

New Clinical Master Teacher Application Process (Application Packet):

Submit your application packet as one PDF document through DocuSign containing but not limited to:

_____ **Cover Page**

_____ **Purpose Statement** and how the applicant supports the teaching philosophy as advocated by the College of Education

(The College of Education prepares practitioners who understand the purposes of education and have the ability to engage in the ongoing processes of reflection and dialogue that lie at the heart of socially-responsible, theoretically-informed, and research-based effective practice)

Maximum 1 page.

_____ **Resume/Vita**

should include leadership at school, district, state, or national level; workshops and conference presentations and attendance; service organizations, contributing articles to professional journals; professional book studies; highest degree earned; teacher certification)

_____ **One letter of recommendation**

May be from an administrator, a co- worker, University faculty, parents of students, University student, etc.

_____ **Evidence of recent professional development** and/or verification of graduate coursework within the last 3 years

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

- Read the responsibilities and minimum qualifications
- Complete the 2026-2027 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:
 - Purpose Statement
 - Resume/Vita
 - One Letter of Recommendation
 - Record of Professional Development (printout from Powerschool, spreadsheet, list)
- Submit the application packet as one document 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

CMT Coordinators:

Elementary schools: Dr. Amanda Cramer, arcramer@ua.edu

Middle and high schools: Dr. Liza Wilson, ewilson@ua.edu

cmt@ua.edu