

Helpful checklist for applying to be a NEW CMT (never been appointed or served as a CMT):

- Read the responsibilities and minimum requirements
- Complete the NEW CMT Cover Page for 2022-2023 and email to educlinicaloffice@ua.edu (this will allow the OCE to begin the application process and verification)
- Print the cover page and have your building principal sign for approval (go ahead and let them know you will need a brief letter of recommendation as well)
- You will be asked to create and submit digital “portfolio” documents that will include:
 - a. Two letters of recommendation (one principal/assistant principal and one other)
 - b. Record of Professional Development (printout from Chalkable, spreadsheet, list)
 - c. Resume/Vita
 - 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 when requested to educlinicaloffice@ua.edu

**You will receive a reply from educlinicaloffice that your cover page has been received and you will be contacted as additional information is needed to add to your application. The application process is incremental in nature. 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

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Mrs. Melinda Alsobrook

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