

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:

Requirements

Teaching certification in Physical Education:

- Traditional Master's Degree program - valid Class B certification in Physical Education Teacher Certification (or out of state equivalent).
- EdS Degree program - valid Class A certification in Physical Education Teacher Certification (or out of state equivalent).

Background Clearance:

- ABI/FBI required for all applicants interested in Alabama Certification.
- If you choose not to receive Alabama Teacher Certification with this degree, you must show background clearance in your state.

*GPA:

- 3.00 cumulative GPA on degree-issuing transcript from a regionally accredited college.

Essay:

- Submit a 500 word or more personal essay in which you discuss your reasons for seeking graduate education. To include statement of purpose, academic interests, career goals and relevant background experience.
- Evaluation on grammar, usage & mechanics and professional communication.

Interview:

- Interview via Skype or Zoom scheduled after submitting application.
- Evaluation on delivery & language and skill presentation.

***GPA Exception:** Individuals who have earned a bachelor's degree from a regionally accredited institution at the time the degree was earned and who do not have a qualifying GPA for admission may seek admission based on a qualifying score of the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT). For the GRE, this standard is defined as having a score at the 50th percentile on all of the following subtests: Verbal Reasoning, Quantitative Reasoning, and Analytical Writing. For the Miller Analogies Test, students must have a score at or above the 50th percentile based on the total group percentile rank score.

Official Transcripts

- 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—EEC 311; Birmingham, AL 35294-1250

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. **Interview:** During the program review, you will be contacted about scheduling your interview via Skype or Zoom.
8. **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.
9. **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.
10. **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.
11. **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](#).

Graduate Admission Requirements Form

Requirement	Yes/No
Teaching certification in Physical Education: <ul style="list-style-type: none"> Traditional Master's Degree program - valid Class B certification in Physical Education Teacher Certification. EdS Degree program - valid Class A certification in Physical Education Teacher Certification. 	
Background Clearance: <ul style="list-style-type: none"> ABI/FBI required for all applicants interested in Alabama Certification. If you choose not to receive Alabama Teacher Certification with this degree, you must show background clearance in your state. 	
*GPA: <ul style="list-style-type: none"> 3.00 cumulative GPA on degree-issuing transcript from a regionally accredited college. 	
Essay: <ul style="list-style-type: none"> Submit a 500 word or more personal essay in which you discuss your reasons for seeking graduate education. To include statement of purpose, academic interests, career goals and relevant background experience. Evaluation on grammar, usage & mechanics and professional communication. 	
Interview: <ul style="list-style-type: none"> Interview via Skype or Zoom scheduled after submitting application. Evaluation on delivery & language and skill presentation. 	

***GPA Exception:** Individuals who have earned a bachelor's degree from a regionally accredited institution at the time the degree was earned and who do not have a qualifying GPA for admission may seek admission based on a qualifying score of the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT). For the GRE, this standard is defined as having a score at the 50th percentile on all of the following subtests: Verbal Reasoning, Quantitative Reasoning, and Analytical Writing. For the Miller Analogies Test, students must have a score at or above the 50th percentile based on the total group percentile rank score.

Graduate Essay Rubric

Score	Grammar, Usage, & Mechanics	Professional Communication	Description of the Content of Essay
4	Essay is free of grammar, usage and mechanical errors	Writing is appropriate to the intent of a professional communication.	Essay fully addresses student's reasons for seeking graduate education, includes career goals and how graduate program would meet those goals, gives work or life experiences relevant to graduate program chosen, and analyzes intellect necessary to complete programs. Essay is of an appropriate length (500+ words).
3	Essay contains minor errors in grammar, usage and mechanical errors	Writing style approximates the format of professional communication.	Essay adequately addresses student's reasons for attending graduate school, selecting a particular program, relating life or work experiences to graduate study, and analysis of intellect necessary for graduate school.
2	Essay contains occasional grammar, usage and mechanical errors	Writing is somewhat informal, personalized or distracting to the intent of a professional communication.	Essay minimally covers student's reasons for attending graduate school, selecting particular program, relating life or work experiences to graduate study, and analysis of intellect necessary for graduate study.
1	Essay contains frequent grammar, usage and mechanical errors	Writing is informal, highly personalized or distracting to the intent of a professional communication.	Essay fails to cover or only superficially addresses student's reasons for attending graduate school, selecting a particular program, relating life or work experiences to graduate study, and analysis of intellect necessary for graduate study.

Comments:

Graduate Interview Rubric

Score	Delivery & Language	Skill Presentation	Description of the Content of Interview
4	Interviewee is professional and uses proper language and enunciates responses.	Interviewee appears prepared and knowledgeable answering each question honestly and clearly. Interviewee sells their skills.	Interviewee fully addresses reasons for seeking graduate education, includes career goals and how the graduate program would meet those goals. Interviewee gives work or life experiences relevant to graduate program, and analyzes intellect necessary to complete program.
3	Interviewee is professional and uses proper language.	Interviewee appears prepared and knowledgeable answering each question honestly. Interviewee sells their skills.	Interviewee fully addresses reasons for seeking graduate education, includes career goals and how the graduate program would meet those goals. Interviewee gives work or life experiences relevant to graduate program.
2	Interviewee is somewhat informal and uses proper language for the majority of the interview.	Interviewee appears somewhat knowledgeable answering each question. Interviewee somewhat sells their skills.	Interviewee somewhat addresses reasons for seeking graduate education, includes career goals and how the graduate program would meet those goals. Interviewee struggles with work or life experiences relevant to graduate program.
1	Interviewee is informal and/or struggles with use of proper language.	Interviewee lacks knowledge answering each question. Interviewee fails to sell their skills.	Interviewee fails to address reasons for seeking graduate education, includes career goals and how the graduate program would meet those goals. Interviewee fails to provide work or life experiences relevant to graduate program.

Comments:

Overall Rubric Scores

*Must obtain at least 12 out of 16 for admission.

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 your interest in our 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. Please visit our [Professional Licensure and Certification](#) website to check on whether the UAB graduate teacher certification program meets the educational requirements for certification in your state.**

You have two options to consider below:

Option 1: Obtaining Alabama Teacher Certification (highly recommended)

1. Follow the [Alabama Reciprocity](#) link to apply for Alabama certification before you begin your degree program.
 - a. Through the certificate reciprocity approach to certification, Alabama recognizes valid professional educator certificates issued by other states, the District of Columbia, U.S. Territories, or the Department of Defense Education Activity (DoDEA) as the basis to offer professional certification in Alabama.
2. 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 Ave S., EEC 311, Birmingham, AL 35233. Ms. Walker will serve as your point person should you have any questions about this process.
3. Once Ms. Walker has cleared your certification, you are ready to apply to the UAB Graduate School.
4. The application process requires the completion of an Alabama Background Check during the admissions process.

Option 2: Not obtaining Alabama Teacher Certification

1. If you will not at this time, or any time in the future, be interested in pursuing teacher certification through Alabama, you may request a waiver of Alabama Teacher Certification Eligibility.
2. You must have evidence that you successfully completed a cleared criminal background check for the state in which you are located.
3. Conditions:
 - a. You will be able to complete field experiences in schools within your state, **but not in Alabama.**
 - b. The University of Alabama at Birmingham **will not** be recommending you for Alabama Teacher certification at the completion of your degree.
4. In full understanding of these conditions, please sign the waiver below and email it to Dr. Sandra Sims (sksims@uab.edu).
5. Dr. Sims will forward your signed waiver to Ms. Tashara Walker (tawalker@uab.edu; 205-934-7530) for review and approval.
6. Once Ms. Walker has received and approved your waiver, your completed application can be processed for admission.

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 Alabama. I will provide documentation of a clear current criminal background check from my residential state. I understand that I will only be able to engage in field experiences in schools within the state(s) for which I provide criminal background clearance documentation. 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. I understand that UAB will not be recommending me for certification.

Applicant's Signature

Date Signed

Dr. Sandra K. Sims

Date Signed

Approval by UAB Certification Officer

Date Signed

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.