Degree requirements are subject to change in order to comply with state and/or federal guidelines. Candidates should consult with their academic advisor(s) throughout their program to ensure all requirements are met.
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The Conceptual Framework establishes a shared vision in preparing educators to work effectively in P–12 schools and provides direction for programs, courses, teaching, candidate performance, scholarship, service and accountability. The Conceptual Framework is continuously evaluated in an outcome based system, and is knowledge-based, articulated, shared and consistent with the University of North Alabama’s institutional mission –

“Changing lives. Creating futures.”

The Conceptual Framework is designed to reflect current research-based knowledge and effective practices through professionalism, assessment, collaboration, technology, diversity and reflection. The UNA College of Education and Human Sciences prepares

“Knowledgeable Practicing Professionals”

who:

1. Have content and pedagogical knowledge to demonstrate professionalism through a set of beliefs, actions, dispositions and ethical standards that form the core of their practice;
2. Have the knowledge and ability to use assessment strategies to guide teaching and learning, especially impact on student learning, and to strengthen instruction and increase professional growth
3. Form communities of learners with other teachers, parents, and members of the community, through collaboration, teamwork, and research-based approaches;
4. Use technology to support assessment, planning and instruction for promoting student learning;
5. Value and plan for diversity in curriculum development, instructional strategies and in the promotion of social consciousness;
6. Know and use self-awareness and reflection as decision-making tools for assuring student learning, professional performance and personal growth.

Graduates of the University of North Alabama’s College of Education and Human Sciences are knowledgeable practicing professionals who are prepared as outstanding educators and leaders through achievement of the highest standards of knowledge and practice to assist all students to learn.
ALABAMA EDUCATOR CODE OF ETHICS

Introduction

The primary goal of every educator in the state of Alabama must, at all times, be to provide an environment in which all students can learn. In order to accomplish that goal, educators must value the worth and dignity of every person, must have a devotion to excellence in all matters, must actively support the pursuit of knowledge, and must fully participate in the nurturance of a democratic citizenry. To do so requires an adherence to a high ethical standard.

The Alabama Educator Code of Ethics defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct. The code protects the health, safety and general welfare of students and educators; outlines objective standards of conduct for professional educators; and clearly defines actions of an unethical nature for which disciplinary sanctions are justified.

Code of Ethics Standards

Standard 1: Professional Conduct

An educator should demonstrate conduct that follows generally recognized professional standards.

Ethical conduct includes, but is not limited to, the following:
- Encouraging and supporting colleagues in the development and maintenance of high standards.
- Respecting fellow educators and participating in the development of a professional and supportive teaching environment.
- Engaging in a variety of individual and collaborative learning experiences essential to developing professionally in order to promote student learning.

Unethical conduct is any conduct that impairs the certificate holder’s ability to function in his or her employment position or a pattern of behavior that is detrimental to the health, welfare, discipline, or morals of students. Unethical conduct includes, but is not limited to, the following:
- Harassment of colleagues.
- Misuse or mismanagement of tests or test materials.
- Inappropriate language on school grounds.
- Physical altercations.
- Failure to provide appropriate supervision of students.

Standard 2: Trustworthiness

An educator should exemplify honesty and integrity in the course of a professional practice.

Ethical conduct includes, but is not limited to, the following:
- Properly representing facts concerning an educational matter in direct or indirect public expression.
- Advocating for fair and equitable opportunities for all children.
- Embodying for students the characteristics of intellectual honesty, diplomacy, tact, and fairness.

Unethical conduct includes, but is not limited to, the following:
- Falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications, criminal record, or employment history when applying for employment or certification.
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted to federal, state, and/or other governmental agencies.
- Falsifying, misrepresenting, omitting, or erroneously reporting information regarding the evaluation of students and/or personnel.
- Falsifying, misrepresenting, omitting, or erroneously reporting reasons for absences or leaves.
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted in the course of an official inquiry or investigation.

**Standard 3: Unlawful Acts**

*An educator should abide by federal, state, and local laws and statutes.*

Unethical conduct includes, but is not limited to, the commission or conviction of a felony or of any crime involving moral turpitude. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought or a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

**Standard 4: Teacher/Student Relationship**

*An educator should always maintain a professional relationship with all students, both in and outside the classroom.*

Ethical conduct includes, but is not limited to, the following:
- Fulfilling the roles of trusted confidante, mentor, and advocate for students’ growth.
- Nurturing the intellectual, physical, emotional, social, and civic potential of all students.
- Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement.
- Creating, supporting, and maintaining a challenging learning environment for all students.

Unethical conduct includes, but is not limited to, the following:
- Committing any act of child abuse, including physical or verbal abuse.
- Committing any act of cruelty to children or any act of child endangerment.
- Committing or soliciting any unlawful sexual act.
- Engaging in harassing behavior on the basis of race, gender, national origin, religion, or disability.
- Soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student.
- Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs.

**Standard 5: Alcohol, Drug, and Tobacco Use or Possession**

*An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.*

Ethical conduct includes, but is not limited to, the following:
- Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.

Unethical conduct includes, but is not limited to, the following:
- Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs.
- Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages or using tobacco. A school-related activity includes, but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc., where students are involved.
**Standard 6: Public Funds and Property**

An educator entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility.

Ethical conduct includes, but is not limited to, the following:
- Maximizing the positive effect of school funds through judicious use of said funds.
- Modeling for students and colleagues the responsible use of public property.

Unethical conduct includes, but is not limited to, the following:
- Misusing public or school-related funds.
- Failing to account for funds collected from students or parents.
- Submitting fraudulent requests for reimbursement of expenses or for pay.
- Co-mingling public or school-related funds with personal funds or checking accounts.
- Using school property without the approval of the local board of education/governing body.

**Standard 7: Remunerative Conduct**

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

Ethical conduct includes, but is not limited to, the following:
- Insuring that institutional privileges are not used for personal gain.
- Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.

Unethical conduct includes, but is not limited to, the following:
- Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
- Accepting gifts from vendors or potential vendors for personal use or gain where there appears to be a conflict of interest.
- Tutoring students assigned to the educator for remuneration unless approved by the local board of education.

**Standard 8: Maintenance of Confidentiality**

An educator should comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

Ethical conduct includes, but is not limited to, the following:
- Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law.
- Maintaining diligently the security of standardized test supplies and resources.

Unethical conduct includes, but is not limited to, the following:
- Sharing confidential information concerning student academic and disciplinary records, health and medical information, family status/income, and assessment/testing results unless disclosure is required or permitted by law.
- Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school system or state directions for the use of tests or test items.
- Violating other confidentiality agreements required by state or local policy.

**Standard 9: Abandonment of Contract**

*An educator should fulfill all of the terms and obligations detailed in the contract with the local board of education or educational agency for the duration of the contract.*

Unethical conduct includes, but is not limited to, the following:
- Abandoning the contract for professional services without prior release from the contract by the employer;
- Refusing to perform services required by the contract.

**Reporting**

Educators are required to report a breach of one or more of the Standards in the Alabama Educator Code of Ethics as soon as possible, but no later than sixty (60) days from the date the educator became aware of the alleged breach, unless the law or local procedures require reporting sooner. Educators should be aware of their local school board policies and procedures and/or chain of command for reporting unethical conduct. Complaints files with the local or state school boards or with the State Department of Education Teacher Certification Section, must be filed in writing and must include the original signature of the complainant.

*Alabama Administrative Code 290-3-2-.05*

(1)5(c) Each Superintendent shall submit to the State Superintendent of Education within ten calendar days of the decision, the name and social security number of each employee holding an Alabama certificate or license who is terminated, or non-renewed, resigns, or is placed on administrative leave for cause, and shall indicate the reason for such action.

**Disciplinary Action**

Disciplinary action shall be defined as the issuance of a reprimand or warning, or the suspension, revocation, or denial of certificates. “Certificate” refers to any teaching, service, or leadership certificate issued by the authority of the Alabama State Department of Education.

*Alabama Administrative Code 290-3-2-.05*

(1) Authority of the State Superintendent of Education

(a) The Superintendent shall have the authority under existing legal standards to:

1. Revoke any certificate held by a person who has been proven guilty of immoral conduct or unbecoming or indecent behavior in Alabama or any other state or nation in accordance with Ala. Code § 16-23-5 (1975).
2. Refuse to issue a certificate to an applicant whose certificate has been subject to adverse action by another state until after the adverse action has been resolved by that state.
3. Suspend or revoke an individual’s certificate issued by the Superintendent when a certificate or license issued by another state is subject to adverse action.
4. Refuse to issue, suspend, or recall a certificate for just cause.

Any of the following grounds shall also be considered cause for disciplinary action:
- Unethical conduct as outlined in the Alabama Educator Code of Ethics, Standards 1-9.
- Order from a court of competent jurisdiction.
- Violation of any other laws or rules applicable to the profession.
- Any other good and sufficient cause.
An individual whose certificate has been revoked, denied, or suspended may not be employed as an educator, paraprofessional, aide, or substitute teacher during the period of his or her revocation, suspension, or denial.
DISPOSITIONS

1. The candidate demonstrates commitment to professionalism.

2. The candidate demonstrates commitment to ethical standards.

3. The candidate demonstrates a commitment to reflection/self-assessment to improve performance and enhance professional development.

4. The candidate demonstrates a commitment to using research in the field and assessment practices for the purpose of professional development and the improvement of instruction.

5. The candidate demonstrates a commitment to using current technology for instruction and learning.

6. The candidate demonstrates respect for cultural and individual differences by providing equitable learning opportunities for all, and has high expectations for all learners.

7. The candidate demonstrates commitment to collaboration with other professionals to improve the overall learning of students.
ADMISSION TO TEP

Candidates should consult with their academic advisor(s) throughout the program to ensure all requirements are met (see Appendix A for advising assignments).

How do I get admitted into the Teacher Education Program (TEP)?

Admission to the Teacher Education Program (TEP) is not automatic upon admission to the University. Administrative Code 290-3-3-.04(3)(a)1. Candidates must formally apply for admission to TEP in the College of Education and Human Sciences. This application process begins in ED 292. Students should be able to successfully meet all eligibility requirements upon completion of ED 292.

Prerequisites for ED 292 include:
- A minimum of 45 hours of coursework completed prior to registering

Suggestions for successful completion include:
- A minimum GPA of 2.5 in general studies
- Completion of all general studies component during the semester enrolled in ED 292

During ED 292, all requirements for admission to TEP and their corresponding deadlines will be discussed. These requirements are outlined below: Administrative Code 290-3-3-.04(3)(a)2 and 290-3-3-.04(3)(a)3

1. **Major**: Declare the major you wish to pursue and make sure the registrar’s office has this major on file for you (see Appendix B for majors offered in our teacher education program).

2. **Application**: Submit an application for admission to TEP to the Office of Teacher Certification (Stevens Hall #546) by a posted deadline. Administrative Code 290-3-3-.04(3)(a)2.(ii)

3. **General Studies**: Complete ALL General Studies requirements for unconditional admission status.
   - Students who are lacking only one class from the General Studies component may be admitted to TEP as long as all other requirements have been met.
   - Remedial courses may not be used to meet approved program requirements. Administrative Code 290-3-3-.02(2)(d) and 290-3-3-.04(3)(a)2.(iv)

4. **Additional Coursework Requirements**: Complete the following courses with a grade of “C” or better:
   - ED 292 “Preprofessional Seminar and Laboratory Experience”
   - COM 201 “Fundamentals of Speech”
   - EN111 “First-Year Composition I”
   - EN112 “First-Year Composition II”
   - Professional Studies coursework attempted
   - Teaching Field coursework attempted

5. **Interview**: Satisfactorily complete an interview designed to provide information on whether the applicant’s dispositions and interests are consistent with the requirements for successful teaching Administrative Code 290-3-3-.04(3)(a)2.(v). Candidates are limited to two (2) attempts to successfully complete the TEP interview.

6. **Background Clearance**: Attain suitability clearance from the Alabama State Department of Education based on your ABI/FBI fingerprints. The candidate is responsible for the nonrefundable, nontransferable
fee. Administrative Code 290-3-3-.04(3)(a)2.(i) and 290-3-3-.02(5)(c) A candidate whose suitability determination precludes admission to a State-approved teacher education program has the right to due process procedures in accordance with Rule 290-3-2-.22, Revocation and Suspension of Certificates and Unsuitability Determinations. Administrative Code 290-3-3-.02(5)(e) (See Appendix C for instructions on getting fingerprint clearance).

7. **Field Experiences:** All education courses require a variety of field experiences in diverse settings. This is an integral preparation component embedded throughout the curriculum. These field experiences hours should be logged in the format required by each individual instructor. Administrative Code 290-3-3-.04(3)(a)2.(vi)

8. **Basic Skills Exam:** Attain a passing score on all three (3) parts of the Basic Skills portion of the Alabama Educator Certification Testing Program (AECTP). Administrative Code 290-3-3-.04(3)(d)
   - The Basic Skills Assessments of the AECTP consists of tests in reading, writing, and applied mathematics. **A passing score is required on all three (3) parts of the test.**
   - Make sure you have your score report sent to UNA (code 1735) and the Alabama State Department of Education (code 7020).
   - **After receiving your score, keep your score report forever!!** (See Appendix D for more information about the Basic Skills Exam)

9. **Grade Point Average:** Attain the following grade point average (GPA) requirements: Administrative Code 290-3-3-.04(3)(a)2.(iii)
   (See Appendix E for instructions on how to calculate your GPA)
   - 2.5 or better on UNA hours attempted
   - 2.5 or better on all work attempted
   - 2.5 or better on all Teaching Field coursework attempted, with no grade lower than a “C”
   - 3.0 or better on all Professional Studies coursework attempted, with no grade lower than a “C”
   *For Elementary Education Majors Only*
   - All requirements above
   - 3.0 or better on overall Education Component
     
     \[ Education \ Component = Professional \ Studies + Teaching \ Field \]

When will I know if I’m admitted into TEP?

You will be notified of your admission status one week after final grades have been posted for the semester. The notice will be sent to your UNA Portal email address. Administrative Code 290-3-3-.04(3)(a)1. **Students may not pre-register** for classes requiring admission to TEP. After you have received a formal notice of admission to the program, you may go through regular registration or late registration. **If denied admission to TEP, candidates must re-apply to be reviewed again at a later date.**
Once I have been admitted to TEP, can my admission status ever be revoked?

After you have been admitted to TEP, you are expected to maintain all standards covered in the TEP Handbook. Your admission may be rescinded if:

- You fall below required standards, including but not limited to:
  - Unacceptable disposition ratings
  - Revocation/Suspension of background clearance
  - Unsatisfactory grade point average
- You become inactive in TEP for longer than one academic year
I've been admitted to TEP, what’s next?

1. **Coursework**: Complete remaining coursework on official checklist.
   - Professional Studies courses, with no grade lower than a “C”
   - Teaching Field courses, with no grade lower than a “C”

2. **Field Experiences**: All education courses require a variety of field experiences in diverse settings. This is an integral preparation component embedded throughout the curriculum. These field experiences hours should be logged in the format required by each individual instructor.

3. **Multicultural Experience**: Students who began college in the Fall 2002, or thereafter, are required to show documentation of an acceptable multicultural experience. This may include a foreign language taken at the high school or college level, a continuing studies course, or other experiences as approved by the College. This documentation should be submitted on the appropriate form to the Office of Teacher Certification (SH 546).

4. **CAAP Exam**: General requirements for graduation with a bachelor’s degree include successful completion of the Collegiate Assessment of Academic Proficiency (CAAP) examination. The purpose of the exam is to measure what students learn during the basic program of studies. Scores on the CAAP exam are compared nationally and a grade of “S” or “U” will be received for the exam.
   - Candidates should take the CAAP exam after completion of 44 hours of coursework and prior to beginning the 70th hour of coursework.
   - A grade of “S” is required for graduation.
   - For more information, please see [http://www.una.edu/education/links/caap-exam.html](http://www.una.edu/education/links/caap-exam.html).

5. **PRAXIS II EXAM**: The subject assessments required in the AECTP consist of selected tests from the Praxis II – Subject Assessments that are administered Educational Testing Services (ETS). Candidates are required to take and pass all appropriate Praxis II exams required for their major prior to internship and graduation.
   - Score reports are available 6-8 weeks after the test. Plan to take the test in enough time for your score reports to be on file PRIOR to the start of the internship semester.
   - Make sure you have your score report sent to UNA (code 1735) and the Alabama State Department of Education (code 7020).
   - **After receiving your score, keep your score report forever!!**
     *(See Appendix F for more information about registering for and completing the Praxis II exam)*
5. **INTERNSHIP**: A twelve (12) hour internship is the last requirement before graduating and applying for certification. Before a candidate can be admitted to internship, the following requirements must be met:

- Submit application for internship to the Office of Teacher Certification by a posted deadline.
- Complete all General Studies coursework.
- Complete all Professional Studies coursework with a grade of “C” or better.
- Complete all Teaching Field coursework with a grade of “C” or better.
- Complete all required Field Experience hours.
- Complete CAAP Exam.
- Pass all three (3) parts of the Basic Skills exam.
- Pass all appropriate PRAXIS II Exams.
- Document acceptable multicultural experience.
- Provide verification of a negative tuberculosis test that is less than one year old.
- Maintain successful background clearance by the ABI and FBI.
- Maintain GPA requirements:
  - 2.5 or better on UNA hours attempted
  - 2.5 or better on all work attempted
  - 2.5 or better on Teaching Field coursework attempted
  - 3.0 or better on Professional Studies coursework attempted

*For Elementary Education Majors:*
- All requirements above
- 3.0 or better on overall Education Component

\[ \text{Education Component} = \text{Professional Studies} + \text{Teaching Field} \]

- Candidates are not allowed to take courses during the internship semester.
- UNA reserves the right to assign an intern in the greater Shoals area due to limitations on human and fiscal resources.
- Enrollment in a teacher education program indicates willingness on the part of the student to spend the time and effort required at the school assigned, and to comply with the codes, policies, and regulations of that school.
- Each intern is responsible for transportation to and from the internship assignment.

6. **PORTFOLIO**: Candidates in the teacher education program will develop a professional portfolio, documenting their progress toward becoming knowledgeable practicing professionals. Additional information outlining portfolio requirements will be presented in the internship syllabus.

7. **GRADUATION**: Apply for graduation two (2) semesters in advance.

- Fall candidates should apply between January 1 and April 30
- Spring candidates should apply between May 1 and August 31
- Summer candidates should apply between September 1 and November 30
APPLYING FOR TEACHER CERTIFICATION

How do I apply for certification?

- You will receive the necessary paperwork to apply for certification during your internship semester.
- During this semester you will complete and return the application for certification, along with a certification fee, to the UNA Office of Teacher Certification by the posted deadline.
- After the semester has completed and degrees have been conferred, all recommendations for certification will be sent to the Alabama State Department of Education, along with transcripts from UNA, documenting the following:
  - An earned bachelor’s degree from a regionally accredited institution. Administrative Code 290-3-3-.04(3)(c)1
  - Successful completion of an internship. Administrative Code 290-3-3-.04(3)(c)3.
  - Passing scores on a comprehensive assessment(s) documenting mastery of the curriculum of professional studies and the teaching field, which may include, but may not be limited to, an oral examination. Administrative Code 290-3-3-.04(3)(c)4.
  - Passing scores on the Alabama Educator Certification Testing Program (AECTP) exams, including both the Basic Skills exam and the appropriate Praxis II exams. Administrative Code 290-3-3-.04(3)(d)
  - Satisfactory completion of a State approved program with the following required GPAs: Administrative Code 290-3-3-.04(3)(c)2.

  For All Majors:
  - 2.5 or better on UNA hours attempted
  - 2.5 or better on all work attempted
  - 2.5 or better on Teaching Field coursework attempted, with no grade lower than a “C”
  - 3.0 or better on Professional Studies coursework attempted, with no grade lower than a “C”

  For Elementary Education Majors:
  - All requirements above
  - 3.0 or better on overall Education Component

    Education Component = Professional Studies + Teaching Field

- An individual who completes a State-approved program must submit an application for Alabama certification within 60 calendar months of program completion. Administrative Code 290-3-2-.02(7)(a)
- A candidate cannot be recommended for certification based on completion of a program for which State approval expired more than seven years prior to the date of program completion. Administrative Code 290-3-3-.02(2)(f)
- Coursework used to meet Class B certification requirements may not be used to meet requirements for Class A certification in any teaching field or area of instructional support. Administrative Code 290-3-3-.02(2)(e)

Candidates who wish to complete a teacher education program at UNA and apply for teacher certification in another state are responsible for contacting the appropriate Department of Education of that state to determine specific requirements of that state.
APPENDIX A - ADVISING

Advising for Elementary Education

All elementary education majors have only one advisor. Elementary education candidates are assigned advisors according to the first letter of your last name:

<table>
<thead>
<tr>
<th>If your last name begins with the letter:</th>
<th>Your Advisor is:</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-B</td>
<td>Dr. Linda Armstrong</td>
<td>(256) 765-4230</td>
</tr>
<tr>
<td>C-D</td>
<td>Dr. Ruth Dumas</td>
<td>(256) 765-4299</td>
</tr>
<tr>
<td>E-F</td>
<td>Dr. Lisa H. Clayton</td>
<td>(256) 765-4732</td>
</tr>
<tr>
<td>G-H</td>
<td>Dr. Pam Fernstrom Chaney</td>
<td>(256) 765-4264</td>
</tr>
<tr>
<td>I-J</td>
<td>Dr. Annie Dillon</td>
<td>(256) 765-4283</td>
</tr>
<tr>
<td>K-L</td>
<td>Dr. Katie Kinney</td>
<td>(256) 765-4623</td>
</tr>
<tr>
<td>M-Mc</td>
<td>Dr. Katie Kinney</td>
<td>(256) 765-4623</td>
</tr>
<tr>
<td>Me-My</td>
<td>Dr. Lisa H. Clayton</td>
<td>(256) 765-4732</td>
</tr>
<tr>
<td>N-O-P</td>
<td>Dr. Victoria Hulsey</td>
<td>(256) 765-5024</td>
</tr>
<tr>
<td>Q-R-S</td>
<td>Dr. Janice Myhan</td>
<td>(256) 765-4859</td>
</tr>
<tr>
<td>T-U-V</td>
<td>Dr. Greg Risner</td>
<td>(256) 765-4325</td>
</tr>
<tr>
<td>W-X-Y-Z</td>
<td>Dr. Bob Young</td>
<td>(256) 765-4327</td>
</tr>
</tbody>
</table>

Advising for Secondary Education

Secondary Education candidates are assigned two advisors: one from the College of Education and Human Sciences and one from their content area. All secondary education candidates should see the head of the department or designated faculty member in the College of Arts and Sciences or the College of Business for advisement in their major field(s). You are encouraged to know and work closely with your faculty advisor(s) regarding academic and professional matters. See below for the most current list of advisors:

Education Advisors

<table>
<thead>
<tr>
<th>If your teaching field is:</th>
<th>Your Advisor is:</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Dr. Linda Blount</td>
<td>(256) 765-4545</td>
</tr>
<tr>
<td>Business Marketing</td>
<td>Dr. Lee Hurren</td>
<td>(256) 765-4686</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Dr. Linda Blount</td>
<td>(256) 765-4545</td>
</tr>
<tr>
<td>English Language Arts</td>
<td>Dr. John Wakefield</td>
<td>(256) 765-4482</td>
</tr>
<tr>
<td>Family Consumer Sciences</td>
<td>Dr. Joy Brown</td>
<td>(256) 765-4837</td>
</tr>
<tr>
<td>Foreign Languages (French, German, Spanish)</td>
<td>Dr. Lee Hurren</td>
<td>(256) 765-4686</td>
</tr>
<tr>
<td>General Science</td>
<td>Dr. Linda Blount</td>
<td>(256) 765-4545</td>
</tr>
<tr>
<td>General Social Science (Last Names A – G)</td>
<td>Dr. Lee Hurren</td>
<td>(256) 765-4686</td>
</tr>
<tr>
<td>General Social Science (Last Names H – O)</td>
<td>Dr. Randy Shadburn</td>
<td>(256) 765-5212</td>
</tr>
<tr>
<td>General Social Science (Last Names P – Z)</td>
<td>Dr. Carolyn Lovett</td>
<td>(256) 765-4253</td>
</tr>
<tr>
<td>Geography</td>
<td>Dr. Carolyn Lovett</td>
<td>(256) 765-4253</td>
</tr>
<tr>
<td>Content Area Advisors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>If your teaching field is:</strong></td>
<td><strong>Department Chair is:</strong></td>
<td><strong>Phone Number</strong></td>
</tr>
<tr>
<td>Biology</td>
<td>Dr. Paul Kittle</td>
<td>(256) 765-4395</td>
</tr>
<tr>
<td>Business Marketing</td>
<td>Dr. Joan Parris</td>
<td>(256) 765-4961</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Dr. Brent Olive</td>
<td>(256) 765-4215</td>
</tr>
<tr>
<td>English Language Arts</td>
<td>Dr. Larry Adams</td>
<td>(256) 765-4487</td>
</tr>
<tr>
<td>Family Consumer Sciences</td>
<td>Mrs. Jane Wilson</td>
<td>(256) 765-4313</td>
</tr>
<tr>
<td>Foreign Languages (French, German, Spanish)</td>
<td>Dr. Claudia Vance</td>
<td>(256) 765-4501</td>
</tr>
<tr>
<td>General Science</td>
<td>Dr. Brenda Webb</td>
<td>(256) 765-4130</td>
</tr>
<tr>
<td>General Social Science</td>
<td>Dr. Chris Maynard</td>
<td>(256) 765-4514</td>
</tr>
<tr>
<td>Geography</td>
<td>Dr. Francis Koti</td>
<td>(256) 765-4219</td>
</tr>
<tr>
<td>History</td>
<td>Dr. Chris Maynard</td>
<td>(256) 765-4218</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Dr. Cynthia Stenger</td>
<td>(256) 765-4287</td>
</tr>
<tr>
<td>Music, Choral</td>
<td>Dr. David McCullough</td>
<td>(256) 765-4516</td>
</tr>
<tr>
<td>Music, Instrumental</td>
<td>Dr. David McCullough</td>
<td>(256) 765-4516</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Dr. Tom Coates</td>
<td>(256) 765-4378</td>
</tr>
<tr>
<td>Physics</td>
<td>Dr. Brenda Webb</td>
<td>(256) 765-4130</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>Ms. Chiong Chen</td>
<td>(256) 765-4384</td>
</tr>
</tbody>
</table>

For more information about advising, please see the administrative assistant for each department:

- **Elementary Education** - Susan Freeman (Stevens Hall #510)
- **Secondary Education** - Charlotte Justice (Stevens Hall #515)
- **Family & Consumer Sciences** - Joan Smith (Floyd Science Building, 1st Floor)
- **Physical Education** - Janet Jones (Flowers Hall #301)
Available Teacher Education Programs

The teacher education programs of the College of Education and Human Sciences at UNA are accredited by the Alabama State Department of Education (ALSDE), the National Council for Accreditation of Teacher Education (NCATE), and the Southern Association of Colleges and Schools (SACS).

**Undergraduate Degree Programs**

**Leading to a Class B Certificate**
- Biology 6-12
- Business Marketing Education 6-12
- Chemistry 6-12
- Elementary Education K-6
- Elementary Education K-6 & Early Childhood P-3
- Elementary Education K-6 & Collaborative Teacher K-6
- English Language Arts 6-12
- Family & Consumer Sciences 6-12
- French 6-12
- General Science 6-12
- General Social Science 6-12
- Geography 6-12
- German 6-12
- History 6-12
- Mathematics 6-12
- Music, Choral P-12
- Music, Instrumental P-12
- Physical Education P-12
- Physics 6-12
- Spanish 6-12
- Visual Arts P-12

**Traditional Master's Degree Programs**

**Leading to a Class A Certificate**
- Biology 6-12
- Business Marketing Education 6-12
- Chemistry 6-12
- Collaborative Teacher K-6
- Collaborative Teacher 6-12
- Elementary Education K-6
- English to Speakers of Other Languages P-12
- English Language Arts 6-12
- General Science 6-12
- General Social Science 6-12
- Geography 6-12
- History 6-12
- Instructional Leadership P-12
- Mathematics 6-12
- Music, Choral P-12
- Music, Instrumental P-12
- Physical Education P-12
- Physics 6-12
- School Counseling P-12

**Alternative Master's Degree Programs**

**Leading to a Class A Certificate**
- Biology 6-12
- Business Marketing Education 6-12
- Chemistry 6-12
- English Language Arts 6-12
- English to Speakers of Other Languages P-12
- General Science 6-12
- General Social Science 6-12
- History 6-12
- Mathematics 6-12
- Music, Choral P-12
- Music, Instrumental P-12
- Physical Education P-12

**Education Specialist Degree Programs**

**Leading to a Class AA Certificate**
- Elementary Education K-6
- Instructional Leadership P-12
- Teacher Leader P-12
All University of North Alabama education majors must secure background suitability clearance from the Alabama State Department of Education (ALSDE) based on ABI/FBI fingerprints. Suitability clearance must be secured prior to registering for any education courses which include clinical experiences.

290-3-3-.04(3)(a)2.(i), 290-3-3-.02(5)(a), 290-3-3-.02(5)(b), 290-3-3-.02(5)(c), and 290-3-3-.02(5)(d)

**Step 1: Register**

1. Visit the Cogent website at [http://www.cogentid.com/al/index.htm](http://www.cogentid.com/al/index.htm) and click on the Department of Education logo to review information pertaining to background checks.
2. While on this website, applicants must register for and pay for their fingerprint appointment BEFORE arriving at the fingerprint location. The fingerprint scanning fee is currently $51.40.
3. Applicants should print one (1) copy of the applicant registration receipt. Take this receipt to the fingerprint appointment.

If you need to get fingerprinted outside of the state of Alabama, please contact the UNA Office of Teacher Certification to obtain a fingerprint card.

**Step 2: Get Fingerprinted**

The Cogent fingerprinting site closest to UNA is Central Mail Stop.

Central Mail Stop • (256) 766-1825 • 11385 Hwy 20 Florence AL 35630 • [http://www.centralmailstop.com/](http://www.centralmailstop.com/) • Mon-Thurs 9am-4pm, Fri 10am-5pm, Sat 9am-12noon

1. Take one copy of your fingerprint registration receipt to the Central Mail Stop fingerprinting office. Make sure you bring a state-issued photo ID to the appointment.
2. Central Mail Stop will take your fingerprints and transmit them electronically to the Alabama State Department of Education.
3. Contact Central Mail Stop if you have any additional questions regarding the fingerprinting procedure.

**Step 3: Confirm Clearance**

2. Click the blue link (on the right-side of the page) entitled "Teach in AL/Teacher Certification/Education AL/Leadership AL."
3. Click the "Click Here" link.
4. Click Search.
5. Click Certificates.
6. Type in your last name.
7. Type in your first name.
8. Under the section TEACHER, click the name that belongs to you.
9. You should see your fingerprint information displayed below under the heading BACKGROUND REVIEW.
10. Print this page for confirmation of your fingerprint status.
11. Write your student ID (L #) on this printout and turn this printout in to the Office of Teacher Certification (Stevens Hall #546) so that we may clear you in the University system.

*Directions to Central Mail Stop on next page...*
University Of North Alabama  
Cramer Way, Florence, AL 35630  
(256) 765-4608  

Add a Note

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Start out going NORTHEAST on CRAMER WAY toward N WOOD AVE.</td>
<td>Go 0.01 Mi</td>
<td>0.01 mi</td>
<td>Hide Row + Show Map</td>
</tr>
</tbody>
</table>
| 2. Take the 1st LEFT onto N WOOD AVE.  
  If you are on NELLIE AVE and reach PROSPECT ST you've gone a little too far | Go 2.2 Mi | 2.2 mi | Hide Row + Show Map |
| 3. Turn LEFT onto COX CREEK PKWY / AL-133.  
  COX CREEK PKWY is 0.1 miles past FAIRGROUND RD | Go 2.7 Mi | 4.9 mi | Hide Row + Show Map |
| 4. Turn RIGHT onto AL-20 W.  
  AL-20 W is 0.5 miles past LEWIS BRUCE LN | Go 5.9 Mi | 10.8 mi | Hide Row + Show Map |
| 5. 11385 HIGHWAY 20.  
  Your destination is just past CR-234  
  If you reach CR-6 you've gone about 0.9 miles too far |   | 10.8 mi | Hide Row + Show Map |

Central Mail Stop  
11385 Highway 20, Florence, AL 35633  
(256) 766-1825  

Add a Note

Total Travel Estimate: 10.80 miles - about 14 minutes
ACT now offers computer-based testing in ACT test centers that are available nationwide. Testing will be arranged through the AECTP website, and will occur during prescribed 9-day windows. Computer testing is available to all AECTP candidates for an additional fee.

### Paper-and-Pencil Testing – in Alabama ONLY

The cost of taking the Reading, Writing, and Mathematics exams in combination via the paper-and-pencil option is currently $102.00.

<table>
<thead>
<tr>
<th>SATURDAY TEST DATE</th>
<th>REGISTRATION DEADLINE</th>
<th>SCORE RECEIPT DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 16, 2013</td>
<td>January 18, 2013</td>
<td>March 20, 2013</td>
</tr>
<tr>
<td>July 13, 2013</td>
<td>June 14, 2013</td>
<td>August 10, 2013</td>
</tr>
<tr>
<td>September 14, 2013</td>
<td>August 16, 2013</td>
<td>October 16, 2013</td>
</tr>
</tbody>
</table>

Candidates must pass all three (3) parts of the Basic Skills Assessment (Reading, Writing, and Math).

The AECTP Basic Skills Assessment Study Guide is available for continuous download at www.act.org/alabamaectp.
APPENDIX E – GPA CALCULATION

The University of North Alabama is on a four-point system. Every grade received earns you a number of quality points for that grade. Quality Points are determined using the following 4-point scale:

A = 4 quality points
B = 3 quality points
C = 2 quality points
D = 1 quality point
F = 0 quality points

Calculate Quality Points
If you take a 3-hour course, and you earn a grade of B in that course, you have earned a total of nine (9) quality points using the following calculation: **Quality Points * credit hrs taken = quality points earned for course**

\[
3 \times 3 = 9
\]

Calculate GPA
After calculating your Quality Points earned for each course, you can now calculate your GPA using the following calculation: \( \text{Total Quality Points} / \text{Total Hours Taken} = \text{GPA} \)

For example, if you completed 4 courses and you earned the following grades:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Quality Points Earned per Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED292</td>
<td>1</td>
<td>A (4QP)</td>
<td>4</td>
</tr>
<tr>
<td>ED331</td>
<td>3</td>
<td>C (2QP)</td>
<td>6</td>
</tr>
<tr>
<td>COM201</td>
<td>3</td>
<td>B (3QP)</td>
<td>9</td>
</tr>
<tr>
<td>EN232</td>
<td>3</td>
<td>B (3QP)</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td></td>
<td>28</td>
</tr>
</tbody>
</table>

You have taken a total of 10 Credit Hours among all of your courses.
You have earned a total of 28 Quality Points among all of your courses.

\[
\text{Total Quality Points} / \text{Total Hours Taken} = \text{GPA}
\]

\[
28 / 10 = 2.80
\]
APPENDIX F – PRAXIS II EXAM

2012-2013 ALABAMA EDUCATOR CERTIFICATION TESTING PROGRAM (AECTP)

PRAXIS II: SUBJECT-AREA ASSESSMENT TEST DATES

www.ets.org/praxis/al

- Most **computer-delivered tests** are given year-round by appointment. Testing window dates for computer-delivered tests are available at: [http://www.ets.org/praxis/register/computer/#testing_windows](http://www.ets.org/praxis/register/computer/#testing_windows)

- **Paper-delivered tests** are delivered six (6) times per year, as shown in the table below:

<table>
<thead>
<tr>
<th>TEST DATE</th>
<th>REGISTRATION DEADLINE</th>
<th>EXTENDED REGISTRATION DEADLINE</th>
<th>EMERGENCY REGISTRATION DEADLINE</th>
<th>APPROXIMATE SCORE REPORT DATE*</th>
</tr>
</thead>
</table>

 Anyone registering during the “Extended” or “Emergency” deadlines will be charged additional late fees.

The approximate score report delivery dates listed above represent tests that consist of multiple choice items only. Candidates taking a Praxis test that consists of one or more constructed response items will receive score reports after the approximate score report delivery dates listed above.

*This test is offered on the UNA campus every April, June, and November.

- Request that ALL score reports be sent to **UNA 1735** and **AL State Department 7020** at the time of test-taking. Failure to select these recipients at the time of the test will result in a $40 ETS fee to have them sent at a later date.

- Study material is available on the ETS website and in Collier Library.
# PASSING PRAXIS SCORES (Accepted by UNA)

## All Elementary Education (K-6 and/or P-3) Majors

<table>
<thead>
<tr>
<th>If your UNA major is:</th>
<th>You need to pass either the paper-delivered test(s) or the computer-delivered test(s) listed below:</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Paper-delivered test code</td>
<td>Computer-delivered test code</td>
</tr>
<tr>
<td>Collaborative Teacher K-6</td>
<td>0031* 0354 0622</td>
<td>5031* 5354 5622</td>
</tr>
<tr>
<td>Elementary K-6</td>
<td>0031* 0204 0622</td>
<td>5031* 5204 5622</td>
</tr>
<tr>
<td>Elementary K-6 &amp; Collaborative Teacher K-6</td>
<td>0031* 0204 0354 0622</td>
<td>5031* 5204 5354 5622</td>
</tr>
<tr>
<td>Elementary K-6 &amp; Early Childhood P-3</td>
<td>0031* 0204 0622</td>
<td>5031* 5204 5622</td>
</tr>
</tbody>
</table>

*All K-6 candidates must register for 0031/5031 Elementary Education Multiple Subjects, which contains four subtests (Reading/Language Arts, Mathematics, Social Studies, and Science). All of these subtests are included under the 0031/5031 test code and are taken together at the time of the test. If a candidate passes a portion of the subtests but does not pass all of the subtests, then the candidate should register again for only the subtest he/she has not yet passed, using the following test codes:

0032/5032 Read Lang (score 165) ◆ 0033/5033 Math (score 157) ◆ 0034/5034 Soc St (score 142) ◆ 0035/5035 Sci (score 144)

## All Elementary/Secondary Education (P-12) Majors

<table>
<thead>
<tr>
<th>If your UNA major is:</th>
<th>You need to pass either the paper-delivered test(s) or the computer-delivered test(s) listed below:</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Paper-delivered test code</td>
<td>Computer-delivered test code</td>
</tr>
<tr>
<td>English to Speakers of Other Languages (ESOL) P-12</td>
<td>0361 0622 or 0624</td>
<td>N/A 5622 or 5624</td>
</tr>
<tr>
<td>Instructional Leadership P-12</td>
<td>0411</td>
<td>5411</td>
</tr>
<tr>
<td>Music, Choral P-12</td>
<td>0113 0622 or 0624</td>
<td>5113 5622 or 5624</td>
</tr>
<tr>
<td>Music, Instrumental P-12</td>
<td>0113 0622 or 0624</td>
<td>5113 5622 or 5624</td>
</tr>
<tr>
<td>Physical Education P-12</td>
<td>0091 0622 or 0624</td>
<td>5091 5622 or 5624</td>
</tr>
<tr>
<td>School Counseling P-12</td>
<td>0421</td>
<td>N/A</td>
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<tr>
<td>Visual Arts P-12</td>
<td>0134 0622 or 0624</td>
<td>5134 5622 or 5624</td>
</tr>
</tbody>
</table>

** All P-12 teaching field majors must pass a Praxis II exam for Principles of Learning & Teaching, but may CHOOSE whether they want to take the exam for K-6 or 7-12. Candidates pursuing P-12 programs are not required to complete both (K-6 & 7-12) exams. Select from: 0622/5622 Princ of Learning & Teaching K-6 (score 145) or 0624/5624 Princ of Learning & Teaching 7-12 (score 153)
## All Secondary Education (6-12) Majors

<table>
<thead>
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<th>If your UNA major is:</th>
<th>You need to pass either the paper-delivered test(s) or the computer-delivered test(s) listed below:</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>Biology 6-12</td>
<td>Paper-delivered test code</td>
<td>Computer-delivered test code</td>
</tr>
<tr>
<td></td>
<td>0235</td>
<td>5235</td>
</tr>
<tr>
<td></td>
<td>0624</td>
<td>5624</td>
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<tr>
<td>Business Marketing 6-12</td>
<td>0101</td>
<td>5101</td>
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<tr>
<td></td>
<td>0624</td>
<td>5624</td>
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<tr>
<td>Chemistry 6-12</td>
<td>0245</td>
<td>5245</td>
</tr>
<tr>
<td></td>
<td>0624</td>
<td>5624</td>
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<tr>
<td>Collaborative Teacher 6-12</td>
<td>0354</td>
<td>5354</td>
</tr>
<tr>
<td></td>
<td>0624</td>
<td>5624</td>
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<tr>
<td>English Language Arts 6-12</td>
<td>0041</td>
<td>5041</td>
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<tr>
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<td>0624</td>
<td>5624</td>
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<tr>
<td>Family &amp; Consumer Sciences 6-12</td>
<td>0121</td>
<td>5121</td>
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<td></td>
<td>0624</td>
<td>5624</td>
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<tr>
<td>French 6-12</td>
<td>N/A</td>
<td>5174</td>
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<td></td>
<td>0624</td>
<td>5624</td>
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<tr>
<td>General Science 6-12</td>
<td>0435</td>
<td>5435</td>
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<tr>
<td></td>
<td>0624</td>
<td>5624</td>
</tr>
<tr>
<td>General Social Science 6-12</td>
<td>0081</td>
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<td>Geography 6-12</td>
<td>0921</td>
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<tr>
<td></td>
<td>0624</td>
<td>5624</td>
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<tr>
<td>German 6-12</td>
<td>N/A</td>
<td>5183</td>
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<tr>
<td>History 6-12</td>
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<tr>
<td>Mathematics 6-12</td>
<td>0061</td>
<td>5061</td>
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<td></td>
<td>0624</td>
<td>5624</td>
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<tr>
<td>Physics 6-12</td>
<td>0265</td>
<td>5265</td>
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<td></td>
<td>0624</td>
<td>5624</td>
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<tr>
<td>Spanish 6-12</td>
<td>N/A</td>
<td>5195</td>
</tr>
<tr>
<td></td>
<td>0624</td>
<td>5624</td>
</tr>
</tbody>
</table>
APPENDIX G - FACULTY AND STAFF

For a complete list of College of Education and Human Sciences faculty and staff (including their contact information), please see this website: http://www.una.edu/education/facultystaff.html

DEAN'S OFFICE
Dr. Donna Lefort, Dean (College of Education and Human Sciences)
Ms. Debra Thornton, Executive Assistant

ACCREDITATION
Dr. Betty Dean Newman, Director of Continuous Improvement & Accreditation

TEACHER CERTIFICATION AND CLINICAL EXPERIENCES
Dr. Felecia Harris, Director of Clinical Experiences
Dr. Jill Simpson, Director of Teacher Certification
Ms. Margaret Farley, Senior Administrative Assistant

ELEMENTARY EDUCATION
Dr. Victoria Hulsey, Chair
Ms. Susan Freeman, Administrative Assistant
Dr. Ann Dillon, Professor
Dr. Greg Risner, Professor
Dr. Janice Myhan, Professor
Dr. Katie Kinney, Associate Professor
Dr. Lisa Clayton, Assistant Professor
Dr. Pam Fernstrom-Chaney, Professor
Dr. Robert Young, Professor
Dr. Ruth Dumas, Professor
Dr. Linda Armstrong, Professor

SECONDARY EDUCATION
Dr. Beth Sewell, Chair
Ms. Charlotte Justice, Administrative Assistant
Dr. Linda Blount, Professor
Dr. Joy Brown, Associate Professor
Dr. Lee Hurren, Professor
Dr. Linda Lewis, Professor
Dr. Carolyn Lovett, Professor
Dr. Randy Shadburn, Associate Professor
Dr. Laura Stokes, Professor
Dr. John Wakefield, Professor

HUMAN ENVIRONMENTAL SCIENCES
Ms. Jane Wilson, Chair
Ms. Joan Smith, Administrative Assistant
Mr. Dwight Bunn, Associate Professor
Ms. Jill Englett, Instructor
Mr. Johnson Ogun, Assistant Professor
Mr. Dhruvil Patel, Assistant Professor
Dr. Amber Paulk, Assistant Professor

COUNSELOR EDUCATION
Dr. Paul Baird, Chair
Ms. Paula Hailey, Administrative Assistant
Dr. Karen Townsend, Associate Professor
Dr. Quinn Pearson, Professor
Dr. Sandra Loew, Professor

HEALTH, PHYSICAL EDUCATION & RECREATION
Dr. Tom Coates, Chair
Ms. Janet Jones, Administrative Assistant
Dr. Eric O’Neal, Assistant Professor
Dr. Joyce McIntosh, Professor
Dr. Lee Renfroe, Associate Professor
Dr. Matt Green, Associate Professor
Dr. Mike Hall, Professor
Mr. Johnny Long, Assistant Professor
Ms. Kathy Underwood, Assistant Professor
APPENDIX H – FREQUENTLY ASKED QUESTIONS (FAQs)

For additional Frequently Asked Questions (FAQs) please visit the College of Education and Human Sciences FAQ website at http://www.una.edu/education/frequently-asked-questions.html.

If I attended another institution prior to UNA, can I transfer in the education courses I took at the other institution?

Education courses taken at other institutions will automatically transfer in to UNA as electives. If you think a course you took at another institution would be equivalent to a course we require at UNA, you can request a course substitution for that particular course. To make this substitution request, follow the steps below:

1. Speak to your advisor prior to submitting a course substitution request.
2. Login to UNA Portal.
3. Click the Self-Service Banner tab.
4. Click Student.
5. Click Student Records.
6. Click Undergraduate Course Substitution Request Page.
7. Verify the information listed is correct – if any information is incorrect DO NOT proceed. Contact the department of your major or the Registrar’s Office.
8. Enter course to be substituted in the Substitute Course field.
9. Choose the correct subject and course number for the Required Course.
10. Choose the appropriate advisor.
11. Click Review Request.
12. If the information is correct, click Submit Request. If incorrect, click the back button; make corrections and Review Request again.
13. A page will display verifying your request has been submitted.
14. You will be notified by email if the request is denied or approved.

*Transferred courses and/or credits used to meet approved program requirements in professional studies, instructional support, or other approved program requirements (courses other than general studies and Arts and Sciences type courses used to meet academic major requirements) must have been completed at a regionally accredited institution that prepares teachers on the same degree level of certification. Administrative Code 290-3-3-.02(2)(b)

After I have been admitted to UNA’s Teacher Education Program, can I take a transient course at another institution and then transfer it back in to UNA?

Candidates who wish to take coursework at another institution and transfer those credits back in to UNA must secure pre-approval from the Dean of the college in which you are enrolled. Candidates on academic probation, academic warning, or conditional admission cannot be approved for transient work. Candidates may not receive transient approval for courses failed in residence at UNA. Candidates seeking transient approval for work at a junior or community college should be aware that a minimum of 64 semester hours must be earned from UNA or other senior institutions to fulfill graduation requirements.

Transferred courses and/or credits used to meet approved program requirements in professional studies, instructional support, or other approved program requirements (courses other than general studies and Arts and Sciences type courses used to meet academic major requirements) must have been completed at a regionally accredited institution.
accredited institution that prepares teachers on the same degree level of certification. Administrative Code 290-3-3-.02(2)(b)

Can I complete the Teacher Education Program at UNA and use it to become certified in another state?

Candidates who wish to complete a teacher education program at UNA and apply for teacher certification in another state are responsible for contacting the Department of Education of that state to determine specific requirements of that state.

When can I register for classes requiring admission to TEP?

Students may not pre-register for classes requiring admission to TEP. After you have received a formal notice of admission to the program, you may go through regular registration or late registration.

When will I know if I’ve been admitted to TEP?

You will be notified of your admission status one week after final grades have been posted for the semester. After final grades have been posted, the Office of Teacher Certification will review all applications – which takes approximately one (1) week. After all applications have been processed, the notice will be sent to your UNA Portal email address letting you know whether or not you have been admitted to TEP.
### APPENDIX I – IMPORTANT DATES TO REMEMBER

#### Fall 2013 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 13, 2013</td>
<td>Deadline to submit TCert Portal background clearance documentation (step #3 in the fingerprint clearance instructions)</td>
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<tr>
<td>September 13, 2013</td>
<td>Deadline to submit application for admission to TEP</td>
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<tr>
<td>September 13, 2013</td>
<td>Deadline to submit Multicultural Experience form</td>
</tr>
<tr>
<td>September 13, 2013</td>
<td>Deadline to submit Basic Skills Test Admission Ticket (you should receive this admission ticket via email within 48 hours from the time you register for the test – if you don’t receive it in a timely manner, you need contact the testing center at (800) 294-2105 or <a href="http://www.act.org/alabamaectp">www.act.org/alabamaectp</a> to find out why).</td>
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</tbody>
</table>

#### Spring 2014 Semester

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