



Recertification/Non-Degree Seeking Candidate Informational Packet
<http://www.samford.edu/education/graduate-programs.aspx>

Dear Prospective Recertification/Non-Degree seeking Candidate:

Thank you for your desire to recertify your Alabama teaching certificate or to continue your education as a non-degree seeking candidate at Samford University.

We offer a unique opportunity for graduate study at the Master of Science and Educational Specialist levels. The Master of Science and Educational Administration level courses are designed for candidates interested in continuing their education at the graduate level and build on your previous education in your respective education field. MS and EdS courses will equip current and future school teachers/leaders with the knowledge and skills needed to positively impact student achievement and to lead successful school improvement initiatives. The courses encompass essential competencies for improving schools and increasing student achievement, utilizing research-based “best practices” for adult learners. You may choose to take up to 9 hours towards recertification or up to 6 hours as a non-degree seeking candidate before being required to complete a full application should you decide to continue your education as a degree-seeking candidate. We highly encourage all candidates pursuing either of these options to contact the Alabama State Department of Education at www.alsde.edu to be sure you are complying with all ALSDE requirements. Please direct questions regarding admission to this program to Mrs. Brooke Karr, Graduate Studies Admissions Office at kbgilrea@samford.edu.

Note: All candidates who wish to continue in the program after recertification or completion of courses as a non-degree seeking candidate WILL BE REQUIRED to complete a full application in order to continue towards a full degree.

We look forward to hearing from you.

Sincerely,

Dr. Betsy Rogers
Chair, Curriculum and Instruction

GENERAL INFORMATION:

1. Scholarship
Please contact the graduate studies office for more information (205.726.2019).
2. Financial Information
Information regarding loans can be obtained from the Financial Aid Office at 205.726.2905.
3. Tuition
Tuition charges are payable on or before validation day. Please refer to the class schedule or your billing statement to determine deadlines for payment. For payment, contact the Bursar's Office at 205.726.2816.
A late fee will be assessed by the Bursar's Office for students with outstanding balances at the close of business on the day tuition is due.
4. State Certification Application
Upon completion of your recertification courses, you will be responsible for contacting the Certification Officer, who will present you with all materials needed to apply for your updated State certification (if applicable). All certification paperwork should be turned in to the Certification Officer.

APPLICATION PROCEDURES:

The application process for recertification/non-degree seeking candidates is as follows:

1. Complete a graduate school application (included in this packet) and a \$35 application fee. Make check or money orders payable to Samford University. Samford University alumni are not required to submit the application fee.
2. Submit two official transcripts from all regionally accredited colleges or universities attended; Escripts will be accepted
3. Submit a copy of your most recent Alabama teaching certificate
4. Students interested in the Instructional Leadership certificate need to submit an Experience Verification Form. Students must have a minimum of 3 year's teaching experience.
5. Complete the Student Health Services Immunization Record and **send DIRECTLY to Student Health Services.**

Please submit all application materials to:

Mrs. Brooke Karr
Graduate Studies Admissions Office
Samford University
School of Education
Graduate Studies Department
800 Lakeshore Drive Birmingham, Alabama 35229

Students and applicants with disabilities who seek accommodations must make a request by contacting the Section 504/Disability Access and Accommodation Coordinator, Anne Sherman, Director of Disability Resources, 205-726-4078, disability@samford.edu.



Application for Admission

Today's Date _____

Program of Intended Study: _____

Choose from the following programs listed below:

- Recertification
- Master of Science in Early Childhood/Elementary Education
- Master of Science in Gifted Education
- Master of Science in Secondary Collaborative Education
- Master of Science in Instructional Leadership
 - ***Please note: Alabama State Board of Education standards require a minimum of three (3) years successful teaching experience to be eligible for the Instructional Leadership program and Instructional Leadership certification from ALSDE.**
- Educational Specialist in Teacher Leader
- Educational Specialist in Instructional Leadership
- Instructional Leadership Certificate-Only Program
- Gifted Education Certificate-Only Program

FULL NAME (include any previous names your information may be listed under – maiden name, old last name, etc.):
SOCIAL SECURITY NUMBER:
HOME MAILING ADDRESS (include apartment, city, zip code, etc.):
HOME PHONE NUMBER (include area code):
CELL PHONE NUMBER (include area code):
EMAIL ADDRESS(ES) – (include personal and professional):
DATE OF BIRTH:
COUNTRY OF BIRTH:
COUNTRY OF CITIZENSHIP:
RELIGIOUS PREFERENCE:
RACE/ETHNICITY and GENDER:

Employer Information

PRESENT EMPLOYER:
NUMBER OF YEARS AT PRESENT EMPLOYER:
CURRENT PROFESSIONAL TITLE/POSITION:
IMMEDIATE SUPERVISOR (include name and title/position):
EMPLOYER PHONE NUMBER (include area code):

Are you applying with a cohort? ____ If so, what school system? _____

When do you anticipate beginning graduate school? _____

Teaching Certificate Information

Are you in possession of a U.S. or international teaching certificate? Yes ____ No ____

If yes, please identify highest Class level and teacher number: _____

If you do not hold a certificate, are you or will you be eligible for a U.S. or international certificate?

Yes ____ No ____

If you do not currently hold a certificate, but will be eligible, please give eligibility date: _____

Any candidate who does not currently hold a certificate, but will be eligible, must provide documentation that certification has been applied for in place of providing a copy of the certificate as part of the candidate's application materials and must provide the Graduate Studies office with a copy of the certificate immediately when the certificate is received. If the certificate is not provided, the candidate will not be eligible for graduation until a copy of the certificate is on file.

Graduate School Testing Information

-OFFICIAL SCORE REPORT must be submitted as part of a complete application to graduate study. No score older than six years will be accepted.

Graduate Record Exam (GRE) _____
 Date Taken _____ Score _____ Date Taken _____ Score _____

OR

Miller Analogies Test (MAT) _____
 Date Taken _____ Score _____ Date Taken _____ Score _____

Academic Experience**High School and College/University Information**

Name of High School _____

Graduation Year _____ Degree earned _____

Name of College/University _____

Graduation Year _____ Degree earned _____ Major _____

*Need two official transcripts

Name of College/University _____

Graduation Year _____ Degree earned _____ Major _____

*Need two official transcripts

Name of College/University _____

Graduation Year _____ Degree earned _____ Major _____

*Need two official transcripts

Name of College/University _____

Graduation Year _____ Degree earned _____ *Need two official transcripts

If any additional education was earned, please describe in detail on an attached sheet of paper.

Have you ever been placed on academic probation by any school? Yes _____ No _____ If so, please explain:

Have you had an introductory Special Education course? _____ If so, where and when? _____

Have you had an introductory educational technology course? _____ If so, where and when? _____

I understand that if I have not previously earned credit at the master's level or above in special education and technology, I will be required to take one or both courses in addition to my graduate program, depending on the course(s) I am lacking.

Signature _____ Date _____

By signing this application, I certify that all information listed is true and correct. I understand that I am ultimately responsible for meeting the requirements of my program/degree. I understand if any information is intentionally falsified, my eligibility for degree completion, "good-standing status", and eligibility for ALSDE certification may be denied. Further, I realize that if admitted, I will be issued a Samford University email address and that, should I be admitted, immediately following admission and throughout the entire duration of my status as an active student, all communication from Samford University and the School of Education Graduate Studies Department will be disseminated to my Samford email address only and I will be held responsible for checking this account regularly. Finally, I realize that Samford University is a Christian institution and that it has a right to require of its candidate's conduct that is at all times honorable, clean, and sober.

This form must be completed and signed before application can be processed in the Admissions Office. Samford University is an Equal Opportunity institution and does not discriminate in receiving applications and offering programs based upon race, color, gender, national origin, age (over 40), disability, marital status, or veteran status, and in all ways, fulfills its obligations under Title VII of the Civil Rights Act of 1964, as amended, and Title I of the Americans with Disabilities Act of 1990.

Please submit all application materials (with the exception of the Student Health form) to:

Mrs. Brooke Karr
Graduate Studies Admissions Office
Samford University
School of Education
Graduate Studies Department
800 Lakeshore Drive Birmingham, Alabama 35229



Dispositions

The faculty of the graduate program in the School of Education at Samford University believe that effective educational leaders must demonstrate the following dispositions.

An effective educational leader:

1. Interacts appropriately and positively with others
2. Treats others with courtesy, respect, and open-mindedness
3. Works with diverse groups and handles issues of diversity with respect and affirmation
4. Shows concern for the self-concept and self-esteem of others
5. Demonstrates leadership in challenging all students to high levels of achievement
6. Participates and contributes actively to team efforts
7. Facilitates the work of others
8. Is reliable, responsible, and consistent
9. Demonstrates leadership and reflective decision-making consistent with the role of teacher leader/chief learning officer
10. Exhibits a strict code of honesty related to all assignments in the workplace as well as in graduate work
11. Acknowledges the written work of others scrupulously in research and other projects

All applicants for graduate studies in the School of Education at Samford will submit a reference form from their direct supervisor rating their performance related to these dispositions. Students will evaluate themselves against these criteria as they move through their graduate program. Anyone who fails to demonstrate these dispositions while a graduate student at Samford will be asked to meet with a team of graduate professors and will be asked to provide a self-improvement plan. Continued failure to uphold these standards of conduct will result in dismissal from the program.



Name of applicant: _____

Applicant's Intended Program of Study: _____

Name of Supervisor: _____ Title: _____

Supervisor Signature: _____ Date: _____

Please rate the applicant based on your observation of his or her performance. Please use the rating scale in the lower right-hand corner. If a specific disposition was not observed, please indicate this by leaving the rating box for that particular disposition blank.

DISPOSITION	RATING
Interacts appropriately and positively with others	
Treats others with courtesy, respect, and open-mindedness	
Exhibits sound judgment and moral reasoning	
Works with diverse groups and handles issues of diversity with respect and affirmation	
Shows concern for the self-concept and self-esteem of others	
Demonstrates leadership in challenging all students to high levels of achievement	
Participates and contributes actively to team efforts	
Facilitates the work of others	
Is reliable, responsible, and consistent	
Demonstrates leadership and reflective decision-making consistent with the role of a teacher leader/chief learning officer	
Exhibits a strict code of honesty related to all assignments	
Acknowledges the work of others scrupulously	

TOTAL SCORE _____ out of a maximum possible score of _____

Rating Scale:
Not Observed = NO
Below Average = 1
Average = 2
Above Average = 3



Student Health Services

Dear Prospective Candidate:

Please **carefully review the Immunization form**. The University requires all candidates to submit this Immunization Record in order to reduce the risk of communicable disease on campus. **The completed form is due no later than two weeks after the first day of class of the term the candidate will be starting their program.** The record must be signed by a healthcare provider or include a health department stamp. **Failure to submit this documentation within two weeks after the first day of class of the term the candidate begins their program will result in a \$150 fine and a registration hold on your account.**

If you need to receive any immunizations to complete your form, you may do so at Student Health Services on campus. Please note that we do not process insurance claims and that you will incur some expense for any vaccinations, skin test, or laboratory testing done on campus. Our office is available Monday through Friday, 8:00am to 12:00pm and from 1:00pm to 4:30pm. Please call the office at (205) 726.2835 if you have any questions concerning this form or if you would like to schedule an appointment for immunizations. No appointments are scheduled during the month of July.

To obtain the Immunization Form, please go to:

<http://www.samford.edu/healthservices/content.aspx?id=45097157891>

Return the completed form to:

**Samford University
Student Health Services
800 Lakeshore Drive
Birmingham, Alabama 35229**

Before mailing the form, **please make a copy for your personal records**. We look forward to having you on campus!



My Application Checklist

Please keep this checklist to help you keep track of your application materials. All materials listed below must be submitted to the Graduate Studies office by the application deadline in order to be considered for admission.

I have submitted...

- Application
- Application fee (alumni are not required to submit application fee)
- Two official transcripts from each institution attended (Escripts will be accepted)
- GRE or MAT score no older than six years
- Copy of most recent teaching certificate
- Experience Verification form (notarized), if applicable
- Scholarly Essay
- Statement of Purpose
- One letter of reference from my immediate supervisor
- Disposition form completed by my immediate supervisor
- Two additional letters of reference (for a total of three letters) from professors, colleagues, or employers
- Student Health Immunization form directly to Student Health Services (205.726.2835)
- Portfolio (for Instructional Leadership and Teacher Leader majors only)
- Request for interview (for Instructional Leadership and Teacher Leader majors only)

Recertification students should only submit the application, application fee, two official transcripts from each institution attended, copy of most recent teaching certificate, and Student Health Immunization Form.

Please submit all application materials to:

Mrs. Brooke Karr
 Graduate Studies Admissions Office
 Samford University
 School of Education
 Graduate Studies Department
 800 Lakeshore Drive Birmingham, Alabama 35229



IDENTITY

Samford University is a Christian community focused on student learning.

Samford was founded in 1841 by Alabama Baptists. In the present day, it maintains its ties to Alabama Baptists, extending and enhancing their original commitment by developing and maintaining in the campus community an exemplary Christian ethos and culture.

MISSION

The mission of Samford University is to nurture persons in their development of intellect, creativity, faith, and personhood. As a Christian university, the community fosters academic, career, and ethical competency while encouraging social and civic responsibility, and service to others.

CORE VALUES

The Samford community values lifelong:

- belief in God, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord.
- engagement with the life and teachings of Jesus
- learning and responsible freedom of inquiry
- personal empowerment, accountability, and responsibility
- vocational success and civic engagement
- spiritual growth and cultivation of physical well-being
- integrity, honesty, and justice
- appreciation for diverse cultures and convictions
- stewardship of all resources
- service to God, to family, to one another, and to the community.

SCHOOL OF EDUCATION GRADUATE STUDIES CORE VALUES

The School of Education Graduate Studies department values lifelong:

- dedication to every student's success
- continuous improvement
- trust and personal responsibility in all relationships
- productive partnerships
- intelligent opportunism

VISION

Anchored in Christian understanding, Samford University will be a diverse community, stressing vigorous learning and personal faith, in the Baptist tradition. Within that commonality, the Community will be: innovative in teaching, learning and research; sensitive to global issues; aggressive in self-assessment and continuous improvement. Faithful to its mission, Samford will be known and acknowledged worldwide by holding to its core values. The world will be better for it.