

**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 2025-2026 NEW CMT Application Cover Sheet (DocuSign)
  - you will be prompted to enter your name and email address
  - complete the requested information on the application
  - upload a single, PDF file of your application materials
  - click on the "finish" button when done
  - you will receive a completed pdf of your application
- ☐ Create and submit an application packet which includes:
  - Personal teaching philosophy
  - Resume/Vita
  - One letter of recommendation (one must be from your principal or assistant principal)
  - Record of Professional Development (printout from Chalkable, spreadsheet, list)
- ☐ Submit the application packet to DocuSign with Cover Sheet

\*\*You will be contacted if additional information is needed to complete your application. If you have any questions or concerns, please contact the Office of Clinical Experiences or a CMT coordinator.

**Office of Clinical Experiences**

(205) 348-5089

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

CMT Coordinators:

Elementary schools: Dr. Amanda Cramer, [arcramer@ua.edu](mailto:arcramer@ua.edu)

Middle and high schools: Dr. Liza Wilson, [ewilson@ua.edu](mailto:ewilson@ua.edu)