two courses per semester during fall and spring. Courses are “stacked,” i.e. taught consecutively, each for seven weeks.
- We may offer classes in multiple locations if enrollment justifies (e.g., Hoover, Cullman, UAB). Candidates may choose the location most convenient to them. Scheduling and meeting places for each term are tentative and will be finalized dependent on enrollment.
- Requirements to enter program:
  - An earned **master’s degree and current Alabama Class A certification** in an instructional or instructional support area
  - A minimum of **three years’ certified classroom teaching experience** completed
  - 2.5 GPA in last degree program
  - **MAT or GRE score. This requirement is currently waived by UAB.** Though no minimum score is required, official score report must be submitted.
  - **Interview and Portfolio** (with specified contents, see following)

Prior to graduation, each candidate must have completed a Special Education survey course (ECY 600 or equivalent) and an ALSDE-approved Diversity Course. Please contact the Office of Student Services at the UAB School of Education (205-934-7530) for details.

## Admission Requirements - PMC

- **Three Years of Successful Teaching Experience:** Applicants must have completed at least three years of certified teaching experience prior to their admission to the program. Applicants must provide validation of teaching experience on a Supplemental EXP form from their district. School districts send completed EXP forms to: Sha'Niethia Johnson-Wright, UAB School of Education, Office of Student Services, EB 232, 1720 2nd Avenue, South, Birmingham, AL 35294-1250; Phone: 205-934-7530, Fax: 205-975-8040. Sha'Niethia Johnson-Wright [araccot@uab.edu](mailto:araccot@uab.edu)  
Link to EXP form:  
<https://www.alsde.edu/sec/ec/Misc%20Docs/SUPPLEMENT%20exp.pdf>
- **Three Letters of Recommendation:** Applicants must provide three letters of recommendation to the Office of Student Services with their application materials. One of these letters must be from the candidate's current principal/supervisor. Electronic recommendations completed by references in response to the candidate's application to the UAB Graduate School are acceptable in lieu of a letter. If available, applicants may place copies of recommendation letters in their application portfolio (see below). If the letters are not available (i.e., submitted electronically), applicants must enter a page in their admission portfolio stating that the recommendations are on file in the UAB School of Education Office of Student Services.
- **Minimum Grade Point Average:** Applicants must have a minimum grade point average of 2.5 out of 4.0 in their latest college/university program of study.
- **Standardized Test Score:** **This requirement is currently waived.** Applicants must provide official evidence of having taken the Miller's Analogy Test (MAT). There is no minimum score required. However, the score must be less than five years old. An official score report must be submitted to the Office of Student Services. The age of test requirement may be waived if applicant can obtain original score report. (Please contact Dr. Keith Gurley, [kgurley@uab.edu](mailto:kgurley@uab.edu) to request a recency waiver.) Applicants taking the MAT may contact the UAB Testing Center at 205-934-5503 or on the web at <https://www.uab.edu/testing/> (An official GRE score will be accepted in lieu of MAT. Please contact the program coordinator to request this substitution.)
- **Writing Sample:** A writing sample will be required at the time of application to the UAB Graduate School.
- **Application Portfolio:** An acceptable score on application portfolio is also required. The application portfolio is to be submitted via email in a single, pdf. document at time of application interview.
- **Application Interview:** A successful interview with a UAB Educational Leadership faculty member and a representative from one of our partner districts is required.

# Application Process Checklist

The graduate certification program to which you are applying is called the Post-Master's Certification Program in Educational Leadership (often abbreviated PMC). **Application Deadlines: July 1** for admission to the fall term, **November 1** for spring, and **April 1** for summer. (If the deadline is missed, applicants are *not* allowed to begin courses in a non-degree status.) Application process is in two parts. The process begins with an application to the UAB Graduate School, then proceeds to program-specific requirements facilitated through the UAB School of Education Office of Student Services.

## Application Process Checklist:

- Submit Application:** Complete and submit online application through the UAB Graduate School by clicking on the "Apply Now" button. Candidates applying to the PMC program must select the "Degree-Seeking" option in the ApplyYourself system, then later designate the certification-only option. **DO NOT** apply as a non-degree seeking student. Be sure to hit the "Submit" button to activate your application on or **before the deadline**. You do not have to have all required documents submitted by the deadline, but you must activate your application before the deadline expires in order to be considered for admission. Link to application: <https://cloud.reach.uab.edu/graduate-application>.
- Pay Application Fee:** Submit application fee payment to the UAB Graduate School.
- Submit Three References:** You must submit names and email addresses of three references, **one of whom must be the immediate supervisor**. Electronic submission is the preferred method. Please ask references to complete an online reference via the online application system. However, if your references prefer to mail a recommendation letter, it should be mailed to the address below.

**UAB School of Education  
Office of Student Services  
EB 232  
1720 2nd Avenue South  
Birmingham, AL 35294-1250**
- Hard copies of letters may be included in the application portfolio. Electronic references are usually not available for applicant review, and so should be noted in the application portfolio as having been submitted electronically and on file in the Office of Student Services.
- Submit Transcripts:** Request one (1) official transcript from each institution of higher education from which you earned credit to be sent by the issuing institution, either electronically to [soetranscripts@uab.edu](mailto:soetranscripts@uab.edu), or via mail to Sha'Niethia Johnson-Wright, UAB School of Education, Office of Student Services, EB 232, 1720 2nd Avenue, South, Birmingham, AL 35294-1250. International transcripts must be submitted to World Education Services ([www.wes.org](http://www.wes.org)) or Educational Credential Evaluators ([www.ece.org](http://www.ece.org)) for an official course-by-course evaluation then mailed to the UAB Graduate School: UAB Graduate School, HUC 511, 1720 2nd Avenue South, Birmingham, AL 35294-1150
- Submit Official MAT Test Score Report:** **Waived**. MAT Institution Code: 1017. With permission, a GRE score may be substituted for MAT score. GRE Institution Code: 1856. Contact the UAB Testing Center for more information <http://www.uab.edu/testing/>
- Submit EXP Form:** Submission of Alabama State Department of Education Supplemental EXP form, completed by your employer, will verify a minimum of three years' acceptable teaching experience. Applicants must request the EXP form be completed by their school district personnel office. If the applicant has taught full-time in more than one school system, he/she will need to submit a Supplemental EXP form from each school system. The form should be notarized and submitted by your school system to UAB SOE, Office of Student Services (address above). If you have questions please contact Sha'Niethia Johnson-Wright [araccot@uab.edu](mailto:araccot@uab.edu) in the OSS at 205-934-7530, Fax: 205-975-8040. Link to EXP form: <https://www.alsde.edu/sec/ec/Misc%20Docs/SUPPLEMENT%20exp.pdf>
- Submit Immunization Records:** All applicants must provide proof of immunization in order to be admitted as a UAB student. Please submit immunization records to the UAB Office of Student Health Services. Link to Student Health Services: <http://www.uab.edu/studenthealth/immunizations/level-1>
- Application Portfolio:** Submission of the application portfolio (see guidelines following) is an ALSDE requirement. The portfolio is to be submitted to program faculty **at time of application interview**. Applicants will bring a hard copy

of completed application portfolio to their interview. It will be submitted at sign-in. The application portfolio will be returned to the applicant after evaluation. Pending program admission, applicants will retain the portfolio in order to upload completed application rubrics to their electronic portfolio.

## Application Portfolio Requirements

Applicants are required to bring a copy of their portfolio in a ½ inch, three-ring binder to the application interview. The portfolio will contain all of the artifacts listed. Each of the artifacts should be in page protectors and must appear in the order prescribed below. All requested documents must be submitted in order to receive a passing score on the application portfolio.

A cover sheet should be put in the clear plastic cover of the binder. On that cover sheet, please put the following information:

1. Applicant's First and Last Name
2. Applicant's Home Address, Email, and Phone Number
3. Applicant's Present Work Assignment, Grade Level/Subject Area
4. Applicant's School Name
5. Applicant's District Name

Please include these documents in the portfolio in the following order:

1. **Current Professional Resume:** Include an updated, professional resume.
2. **Summary of Teaching Experience:** Please list all teaching experiences. Include a copy (if available) of EXP form from your school district validating completion of at least three years' teaching experience. If a copy of your EXP form is not available, please place a page in your portfolio stating that the EXP form is on file with the UAB School of Education, Office of Student Services.
3. **Three Letters of Recommendation: One recommendation from the applicant's current administrator is required.** Letters of recommendation should provide details regarding the applicant's ability to relate to the public, solve problems, communicate effectively, model knowledge of the curriculum, and demonstrate leadership skills. If your references complete an online/electronic reference through the UAB system, please place a page in your application portfolio listing your reference's name, title, and relationship to applicant and add that the reference is on file with the UAB School of Education, Office of Student Services.
4. **Current Teaching Certificate(s):** Applicants must provide a photocopy of current teaching certificate.
5. **Completed Performance Appraisal:** Applicants must provide a photocopy of their most recent professional performance appraisal. This may include the

Professional Learning Plan (PLP) developed for the EDUCATE Alabama process or other similar document.

6. **Summary of Professional Development:** A summary of all professional development courses taken by the applicant over the last two years is required. Please divide the summary into two categories: (1) District Mandated Professional Development and (2) Voluntary Professional Development.
7. **Evidence of Ability to Improve Student Achievement:** Two artifacts that provide evidence of the applicant's ability to improve student achievement are required. These artifacts should be accompanied by a paragraph explaining the data and the role that the applicant played in helping students improve their academic achievement. Examples of data include progress monitoring information, DIBELS scores, AHSGE data, ACT Aspire scores, classroom assessment data, or other evidence demonstrating the applicant's instructional leadership potential.
8. **Interest in Instructional Leadership:** A one-page, double-spaced document must be included summarizing the applicant's interest or reasons for pursuing a degree in educational leadership and certification in instructional leadership in Alabama.
9. **Key Leadership Roles:** In a one-page, double-spaced narrative, applicants should summarize key leadership roles assumed in a school or at the district level. Applicants must submit three artifacts that provide evidence of educational leadership. Artifacts may include meeting agendas, meeting notes, or other documents that highlight leadership ability and involvement.

Applicants will submit their completed application portfolio via a single pdf. document, emailed to the Program Coordinator ([kgurley@uab.edu](mailto:kgurley@uab.edu)) at the time of their application interview. Applicants will be required to upload completed rubrics from their application interview and portfolio review to their electronic program portfolio after being admitted to the program.

## Application Interview Expectations

In addition to the portfolio, candidates must also participate in an interview. Below are some Frequently Asked Questions and answers regarding the interview process.

**Q: Where/When will interviews be held?**

**A:** Interviews for candidates will be held in a location to be announced. Applicants will be notified by email concerning where and when the interview will be held. A representative from a local LEA will join Ed Leadership faculty as part of the protocol for admitting students.

**Q: Who will be on the interview team?**

**A:** Educational Leadership faculty members and area school district representatives will be part of each interviewing team.

**Q: What do candidates bring to the interview?**

**A:** A copy of your Portfolio, as previously described. The admission portfolio *does not* need to be submitted before the interview.

**Q: Can I interview without submitting my portfolio?**

**A:** No. Submission of materials at the time of the interview is part of the admissions process.

**Q: What can I expect in my interview?**

**A:** Your interview will last approximately 15 minutes. You should be prepared to talk about why you want to enter the Educational Leadership program at UAB and your goals as an aspiring instructional leader. Consider what you want to accomplish in the next five years. Applicants will also be asked to talk about leadership experiences and answer some “what if” scenario questions.

**Q: How will I be notified of my interview date and time?**

**A:** Dr. Keith Gurley will notify applicants by email and/or phone of interview date and time. You may contact Dr. Gurley with further questions at 205-975-1983 or 913-449-0422 or at [kgurley@uab.edu](mailto:kgurley@uab.edu)

## Notification of Acceptance

Students will be notified of their acceptance to the program within one week of their interview. The UAB Graduate School will notify successful applicants regarding official admission and give instructions on how to register for classes within approximately two weeks of program acceptance.

<p align="center"><b>UAB School of Education Office of Student Services</b></p> <p>For questions regarding your application process and documents, contact:  Education Building, Room 232  1720 2<sup>nd</sup> Avenue, South  Birmingham, AL 35294  Phone: 205-934-7530  Fax: 205-975-5446  Website: <a href="http://www.uab.edu/education/student-services/">http://www.uab.edu/education/student-services/</a>  Transcripts: <a href="mailto:soetranscripts@uab.edu">soetranscripts@uab.edu</a></p>	<p><b>Coordinator of Admissions and Records:</b></p> <p>Sha’Niethia Johnson-Wright  <a href="mailto:araccot@uab.edu">araccot@uab.edu</a></p>
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**Praxis Test Information**

In order to complete the MAE program and qualify to apply for Class A certification in Instructional Leadership from the Alabama State Department of Education, candidates must successfully pass the Praxis Test entitled Educational Leadership, Administration and Supervision (ELAS test code 5412). A minimum score of 146 is required on this test. Official test scores must be submitted to the UAB School of Education Office of Student Services, and to the ALSDE before submission of application for Class A certification. More information about the ELAS praxis test may be found at the website for the Educational Testing Service: [https://www.ets.org/praxis/al/al\\_teacher\\_ed/](https://www.ets.org/praxis/al/al_teacher_ed/)



**Example\* Course of Study**  
**Post-Master's Certification in Instructional Leadership**  
**University of Alabama at Birmingham**

Semester 1	Semester 2	Semester 3
<b>EDL 601</b> (3 hrs.) Foundations of Instructional Leadership	<b>EDL 606</b> (3 hrs.) Supervision and Mentoring of Instructional Staff	<b>EDL 612</b> (3 hrs.) Best Practices in Instructional Leadership for Diverse Populations
<b>EDL 610</b> (3 hrs.) Legal & Ethical Foundations for School Leadership	<b>EDL 608</b> (3 hrs.) Organizational and Financial Management to Support Instructional Leadership	<b>**EDL 605</b> (3 hrs.) Residency in Instructional Leadership
<b>6 Credit Hours</b>	<b>6 Credit Hours</b>	<b>6 Credit Hours</b>

\*Example schedule. Courses are not sequential and terms subject to change.

\*\*EDL 605 (Residency in Instructional Leadership) may not be taken until four other core course requirements (601, 606, 608, 610) have been completed.

## **Instructional Leadership Program 10-Day Residency Overview**

### **Purpose of Residency**

The purpose of the 10-Day Residency in Instructional Leadership is to give the future leader a continuum of authentic leadership experiences in K-12 schools without the distraction of teaching responsibilities or other coursework requirements. The candidate earns three credit hours for the Residency.

### **Time and Location of Residency**

The 10-Day Residency in Instructional Leadership will take place in the last semester of the program after all required courses have been successfully completed. Candidates must follow any guidelines required by their individual school districts, but typically may choose to do their residency in their own district, another district, or a combination of the two. There are no “clock hour” requirements for the residency, but the candidate will be expected, *at a minimum*, to work hours equivalent to an administrator’s professional schedule. The experiences must be conducted at the elementary, middle, or high school while students are present. The candidate will be required to have a trained mentor in the district in which he/she is interning, and the mentor will assist the candidate in selecting meaningful leadership experiences. The Residency may be completed over 10 consecutive days or may be divided into two separate segments of five consecutive days.

### **Residency Leadership Experiences**

The candidates will choose meaningful leadership experiences from the list of Suggested Critical Leadership Experiences for the Residency in Instructional Leadership (see *Program Manual*) which are designed for the candidate to show competency in each of the Alabama Standards for Instructional Leadership (CIEP). The candidate must choose a minimum of four experiences to complete during the 10 Day-Residency. A minimum of two of these experiences must be LEAD activities, in which the candidate assumes a leadership role. Remaining experiences may be LEAD, OBSERVE, or PARTICIPATE. In addition, the candidate, principal, and Field Supervisor may design other experiences that are timely and pertain to a specific school site or district situation, as long as they can be aligned to a standard and represent demonstration of a key indicator of that standard. The experiences may be conducted at the elementary, middle, or high school level. Many of the experiences are open-ended in nature and can be tailored to the level and setting the candidate chooses.

### **Residency Seminars**

There will be a minimum of two required seminars that are designed to give the candidates additional perspectives on leadership of K-12 schools. There will be one orientation seminar before the residency begins, and up to two during the residency.

### **Assessment of Candidate's Residency Performance**

Each candidate will be paired with a principal mentor in the local school district, whose responsibility will be to guide, observe, and assess the candidate's competency in leadership as defined by the key indicators of the Alabama Standards for Instructional Leadership (CIEP). A rubric for that assessment is to be completed by the principal mentor. The UAB Field Supervisor(s) and individual faculty members will assist in evaluating a candidate's field work.

In addition, the candidate will compile artifacts from the residency and *Key Assessment #4* to develop a professional exit portfolio that will serve as a valuable tool in interviewing for a school leadership position. The exit portfolio and a mock interview for a school leadership position, conducted by LEA partner personnel and observed by UAB faculty, will serve as the culminating assessments for the MAE and PMC programs in Instructional Leadership.

## **Documentation of Medical Clearance**

All students (degree-seeking and non-degree seeking) applying to UAB must obtain medical clearance. After you are admitted to the program, you will receive an email about obtaining medical clearance. It will have links to the UAB Student Health 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, 2021 for Fall admission). If not, you will be blocked from registering for classes. If you are already registered but don't submit all required records by the medical clearance deadline, your registration may be automatically canceled. Check the SHW website for the deadline date for the term to which you are applying.

**Which immunizations do you need?** To find out, go to <http://www.uab.edu/studenthealth/medical-clearance> and answer these questions:

*When did/will you matriculate (begin classes) at UAB?*

Fall term 2021 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 completely online or No, at least one class on campus

*Are you a United States citizen?*

Yes, I am a U.S. citizen. or No, I am not a U.S. citizen.

**Level 1 Immunization.** Most Educational Leadership students are classified as requiring Level 1 immunization. This consists of: **MMR (Measles, Mumps, Rubella), TDAP (Tetanus, Diphtheria, Acellular Pertussis), Varicella (Chickenpox/Shingles); and Tuberculosis (TB) screening.** Immunizations and TB screening are available at 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, 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).

## Webpages and Notes of Interest

### **Online Application**

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

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

### **Check Admission Status**

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

### **Notification of Admission Decision**

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

### **Detailed Tuition and Fees**

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

### **Graduate School**

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

### **Educational Leadership Program**

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

### **Office of Student Services (OSS)**

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

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

### **UAB Student Health and Wellness (SHW)**

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

## Estimated Tuition Charges Based on 2020-2021 In-State Tuition\*

### Tuition for Courses Taken in the UAB School of Education

Tuition per Graduate Credit Hour (Education): \$450

Estimated Degree Program Costs*		
<b>First Semester</b>		
Six Credit Hours	6 x \$450	\$2,700
<b>Second Semester</b>		
Six Credit Hours	6 x \$450	\$2,700
<b>Third Semester</b>		
Six Credit Hours (Residency)	6 x \$450	\$2,700
Total Estimated Tuition Fees (2020-2021 Rate, subject to change*)		<b>\$8,100</b>

\*Tuition costs and fees are as of June, 2021 and are subject to change by the university Board of Trustees at the beginning of any term. This estimate includes basic tuition rates for Alabama residents only and does not include other, incidental fees and costs. Candidates are also required to establish and maintain an account with the designated electronic portfolio web-based vendor for the entirety of their program.

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