

### Helpful checklist for applying to be a CMT:

- Read the responsibilities and minimum requirements
- Complete the NEW CMT Cover Page
- Print the cover page and have your building principal sign
- Create a digital “portfolio” document that includes:
  - a. Personal Teaching Philosophy
  - b. Resume/Vita
  - c. Two letters of recommendation (one principal/assistant principal and one other)
  - d. In a few pages give reviewers a glimpse of your classroom
  - e. Record of Professional Development (printout from Chalkable, spreadsheet, list)

Note: The digital portfolio is a snapshot of you and your classroom. This should not be very lengthy, but rather succinct and provide just a glimpse of your classroom and your teaching. We do not need hard copies, as these will be PDF documents that will be emailed to reviewers for recommendation.

- Scan the completed documents to [educlinicaloffice@ua.edu](mailto:educlinicaloffice@ua.edu) no later than **March 22, 2021**.
  - a. Signed Cover Page
  - b. Digital Portfolio Document
  - c. Attend the CMT Institute, time to be determined

All CMTs are required to attend the CMT Institute before they will be allowed to host an intern as a CMT.

\*\*You will receive a reply from educlinicaloffice that your email has been received and you will be contacted if any additional information is needed for your application to be complete. If you have any questions or concerns, please give the Office of Clinical Experiences a call and someone below will be able to assist you.

#### **Office of Clinical Experiences**

Mrs. Melinda Alsobrook

Mrs. Amanda Brown

Ms. Brittney Hyche

(205) 348-5089

[educlinicaloffice@ua.edu](mailto:educlinicaloffice@ua.edu)

Dr. Tammy C. Brown

[Tammy.c.brown@ua.edu](mailto:Tammy.c.brown@ua.edu)