



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 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.

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 who 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.**

<p>Packets Contents:</p> <ul style="list-style-type: none"> Faculty & Staff Contact Information Overview of Program Admission Requirements Step-by-Step Application Process Notification of Acceptance Praxis Test Example Course of Study Program Completion Overview Documentation of Medical Clearance Webpages and Notes of Interest Tuition Costs 	<h3 style="margin: 0;">Deadline to Apply:</h3> <p style="margin: 10px 0;">The program offers a rolling admissions policy. Join us any term. Applicants should select the “Degree/Certificate Seeking Applicants” button when applying.</p> <p style="margin: 0;">To start in the fall, apply by July 1. To start in the spring, apply by Nov. 1. To start in the summer, apply by April 1.</p>
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Faculty and Staff Contact Information:	
Dr. Amy Dagley, Associate Professor Program Director 205-975-1984 dagley@uab.edu	Dr. D. Keith Gurley, Associate Professor 205-975-1983 kgurley@uab.edu
Dr. Miyoshi Juergensen, Assistant Professor 205-934-7530 mjuerge2@uab.edu	Ms. Sha’Niethia Johnson-Wright Coordinator of Admissions and Records araccot@uab.edu 205-934-7530

OVERVIEW OF PROGRAM – PMC

The UAB Post-Master's Certification (PMC) program (18 semester hours), leading to Alabama Class A Instructional Leader certification, educators for roles in instructional leadership in P-12 schools. Coursework builds on educator knowledge and skills, aligned with state and national standards for school leadership, to develop skills and tools of inquiry in instructional leadership. Candidates engage in hands-on, meaningful experiences in collaboration with cooperating schools to provide comprehensive and valuable leader preparation.

- Key components of the program include:
 - Online, remote delivery of all classes with 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 equivalent residency to be completed by all candidates¹
 - 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 comprised of six three-credit hours courses, which include embedded field experiences and one course dedicated to residency. The program can be completed in three semesters with candidates typically completing six credit hours (two classes) per semester for a total of 18 semester hours for the program.

¹ As required by Alabama Administrative Code 290-3-3- .47 for all candidates in all university programs in the state.

ADMISSION REQUIREMENTS - PMC

Applicants must be unconditionally admitted into the program before completing coursework required for certification.

In addition to meeting admission requirements of the Graduate School and the School of Education, applicants must meet the following requirements for admission into the Post-Master's Certification (PMC) program in Educational Leadership program, leading to Class A Instructional Leader certification:

- **Education & Certification:** A prospective candidate must hold a master's degree and current Class A certification in an instructional or instructional support area (e.g., elementary or secondary education, SPED, counseling, etc.).
- **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.
- **Experience:** Applicants must meet **one** of the following criteria:
 - Option One: Have a minimum of three full years of full-time, acceptable, professional educational experience in a P-12 setting, which must include one full year of full-time, P-12 classroom teaching experience;

OR

- Option 2: Have a valid Alabama Professional Educator Certificate endorsed for library media or school counseling, document a minimum of seven-years of full-time employment in the same school system as a library media specialist or school counselor in a P-12 setting, and provide a written recommendation from the current employing superintendent.²
- **Submission of an Admissions Portfolio.** The admissions portfolio must be submitted before the interview. An acceptable score on the portfolio is required. The contents of this admissions portfolio and how to submit it are [explained here](#).
- **Passing an Admissions Interview.** Applicants must pass an admissions interview conducted by the program committee. The program director, Dr. Amy Dagley, will communicate with applicants about the details of this interview process. If you have questions, contact Dr. Dagley at 205-975-1984 or at dagley@uab.edu.
- **Submission of a Writing Sample:** A writing sample will be required at the time of application to the UAB Graduate School.

² For questions related to unconditional admission under Option 2, please contact the UAB School of Education Office of Student Services at 205-934-7530.

STEP-BY-STEP APPLICATION PROCESS

The graduate degree program to which you are applying is called the Master of Arts in Education, Educational Leadership Degree Program (often abbreviated MAE).

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.)

The application process is primarily in two parts: (1) Begin with an application to the UAB Graduate School, then (2) proceed to program-specific requirements facilitated through the UAB School of Education Office of Student Services. A third (3) part can be completed at any time during the process: submitting immunization records.

Application Process Checklist:

- **Graduate School Application:** You must activate your application before the deadline expires to be considered for admission, but you do not have to have all required documents submitted by the deadline. *Please read the next sub-steps in this process before going to the Graduate School website to apply.* Complete the online application through the UAB Graduate School by clicking on the “Apply Now” button here: <https://www.uab.edu/graduate/admissions>.³
 - **Provide Three Letters of Recommendation.** There are two ways to complete this requirement: either as a hard copy letter or as an electronic submission (preferred method). When completing the online Graduate School application, applicants must submit names and email addresses of three references, **as long as one reference is the applicants immediate supervisor.** Please ask the references to complete the online reference via the online application system. Alternatively, if your references prefer to mail a recommendation letter, it should be mailed to: UAB School of Education, Office of Student Services, EEC 311, 1720 2nd Avenue South, Birmingham, AL 35294-1250. 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.
 - **Pay Application Fee:** Submit application fee payment to the UAB Graduate School.
 - **Submit the application to the Graduate School.** Be sure to hit the “Submit” button to activate your application **on or before the deadline.** You can submit before you have submitted all required documents, those can be added later.
- **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, or via mail to Sha’Niethia Johnson-Wright, UAB School of Education, Office of Student Services, EEC 311, 1720 2nd Avenue, South, Birmingham, AL 35294-1250. International transcripts must be submitted to World Education Services (www.wes.org) or Educational Credential Evaluators (www.ece.org) for

³ Admission to the Graduate School is not equivalent to “unconditional admission” to a state-approved educator preparation program.

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

□ **Program Application:**

□ **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 professional educator 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 in the OSS at 205-934-7530, Fax: 205-975-8040. Link to EXP form: <https://www.alabamaachievers.org/wp-content/uploads/2021/08/9-SUPPLEMENT-EXP.pdf> *Because this process takes time, it is recommended you begin it and move on to other items in this list to complete while your school completes the form.*

□ **Compile and Submit the Admissions Portfolio:** Submission of the admissions portfolio is an ALSDE requirement and must be submitted before the interview. Applicants will compile all necessary documents for the portfolio, scan into a single pdf document, and email the file as an attachment to the Program Director, Dr. Amy Dagley at dagley@uab.edu. Pending program admission, applicants will retain the completed portfolio rubric to upload to their electronic portfolio in the first semester of coursework. All documents must be submitted to receive a passing score on the admissions portfolio. The portfolio must contain all artifacts listed below and should appear in the following order:

- **1. Cover Sheet.** Please put the following information on the cover sheet:
 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
- **2. Current Professional Resume:** Include an updated, professional resume. Make sure it clearly lists all teaching experiences.
- **3. EXP form:** Include a copy (if available) of EXP form from your school district validating completion of at least three years' professional educator 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.
- **4. Three Letters of Recommendation: One must be from the applicant's current supervisor.** If references complete an online/electronic reference through the UAB system or mail the letter to the OSS without providing you a copy, please place a page in your application portfolio listing your reference's name(s), title(s), professional relationship(s) to you, and add that the reference is on file.
- **5. Current Teaching Certificate(s):** Applicants must provide a copy of current teaching certificate.

- **6. Completed Performance Appraisal:** Applicants must provide a completed copy (all forms) of their most recent performance appraisal, including the professional development component, if available.
- **7. Summary of Professional Development:** A copy of the applicant's professional development transcript from PowerSchool **or** 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.
- **8. 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.
- **9. Evidence of leadership and management potential:** This should include any formal and informal leadership role(s) held, including but not limited to education settings. Applicants should summarize the roles assumed and provide evidence for the most recent accomplishments in the area of educational leadership at the school or district level. Evidence may include meeting agendas, meeting notes, or other documents that highlight leadership ability and involvement. The written summary should be no more than one-page, double-spaced.
- **10. Interest & Expectations:** The following can be combined and should be no more than two-pages, double-spaced.
 - **10a. Interest in Instructional Leadership:** A summary of the applicant's reasons for pursuing a degree in educational leadership and certification in instructional leadership in Alabama.
 - **10b. What Applicant Expects:** A summary of what the applicant expects from the preparation program.

□ **Submit Documentation of Medical Clearance:** Detailed instructions are [provided in this packet](#).

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>UAB School of Education Office of Student Services</p> <p>For questions regarding your application process and documents, contact: Phone: 205-934-7530 Fax: 205-975-5446 Website: http://www.uab.edu/education/student-services/ Transcripts: soetranscripts@uab.edu</p> <p>Education & Engineering Complex, Room 311 1720 2nd Avenue, South Birmingham, AL 35294</p>	<p>Coordinator of Admissions and Records:</p> <p>Sha’Niethia Johnson-Wright araccot@uab.edu</p>
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PRAXIS TEST INFORMATION

To 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>

**EXAMPLE* COURSE OF STUDY
POST-MASTER'S CERTIFICATION IN INSTRUCTIONAL LEADERSHIP**

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

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

**EDL 605 (Residency in Instructional Leadership) may not be taken until four of the five other core course requirements (601, 606, 608, 610, 612) have been completed.

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.

INSTRUCTIONAL LEADERSHIP PROGRAM PROGRAM COMPLETION OVERVIEW

Internship

Our program collaborates with local education agencies to ensure candidates have meaningful and practical experiences in actual school settings during the course of the program. The internship experiences are the total sum of practical experiences, either field or clinical, as part of every course taken for preparation, plus a residency.

Residency

The residency, a three-credit hour course, allows candidates to experience leadership in as many of the leadership standard indicators as possible, while giving the future leader an opportunity for authentic leadership experiences. The residency course typically takes place in the last semester of the program. The residency is uninterrupted service in an active school with students present for *the equivalent of ten full days*.

Candidates must follow any guidelines required by their individual school districts, but 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.

Residency Leadership Experiences. The candidate 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 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.

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. Further details about the residency, including the portfolio requirements, are detailed in the *Program Manual*.

Program Completion and Preparing for Certification

Candidates who complete the program with a 3.25 GPA, pass the ELAS praxis (5412) exam with a minimum score of 146, and pass the exit portfolio requirements will be eligible for Class A certification in Instructional Leadership in the state of Alabama. The UAB School of Education Office of Student Services works with candidates to streamline this process with the ALSDE. Candidates will be guided through this as part of the residency.

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 Services website and the Patient Portal:

<https://www.uab.edu/students/health/>. Select the “Getting Started Tab” and “Immunization Clearance.”

Links to these webpages are also available on your BlazerNet account.

You must meet the medical clearance deadline (e.g., Aug. 1 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 <https://www.uab.edu/students/health/> website for the deadline 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 Select from the “Getting Started” tab, “Immunization Clearance.” You may be asked several questions like this:

When did/will you begin classes at UAB?

Are you a clinical or non-clinical student? Answer: Non-clinical (no patient contact)

Are all of your courses completely online? For this program, your courses are online.

Are you a United States 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 UAB Student Health Services for a fee. Make an appointment by calling 205-934-3581 or by accessing the Patient Portal at: <https://www.uab.edu/students/health/>

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.

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

Be sure to select the tab for “Graduate” hours.

<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 Services

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

UAB Financial Aid (Cost & Aid)

<https://www.uab.edu/cost-aid/>

**ESTIMATED TUITION CHARGES
BASED ON 2023-2024 ONLINE TUITION***

Tuition for Courses Taken in the UAB School of Education

Tuition per Graduate Credit Hour (Education) for Online Courses: \$555

Estimated Degree Program Costs*		
First Semester		
Six Credit Hours	6 x \$555	\$3,330
Second Semester		
Six Credit Hours	6 x \$555	\$3,330
Third Semester		
Six Credit Hours (Residency)	6 x \$555	\$3,330
Total Estimated Tuition Fees (2023-2024 Rate, subject to change*)		\$9,990

*Tuition costs and fees are as of August 2023 and are subject to change by the university Board of Trustees at the beginning of any term. This estimate includes basic tuition rates for online courses 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. The fee for the portfolio is charged to the as part of a course fee.

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.

Because this is a certification-only program, PMC students are not eligible for federal financial aid. We encourage students to seek a second master’s degree with us for this reason.