



COLLEGE OF
EDUCATION

Master's Certification (MCERT) Program

Admissions Handbook

*Teachers change lives.
And so can you.*

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Department of Curriculum and Instruction (EDCI)

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Application deadlines:

Please note: applications must be complete on the dates listed:

- 1) International Students: September, prior to June to planned year of entry
- 2) December 1 (Priority Deadline) & March 1 (Final Deadline), prior to June to planned year of entry

Financial Aid deadline:

The priority deadline for the Free Application for Federal Student Aid (FAFSA) is February 15 of each year. Visit: www.fafsa.ed.gov.

Greetings Perspective MCERTers;

We at the University of Maryland, College of Education are delighted that you are considering becoming a teacher through our Master's Certification (MCERT) Program. Teaching is a wonderfully complex and rewarding enterprise, and the UMD MCERT Program provides teacher candidates with the opportunity to gain an abundance of experience in transforming their content-area expertise into engaging pedagogy for school-aged children and adolescents. To consider MCERT, is to consider giving oneself the opportunity to acquire the foundation from which one can become an excellent teacher.

The MCERT Program has a long and rich tradition as an intensive graduate teacher-preparation program. Over the course of 13 months, MCERT students complete 30 credits of graduate coursework and a year-long, 12-credit internship. Our students graduate with a Master's degree from a nationally ranked public university and eligibility for Maryland-state certification. All MCERT students are guaranteed in-state tuition rates.

What sets the MCERT Program apart from other teacher preparation programs in the area is the program's commitment to preparing students to work effectively with diverse students, to attend closely to student thinking, and to be empowered decision-makers in the classroom.

As the flagship state university in Maryland, the graduates of the MCERT program primarily serve the public school classrooms in the counties immediately surrounding Washington, D.C, including Prince George's, Montgomery, Howard, Frederick, and Anne Arundel. Furthermore, as graduates from the MCERT program, all teacher candidates are well-prepared to consider continued educational opportunities at the University of Maryland, such as our Master and Doctoral degrees in Teacher Leadership, Reading, TESOL, and Minority and Urban Education.

Please use this MCERT Admissions Handbook as a resource in considering as well as in applying to the UM MCERT Program. I look forward to meeting many of you when you come to campus and interview with us, and to meeting the next cohort of MCERTers at our opening reception next June.

Cordially,

Jean Snell, Ph.D.
Coordinator, MCERT Program

Greetings!

Thank you for your interest in the Master's Certification (MCERT) Program at the College of Education, University of Maryland in College Park.

My job is to help you understand the MCERT requirements, see how it can be possible for you to join us, and navigate through the sometimes confusing details of the admission process.

This handbook will give you a complete description of the MCERT requirements, and the Graduate School application process. It also contains some financial information. Please take the time to read this handbook thoroughly. While we intend this handbook to be comprehensive and answer the questions you may have, it is possible that not all your questions will be answered here. I welcome your telephone calls or emails seeking clarification about the process and your next steps.

Once you decide that MCERT is for you, you should begin the application process. An important first step is to schedule the Praxis I (PPST) exam, an admissions requirement. This is a general knowledge test covering reading, writing and math. You will see that the State of Maryland has alternative ways to fulfill the Praxis requirements; however, we continue to ask that all applicants pass all three sections of Praxis I.

I recommend that you submit your application during the first round of admissions review, that is, by December 1. If you are an international student you will need to submit your application as soon as possible. MCERT is competitive and your success as a candidate is much greater if you submit a complete application for the first-round.

Finally, I invite you to send me a copy of your transcript (noting your desired certification area) at any time. With your transcript, I can determine whether you are missing any coursework that you need to complete before you begin the MCERT Program.

I look forward to hearing from you!

All the best,

Jessica Bancroft
Director of Admissions and Advising

What is MCERT?

The Master's Certification Program (MCERT) is a graduate-level teacher preparation program that leads to elementary or secondary teacher certification and a Master of Education (M.Ed.). Content area specializations include: Art, Elementary Education, English, Foreign Language (Chinese, French, German, Italian, Latin, Russian, Spanish), Mathematics, Science (Agricultural Education¹, Biology, Chemistry, Earth Science, Physics), Social Studies, and TESOL (Teaching English to Speakers of Other Languages).

The 13-months, 42-credit program is an intensive, full-time experience that integrates both theory and practice in a school-based program. Interns will be engaged in learning and teaching activities at a school site during the weekdays. In addition, interns will attend pedagogy and education courses several nights a week. The demands of this compact, intensive experience preclude MCERT interns from employment or graduate assistantships during the internship year. The MCERT program is offered only on an intensive full-time basis; there is no part-time option, and we do not offer a distance learning program.

Program Advantages

1) Graduate-Level Degree Program

The Department of Curriculum and Instruction (EDCI) at the University of Maryland College of Education is ranked 14th in the nation by *U.S. News & World Report*. The MCERT courses are taught by high-caliber faculty and school practitioners, and provide in-depth opportunities to connect content and pedagogy. All MCERT students participate in a year-long action research inquiry project (in lieu of a thesis) which culminates in the writing of a graduate seminar paper. In addition, all MCERT interns produce a teaching portfolio (in lieu of master's comprehensive examinations) which is presented at the end of the program.

2) Intensive Mentored Internships

Throughout the entire internship year – from the first day of school in August until June – MCERT interns are placed in K-12 classrooms with experienced certified teachers who will serve as the intern's mentor. The Internships serve as “learning laboratories” where interns can practice the ideas and concepts they are studying in their professional teaching courses and learn the essentials of classroom management, instructional planning, responsive teaching, and the ongoing assessment of student learning. In addition, all graduate interns receive support during the school year from a university-based supervisor, and a subject-based coordinator who are experienced educators in the area of the intern's certification field.

¹ Agricultural Education is still pending final approval from the Maryland State Department of Education (MSDE).

3) Personalized and Supportive Learning

Teacher candidates are organized into cohort groups of 15-20 students. These groups work closely with faculty and site coordinators, take classes together, and provide an ongoing peer-support network for interactive learning and support.

4) School Partnerships

MCERT was created in 1985 and has grown over the last twenty-five years to encompass partnerships with three neighboring school districts: Montgomery, Prince George's, and Howard counties. School and university faculty join together in developing the program curriculum, supervising internships, teaching courses, and advising students. MCERT interns study in PDS (Professional Development School) sites across these three districts. We currently have over 25 school partner sites in Montgomery, Prince George's and Howard Counties.

5) Professional Accreditation

The College Education is fully accredited by the National Council for the Accreditation of Teacher Education (NCATE), and our programs are approved by the State of Maryland. MCERT provides all necessary requirements for Maryland State Certification, combining coursework with internship (student teaching). Internships are in partner schools in Montgomery and Prince George's, and Howard Counties. Upon successful completion of the program, interns are recommended to the State for licensure.

6) Location

The University of Maryland's reputation and location near Washington, D.C., provides students with a wealth of opportunities to work in diverse school districts, collaborate with educational association, and engage in important, practical research.

Program Overview

The MCERT Program begins each year in early June and runs through the end of June the following year. Students are inducted into the program with an opening reception in early June followed by a program orientation. Classes begin in the first summer session during the second week in June, and run Monday through Friday for nine consecutive weeks until early August. During the Summer Session I and II, students complete 12 graduate credits, and the program may arrange some time for students to serve as volunteers in the local K-12 summer school programs.

After the summer semester, students transition into their year-long internships at a selected school site, which begins mid-August. District teacher training workshops and/or the professional duty days are required of our interns by our partner districts. Fall semester MCERT classes begin in late August, and are scheduled to align with the MCERT internship requirements. Classes take place on 2-3 nights a week, and a Saturday class is possible. Classes and internship continue through the winter interim semester, and the program holds a series of job search workshops in mid-late January. Spring semester courses begin in late January and continue until mid-May. Students remain in their internship until the close of the K-12 school year, generally the second week in June.

The final course required by the program, the “capstone” course, is scheduled two nights a week from mid-May to early July. The capstone course is designed to provide MCERT students with an opportunity to look back at their year as an apprentice teacher, and to look ahead to their first year as a full-time certified public school teacher. Students complete their seminar papers by the end of the spring semester, and complete their teaching portfolios by mid-June. While a culminating program celebration is held in late June, MCERT students officially graduate in late August and they are encouraged to participate in the University of Maryland’s December Commencement ceremony.

Internships

The MCERT internship is a single-site, full-year internship; the exceptions are Art and TESOL which include an elementary and secondary placement. Internship placements will be made in one of three counties: Prince George's (PGCPS), Howard (HCPS), and Montgomery (MCPS).

While we will take your geographical preferences and commuting distances into consideration, we *cannot guarantee* a placement location based on your requests. Final assignments are established according to the availability of mentor teachers, the intern's certification choice, and the equity of the commute for all cohort members.

Current and Previous PDS Partners

Howard County

- Altholton Elementary School
- Bellow Springs Elementary School
- Bryant Woods Elementary School
- Elkridge Elementary School
- Deep Run Elementary School
- Mount View Middle School
- Patapsco Middle School
- Wilde Lake Middle School
- Atholton High School
- River Hill High School
- Tilden Middle School
- Westland Middle School
- Blair High School
- Churchill High School
- Gaithersburg High School
- Kennedy High School
- Northwest High School
- Paint Branch High School
- Richard Montgomery High School
- Rockville High School
- Seneca Valley High School
- Springbrook High School
- Walter Johnson High School
- Watkins Mill High School
- Wheaton High School

Montgomery County

- Burning Tree Elementary School
- Dr. Charles Drew Elementary School
- Fairland Elementary School
- Fallsmead Elementary School
- Greenwood Elementary School
- Maryvale Elementary School
- New Hampshire Elementary School
- Oakland Terrace Elementary School
- Pine Crest Elementary School
- Wyngate Elementary School
- Benjamin Banneker Middle School
- Cabin John Middle School
- Eastern Middle School
- Francis Scott Middle School
- Loiederman Middle School
- Parkland Middle School
- Rosa Parks Middle School
- Takoma Park Middle School
- Thomas Pyle Middle School

Prince George's County

- Dodge Park Elementary School
- Mary Harris "Mother Jones" Elementary School
- Port Town Elementary School
- Seat Pleasant Elementary School
- Kenmorr Middle School
- Martin Luther King Jr. Middle School
- Charles Flowers High School
- Eleanor Roosevelt High School
- High Point High School
- Laurel High School
- Northwestern High School
- Oxon Hill High School
- Parkdale High School
- Samuel Ogle Middle School

Support and Guidance within the Internship

- All secondary interns are assigned a school-based mentor who is an experienced certified teacher in the student's area of certification.
- In addition, all interns receive support during the school year from a university-based supervisor and a subject-based PDS coordinator who are experienced educators in the area of the intern's field.
- Whenever possible, interns are placed in clusters in a department in a Professional Development School (PDS) as part of building a peer-support network in addition to the mentor and university-supervisor.

Traditional (unpaid) Internships

The traditional, unpaid internship option is available to all students. Unpaid interns are expected to be at school the entire school day and to participate as staff members in a variety of school activities. Unpaid interns apprentice for the entire school year under the direct supervision of a mentor teacher who remains as the teacher of record throughout the year.

Paid Internships

Currently, there are limited and competitive paid internship opportunities for selected secondary disciplines in Montgomery County and Prince George's County.

Montgomery County:

- Elementary Math
- Chemistry
- Chinese Immersion
- Mathematics
- Physics
- Spanish

Prince George's County:

- Biology
- Chemistry
- Mathematics
- Physics
- Spanish
- TESOL

There are no paid internships available for Elementary Education, Art, and Secondary Social Studies. Paid Internships are awarded based on the strength of the candidate's background experience, content knowledge, and county interview (on how to apply for a paid internship, please see page 24).

Coursework

In addition to the yearlong-teaching internship, students take classes on 2 or 3 nights a week; a Saturday class is also possible.

For administrative reasons, MCERT classes are not held on the University of Maryland campus in College Park. We have used the following satellite locations in the past:

- Universities at Shady Grove in Rockville (MCPS)
- Judy Hoyer Learning Center (PGCPS)
- Selected partner school sites including, but not limited to:
 - Bryant Woods Elementary School (HCPS)
 - Fallsmead Elementary School (MCPS)
 - Montgomery Blair High School (MCPS)
 - John F. Kennedy High School (PGCPS)
 - High Point High School (PGCPS)
 - Martin Luther King, Jr. Middle School (PGCPS)
 - Northwestern High School (PGCPS)
 - Laurel College Center (PGCPS)

Important Note:

Given the wide-ranging selection of PDS internship sites and the location of classes, it is strongly advised that students have a car available to them during the course of the MCERT program. Even though we will try to keep your commute to a minimum, a fair amount of driving will be required to participate in this program.

Teacher Certification Options

Because the program is so closely geared to meet the Maryland State Department of Education (MSDE) teacher certification requirements, each intern pursues a course of study suited to his or her certification or content area. Each applicant must therefore apply to the program with a specific certification goal in mind, selected from the following:

Elementary level: grades 1-6

- General Education

Secondary level: grades 7-12

- Agricultural Education*
- Biology
- Chemistry
- English
- Earth Science
- Foreign Languages: Chinese, French, German, Italian, Latin, Russian, Spanish

- Mathematics
- Physics
- Social Studies

K-12 level: grades 1-12

- Art
- TESOL

MCERT coursework connects closely with work in the classroom. Therefore, education courses taken prior to the beginning of the internship year may not be substituted for MCERT courses.

Course Schedules

The MCERT course schedules are fixed, and there is no room for electives in the intensive schedule. Please note that students do not register themselves for their classes. Instead, the College Outreach Office coordinates registration of all MCERT students each semester.

Elementary course schedule: 42 credits

Summer I & II (12 credits)

- Embracing Diversity in Classroom Communities (3 credits)
- Processes and Acquisition of Reading (3 credits)
- Diagnostic Reading Instruction and Assessment (3 credits)
- Teaching Language Arts in Elementary Schools (3 credits)

Fall (14 credits)

- Materials and Instruction for Creating Skilled and Motivated Readers (3 credits)
- Studying Students in Diverse Contexts (3 credits)
- Teaching Math in Elementary School (3 credits)
- Teaching Science in Elementary School (3 credits)
- Conducting Research on Teaching (1 credit)
- Teaching Internship (1 credit)

Spring (12 credits)

- Reading in the Elementary School (3 credits)
- Teaching Social Studies in Elementary School (3 credits)
- Conducting Research on Teaching (1 credit)
- Teaching Internship (5 credits)

Summer I (4 credits)

- Conducting Research in the Schools (1 credit)
- Teaching as a Profession (3 credits)

Secondary course schedule: 42 credits

Summer I & II (12 credits)

Methods I (based on content area: Art, English, Foreign Language, Math, Science, Social Studies) (3 credits)

Adolescent Learning and Development (3 credits)

Content Area Reading (3 credits)

Embracing Diversity in Classroom Communities (3 credits)

Fall (12 credits)

Methods II (based on content area) (3 credits)

Studying Student Learning in Diverse Settings *OR*

Reading, Cognition, and Reading Instruction: Reading in the Content Areas (3 credits)

Conducting Research on Teaching (1 credit)

Teaching Internship (5 credits)

Spring (12 credits)

Methods III (based on content area) (3 credits)

Studying Student Learning in Diverse Settings *OR*

Reading, Cognition, and Reading Instruction: Reading in the Content Areas (3 credits)

Conducting Research on Teaching (2 credits)

Teaching Internship (4 credits)

Summer I (6 credits)

Teaching as a Profession (3 credits)

Teaching Internship (3 credits)

TESOL course schedule: 42 credits

Summer I & II (12 credits)

Adolescent Learning and Development (3 credits)

Cross Cultural Communication (3 credits)

Reading and Writing in Secondary Content Areas (3 credits)

Methods of Teaching ESOL (3 credits)

Fall (12 credits)

Reading and Writing in Elementary Content Areas (3 credits)

Second Language Acquisition (3 credits)

Conducting Research on Teaching (1 credit)

Teaching Internship (5 credits)

Spring (12 credits)

Student Assessment in Second Language Education (3 credits)

Special Education and Oral Development TESOL (3 credits)

Conducting Research on Teaching (2 credits)

Teaching Internship (4 credits)

Summer I (6 credits)

Teaching as a Profession (3 credits)

Teaching Internship (3 credits)

Admission

Admission Criteria

There is no “typical” MCERT student. Individuals come to MCERT from a wide variety of backgrounds and with a broad array of life experiences. Our previous students have graduated from UMD or other institutions, changed careers, or entered this program after years out of the workforce and educational environment.

Successful teaching incorporates three types of competencies:

- 1) knowledge of what to teach (academic knowledge),
- 2) knowledge of how to teach (professional skills),
- 3) knowledge of the learner (professional skills).

The MCERT program is designed so that prospective students enter the program having already become competent in their knowledge of their subject matter and have completed the state required *academic* courses relevant to their field.

However, because the MCERT program is intended to provide students with opportunities to acquire all *professional* requirements for certification, no formal teaching experience is needed before entering the program. On the other hand, it is essential that candidates have had experience working directly with children or adolescents, such as camp counseling, coaching, and tutoring.

Admission to MCERT is selective. On average, 50% of the applicants are admitted into the Program. The faculty review committee uses the following three criteria to evaluate applications:

1) Academic Preparation

Applicants must be able to show excellence in the completion of an undergraduate degree in an appropriate academic discipline. We are looking for students with a minimum GPA of 3.0² on a 4.0 scale.

Moreover, applicants must have completed the required academic content for the intended certification area. However, the completion of the requirements can still be in progress at the time of the application.

² Applicants who do not meet this requirement are still encouraged to apply as applicants are evaluated based on a combination of grades, professional experiences, and outlook on teaching.

2) Relevant Experience with Children and/or Young Adults

In addition to the course requirements, it is critical that applicants have some experience working with children in the appropriate age group as evidence that they are prepared to make an informed commitment to the teaching profession. Appropriate activities can include coaching, mentoring, tutoring, volunteering or substitute teaching in a local school, or other relevant experiences.

3) Professional Potential

The MCERT program is looking for candidates who demonstrate the following:

- A learner-centered educational philosophy
- Self-knowledge, maturity, and sensitivity toward others
- Ability to adapt to, and learn from, new and challenging situations
- Written and oral communication skills

Course Prerequisites

Upon completion of the following course prerequisites, official transcripts must be submitted to Enrollment Services Office (ESO):

University of Maryland, College Park
 Enrollment Service Operations
 Application for Graduate Admission
 Room 0130 Mitchell Building
 College Park, MD 20742

Elementary Education

- ✓ Geometry
- ✓ Probability/ Statistics

Courses can be taken at any 2-year or 4-year accredited college or university.

For example:

- a) Montgomery College
 MA 131 = Geometry, MA 132 = Probability/ Statistics
- b) Prince George's Community College
 MAT 106 = Geometry; MAT 116 = Probability/ Statistics
- c) Howard Community College
 Math 128 = Geometry; Math 138 = Probability/ Statistics

For distance learning options please visit the Converse College at:

www.onlinemathcourses.org

Please note that students must earn at least a "C" in their Mathematics prerequisites.

Secondary Education

Biology

- ✓ Principles of Biology I
- ✓ Principles of Biology II
- ✓ Principles of Genetics
- ✓ Biological Diversity Course
- ✓ General Chemistry I
- ✓ General Chemistry II
- ✓ Organic Chemistry I
- ✓ Organic Chemistry II
- ✓ Calculus I
- ✓ Calculus II
- ✓ Physics I
- ✓ Physics II
- ✓ Advanced Program Specialization

Courses:

- Cell Biology & Genetics
- Ecology & Evolution
- General Biology
- Microbiology
- Physiology & Neurobiology

Chemistry

- ✓ General and Analytical Chemistry
- ✓ General and Inorganic Chemistry
- ✓ Principles of Organic Chemistry I
- ✓ Principles of Organic Chemistry II
- ✓ Inorganic & Analytical Chemistry Lab
- ✓ Physical Chemistry I
- ✓ Physical Chemistry II
- ✓ Physical Chemistry Laboratory I
- ✓ Inorganic Chemistry
- ✓ Prof Issues in Chemistry & Biochemistry
- ✓ Instrumental Methods of Analysis
- ✓ Physical Chemistry Laboratory II
- ✓ Principles of Biology I
- ✓ Principles of Physics I
- ✓ Principles of Physics II
- ✓ Calculus I
- ✓ Calculus II

English

- ✓ Literacy Criticism/ Critical Theory
- ✓ American and British Literature (evidence in both)
- ✓ World Literature
- ✓ Advanced Writing (beyond freshman level)
- ✓ Shakespeare
- ✓ English Language/Linguistics
- ✓ Adolescent Literature
- ✓ English/Communication/Theater/Media Electives
- ✓ Women/ Minority Literature

Foreign Language (FL)

- ✓ Reading and Writing in FL
- ✓ Advanced Grammar and Composition I (Grammar and Comp)
- ✓ Advanced Grammar and Comp II (Advanced Composition)
- ✓ Advanced Conversation I
- ✓ Linguistics I
- ✓ Linguistics II
- ✓ Phonetics
- ✓ 2 Literature classes
- ✓ 2 Civilization classes
- ✓ 2 Upper Level FL Literature classes

Mathematics

- ✓ Calculus I
- ✓ Calculus II
- ✓ Calculus III
- ✓ Linear Algebra
- ✓ Euclidean and Non Euclidean Geometrics
- ✓ Adv. Calculus I
- ✓ Theory/Logic
- ✓ Algebraic Structure/Abstract Algebra
- ✓ Differential Equations
- ✓ Upper Level Math Elective
- ✓ Applied Probability and Statistics/Probability Theory
- ✓ Computer Programming
- ✓ Science Sequence

Physics

- ✓ Introductory Physics: Mechanics and Relativity
- ✓ Introductory Physics: Fields
- ✓ Introductory Physics: Waves
- ✓ Experimental Physics I: Mechanics, Heat & Fields
- ✓ Experimental Physics II: Electricity and Magnetism
- ✓ Physics Laboratory Introduction
- ✓ Intermediate Electricity and Magnetism
- ✓ Intermediate Theoretical Methods
- ✓ PHYS Quantum Physics or Principles or Modern Physics
- ✓ Calculus I
- ✓ Calculus II
- ✓ Linear Algebra
- ✓ Calculus III
- ✓ Differential Equations

Social Studies

- ✓ Area of Concentration (History, Geography, Political Science)
- ✓ 2 History (including U.S. History)
- ✓ 2 Geography
- ✓ 2 Political Science
- ✓ 2 Economics
- ✓ 1 Sociology
- ✓ 1 Psychology
- ✓ 1 Anthropology

K-12 Education

Art

- ✓ Drawing
- ✓ Art Theory
- ✓ Art 2D Fundamentals
- ✓ Art 3D Fundamentals
- ✓ Printmaking
- ✓ Ceramics
- ✓ Painting
- ✓ Other Visual Art Areas
- ✓ Art History

TESOL

- ✓ English Grammar
- ✓ Foundations of Teaching ESOL

If you have questions about course prerequisites, please contact:

Jessica Bancroft
 Director of Advising and Admissions
 1207 Benjamin Building
 Tel: (301) 405-3120
 Email: edci-adv@umd.edu

Application

Application Deadlines

- 1) International Students: September 1, prior to June to planned year of entry
- 2) December 1 (Priority Deadline) & March 1 (Final Deadline), prior to June to planned year of entry

It is imperative for each applicant to begin the application process early enough for all transcripts and supplemental materials to be processed through Enrollment Service Operation (ESO) by December 1st. Each applicant can view the status of their application online, so it is therefore the applicant's responsibility to keep track of their status and to make sure their application is complete on time. However, during peak application season it can take up to 15 business days for materials to be scanned by ESO for departmental review. Please keep this delay in mind before you contact us about missing application materials.

Applications that are incomplete will not be viewed for consideration until all materials are received. If an application is submitted in December but is not complete, it will then be reconsidered in March. Application packages that are submitted in March but are not complete, will not be considered.

Application Process

The initial step in applying to the program is to have your transcript evaluated by our Advising Office. We strongly recommend that you do this right away, to allow time for consideration of your application. You will need to indicate whether you are interested in the Elementary or Secondary Program, and if you are interested in Secondary Education please indicate in which content area.

Elementary Education

If you are interested in the Elementary Education Certification Program you need to do the following:

1. Send your unofficial transcript as an email attachment to edci-adv@umd.edu (Please indicate the required Mathematics courses on your transcript).

Secondary Education

If you are interested in the Secondary Education Certification Program, you will need to do the following:

1. Complete a self-assessment found at <http://www.education.umd.edu/EDCI/MCERT/secapply.html>. Click on your content area under the "Program Prerequisites" heading.
2. Send your unofficial transcripts and self-assessment as email attachments to edci-adv@umd.edu.
3. Indicate your content area of interest
4. Send your contact information

When analyzing applicant transcripts for completion of required academic content, UMD faculty will apply the course prerequisites previously listed. If applicants are missing credits, they will be informed prior to the interview and will be asked to complete the coursework prior to the start of the program.

For questions regarding advising and transcript review please contact:

Jessica Bancroft

Director of Advising and Admissions

1207 Benjamin Building

Tel: (301) 405-3120

Email: edci-adv@umd.edu

Once you have had your transcript reviewed you can apply for admission by going to the UMD Graduate School's website at www.gradschool.umd.edu/gss/admission.htm

Application Interview

All complete MCERT application folders will be reviewed by the MCERT Coordinator and passed on to the content-area units for more in-depth review. All candidates who meet the program qualifications in terms of content-area preparation, undergraduate GPA, passing Praxis I scores, and overall suitability for the program, will be interviewed by a two members of the College and MCERT faculty.

Interviews will be scheduled in mid-late January for December 1st applicants, and early-mid April for March 1st applicants. Applicants who interview in January will be notified of the department's admission decision in mid February; applicants who interview in April will be notified of the department's admissions decision in early to mid May.

Candidates for Art will be expected to bring a portfolio to their MCERT admission interview. All MCERT candidates are encouraged to provide a copy of their resume to the interview team.

Application Materials

It is the applicants' responsibility to make sure that all application materials have been acquired from the appropriate people and submitted to the correct persons or departments. Please note that insufficient documentation and failure to adhere to deadlines will delay or hinder your application from being processed. It is highly recommended that you periodically verify that your application materials have been received. Once a complete application has been forwarded to the MCERT Office, candidates deemed eligible will be interviewed.

Application Materials:

1) UMD Application Fee

- the non-refundable application fee is \$60 (subject to change)
- Payments can be completed online at the time of application

2) UMD Application for Admission to Graduate School

www.gradschool.umd.edu/gss/admission.html

The MCERT Program is housed in the *Education Department of Curriculum and Instruction (EDCI)*

#18: Applying for: *Summer I* (if the system will not let you check “Summer I” as the start semester, please check “Fall” and we will correct the semester manually)

#19: Program Name: *Master's Certification Program (MCERT)*

Program Code: *EDCI*

Area of Specialization: your specific content area you want to teach, for example Elementary or Math

#20 Degree desired: Master of Education (M.Ed.)

3) Official Transcripts

Official Transcripts are required from ALL colleges or universities attended (with the only exceptions being UMD and study abroad). This is applicable even if classes are listed on another transcript. However, a transcript is not required if you took less than 6 credits at the institution, *unless* the coursework is applicable to course prerequisites.

Official transcripts must be sent directly from those institutions or submitted in a sealed envelope to:

University of Maryland, College Park
Enrollment Service Operations (ESO)
Application for Graduate Admission
Room 0130 Mitchell Building
College Park, MD 20742

4) Praxis I Scores

When you register for the Praxis test, have your scores sent to: UMD test code: 5814.

Please note that:

- We do not accept GRE or SAT scores in lieu of Praxis scores.
- We require not just a passing composite score but separate passing scores in all three sections: Reading 177, Mathematics 177, and Writing 173.
- We will not grant conditional or provisional admissions for applicants pending successful completion of Praxis I. An applicant must pass all three sections to be offered admission to MCERT. However, we will review an applicants' file for admission if they have passed at least 2 out of 3 of the Praxis I sections.
- If possible, please scan and upload your Praxis score reports through your Application Supplemental Form (ASF).

5) TOEFL Official Scores

The TOEFL scores are required for applicants whose first language is not English. The requirement is waived for students who earned their bachelor's at an English-speaking university

TEOFL scores must be sent directly from the testing agency ETS to UMD. The test code is 5814.

6) Three Letters of Recommendation

The 3 letters of recommendation should reflect the applicant's academic ability to succeed in graduate study and/or potential as a professional teacher. At least one should be from a faculty member familiar with your academic work. In addition, one letter of recommendation is required to speak about your past experience working with children.

7) Personal Statement

Please submit an essay describing your interest in becoming a public school teacher and your academic, professional, and extracurricular experiences that led you to your decision to apply. This statement of goals, experiences and education interests can be submitted using the Application Supplemental Form (ASF).

For questions regarding the application process please contact:

Joy Jones

Coordinator of EDCI Graduate Admissions

2311 Benjamin Building

Tel: (301) 405-3118

Email: edcigrad@deans.umd.edu

Application Process for International Students

In general, the application process is the same as for domestic students (see above).

The Office of International Education Services (IES) (<http://international.umd.edu/ies>) assists the University in evaluating international applicants for admission by reviewing their international academic credentials, English language certification, financial certification and by processing visa documentation. International applicants cannot be admitted without the review of this documentation and approval of IES. Once reviewed, IES notifies The Graduate School of their evaluation of the application for admission. WES is an education transcript service that can translate transcripts. See: www.wes.org.

The following materials should be sent to:

University of Maryland College Park
 Enrollment Service Operations (ESO)
 Application for Graduate Admission
 Room 0130 Mitchell Building
 College Park, MD 20742

1) International Academic Credential Review

The Graduate Admissions Office and the Academic Department must receive the complete application and official records/mark sheets in the original language with literal English translations by the appropriate international deadline date. Translations should not be interpretive and actual names of all degrees, diplomas, and certificates must appear in the translation. Official copies must be submitted for review with your application. Send one complete set of transcripts reflecting all undergraduate and graduate work completed or in progress. Only applicants who have completed the full sequence of preparatory studies and examinations equivalent to a U.S. bachelor's degree from an approved institution, and who have met the University of Maryland College Park admissions criteria, will be considered.

2) Financial Certification

International applicants applying for admission to the Graduate School at the University of Maryland College Park must certify sufficient funds (exclusive of travel funds) to cover university fees, books, supplies, tuition and living expenses for themselves and for their dependents (if applicable). Funds can be demonstrated in the form of personal funds, parental or sponsor funds, government support, an assistantship at UM or any other official sources of income. Please follow the guidelines and complete the "Certification of Finances" form.

3) English Proficiency

All students at the University of Maryland are expected to read, write and speak English fluently. International students must demonstrate a proficiency in the English language by taking the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). The TOEFL is administered by the Educational Testing Service (ETS) at numerous locations throughout the world. If not available locally, the Bulletin of Information and Registration form for TOEFL can be obtained by viewing the IELTS Website <http://www.ielts.org/>. More information is available on the IES website <http://international.umd.edu/ies/94>.

4) Visa Verification

On the Graduate School application, prospective students are requested to note the type of visa they currently hold or will need to study at the University. In addition, if you are a current holder of a visa or Permanent Resident card, you must submit copies of that visa or Permanent Resident Card. Students who require an F or J visa to study at the University of Maryland College Park will receive the I-20 or DS2019, respectively, with their acceptance packages.

For more details, visit the IES website: <http://international.umd.edu/ies>. The IES office can be reached at 301-314-7740.

Applying for Secondary Paid Internships

Currently, there are limited and competitive paid internship opportunities for selected Secondary disciplines in Montgomery County and Prince George's County:

Montgomery County:

- Elementary Math
- Chemistry
- Chinese Immersion
- Mathematics
- Physics
- Spanish

Prince George's County:

- Biology
- Chemistry
- Mathematics
- Physics
- Spanish
- TESOL

There are *no* paid internships available for Elementary Education, Art, and Secondary Social Studies. Paid Internships are awarded based on the strength of the candidate's background experience, content knowledge, and school district interview.

Once accepted into the MCERT Program, those secondary candidates who want to be considered for a paid internship³ must attend a mandatory paid internship information session in mid-late February or early April, and must submit a short application which will ask students to report their Praxis II content scores along with other relevant employment information. Those seeking to be included in the paid internship pool are strongly advised to apply by the priority deadline, December 1st.

The paid intern coordinators will make themselves available as needed to the individual candidates prior to the school district paid internship interviews. Paid internship interviews will be scheduled for late April, and interested students are encouraged to consider interviewing with both partner districts. Shortly following the MCPS and PGCPS interviews, secondary candidates will be notified who has been selected by each district for the paid internship position. Those who are selected by one or both of our partner districts are eligible for compensation commensurate with the level and nature of their independent teaching duties. In return for these benefits, paid interns commit to two years of teaching for that county after the completion of the MCERT Program.

The paid intern is the teacher of record for 2-4 classes per day and is supervised in that work by an on-site mentor and a university supervisor. Additionally, the paid intern works directly with his/her mentor, as a teaching apprentice. The paid intern assumes responsibility for student achievement, grading, and participating in school meetings. Interns are expected to be at school for the entire school day.

For questions or more information on paid internships in Montgomery County Public Schools (MCPS), please contact:

Dr. Kathleen Travers

Email: KATravers15@gmail.com

For questions or more information on paid internships in Prince George's County Public Schools (PGCPS), please contact:

Susan DePlatchett

Email: susandep@umd.edu

³ Due to work authorization issues, international students with an F-1 visa are not eligible to apply for a paid internship.

Praxis Exam Information

Praxis I

Passing scores on the Pre-Professional Skills Test (PPST), also called the Praxis I, are required for admission to MCERT. The MCERT program requires not just a passing composite score but passing scores in all three sections:

Reading: 177

Mathematics: 177

Writing: 173

Applicants must have passed 2 out of 3 of the Praxis I sections before their file will be reviewed for admission. An applicant must pass all three sections (Reading 177, Math 177 and Writing 173) to be offered admission to MCERT. We will not average or consider combined scores from different content areas, and we will not grant conditional or provisional admissions for applicants pending successful completion of Praxis I. Also, we do not accept GRE or SAT scores in lieu of Praxis I or II scores.

The PPST (Praxis I) is offered in two formats: a *paper-based test* and a *computer-based test*.

- a) The *paper-based test* is offered four times per year, and registration deadlines are approximately one month before each test date. Scores from the paper-based version take approximately six weeks from the test date to arrive; therefore, many applicants choose to take the computer version to expedite score reporting. Please request that your scores are sent to the University of Maryland, College Park (code 5814), as well as the Maryland State Department of Education. You may register for the paper-based test online: www.ets.org/praxis/register
- b) The *computer based test* is offered in the South Dining Hall at UMD. For more information, please call: (301)-314-7688.

It is strongly recommended you plan ahead for this exam. Be aware of test dates and registration dates, and visit www.ets.org for additional information.

In order to prepare for the PPST, review books are available for purchase at most popular retail bookstores, at many libraries and on the Praxis website (www.ets.org/store.html).

Praxis II

The first part of Praxis II, content knowledge, must be passed prior to the beginning of the program June 1. Any student who has not passed Praxis II content knowledge must ask for an exception to policy but there is no guarantee that your request will be granted. The second part of Praxis II, pedagogy, is not required for admission or beginning of the MCERT Program. Admitted students are will take the pedagogy part in November after they have completed a number of pedagogy courses during the summer and fall semester.

The Praxis II exam is only offered as *paper-based test*. For exam dates, please go to: www.ets.org.

Self-Report scores

You may self-report your passing individual (not composite) scores to Jessica Bancroft:
 Email: edci-adv@umd.edu, Tel. 301-405-3120.

Praxis Test numbers

In order to help you register for the right Praxis I and Praxis II tests, you can find the specific test numbers, titles, and passing scores below.

PRAXIS I: Academic Skills Assessments

ALL AREAS	10710	PPST Reading	177
	20720	PPST Writing	173
	10730	PPST Mathematics (PDF) (calculators prohibited)	177
	Or		
	5710	Computerized PPST Reading	177
	5720	Computerized PPST Writing	173
	5730	Computerized PPST Mathematics (PDF) (calculators prohibited)	177

Praxis II: Subject Assessments

Art	10133	Art: Content Knowledge (PDF)	(159)*
	20132	Art: Content, Traditions, Criticism, & Aesthetics (PDF)	(145)*
Biology	20235	Biology: Content Knowledge (PDF) (calculators prohibited)	150
	10234	Life Science: Pedagogy (PDF) (calculators prohibited)	144
	20524	Principles of Learning and Teaching: 7-12	162
Chemistry	20245	Chemistry: Content Knowledge (PDF) (calculators prohibited)	153
	20483	Physical Science: Pedagogy (PDF) (calculators prohibited)	151
Earth/Space Science	20571	Earth and Space Sciences: Content Knowledge (PDF) (calculators prohibited)	152
	20483	Physical Science: Pedagogy (PDF) (calculators prohibited)	151
Elementary Education	20012	Elementary Education: Content Area Exercises (PDF) (calculators prohibited)	150
	10014	Elementary Education: Content Knowledge (calculator allowed)	142

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English	10041	English Language, Literature, and Composition: Content Knowledge (PDF)	164
	20043	English Language, Literature, and Composition: Pedagogy (PDF)	155
English to Speakers of Other Languages	20360	English to Speakers of Other Languages (PDF) (contains listening section)	570
French	20173	French: Content Knowledge (PDF) (contains listening section)	(161)*
	10171	French: Productive Language Skills (PDF) (contains speaking section)	(170)*
Geography	20524	Principles of Learning & Teaching: 7-12	162**
	10081	Social Studies: Content Knowledge (PDF)	154
	20084	Social Studies: Pedagogy (PDF)	164
German	20181	German: Content Knowledge (PDF) (contains listening section)	(153)*
	10182	German: Productive Language Skills (PDF) (contains speaking section)	(164)*
	20524	Principles of Learning and Teaching: 7-12	162**
History	10081	Social Studies: Content Knowledge (PDF)	154
	20084	Social Studies: Pedagogy (PDF)	164
Latin	10600	Latin (PDF)	610
Mathematics	10061	Mathematics: Content Knowledge (PDF) (graphing calculator required)	141
	20065	Mathematics: Pedagogy (PDF) (calculator allowed)	145
Physical Science	10070	Chemistry, Physics, and General Science (PDF) (calculators prohibited)	520
	20483	Physical Science: Pedagogy (PDF) (calculators prohibited)	151
Physics	10265	Physics: Content Knowledge (PDF) (calculators prohibited)	143
	20483	Physical Science: Pedagogy (PDF) (calculators prohibited)	151
Political Science	10081	Social Studies: Content Knowledge (PDF)	154
	20084	Social Studies: Pedagogy (PDF)	164
Social Studies	10081	Social Studies: Content Knowledge (PDF)	154
	20084	Social Studies: Pedagogy (PDF)	164
Spanish	10191	Spanish: Content Knowledge (PDF) (contains listening section)	(162)*
	20192	Spanish: Productive Language Skills (contains speaking section) (PDF)	(168)*

NOTE: Applicants may meet the testing requirement by submitting either individual qualifying scores or a composite score that is at or above the state

Program Costs

- Graduate in-state tuition is guaranteed for all MCERT students, whether classified as an in-state resident or not.
- The MCERT program requires 42 graduate credits of coursework which totals approximately \$20,000.00 in tuition costs and fees for the academic year of 2009/10.

Costs	Summer	Fall	Spring	Summer	Total
Tuition	12 credits x \$471*/ credit = \$5,652.00	12 credits x \$471/credit = \$5,652.00	12 credits x \$471/credit = \$5,652.00	6 credits x \$471/credit = \$2,826.00	\$19,782.00
Fingerprinting fee	\$60.00-\$80.00 (depending on county)				\$80.00
Internship fee		\$200.00	\$200.00		\$400.00
Fee for Praxis II Pedagogy		\$80.00			\$80.00
MSDE teaching certificate fee				\$10.00	\$10.00
Healthcare	\$271.00**	\$600.00**	\$600.00**	\$271.00**	\$1,742.00
Books	~\$400.00	~\$200.00	~\$200.00	~\$200.00	~\$1,000.00
Housing	_____ x 3= _____	_____ x 4= _____	_____ x 5= _____	_____ x 2= _____	
Utilities	_____ x 3= _____	_____ x 4= _____	_____ x 5= _____	_____ x 2= _____	
Transportation					
Food/ Misc.					
Semester Total					Grand Total:

* This is the current tuition rate for the academic year of 2009/10. Please note that the tuition rate might increase for 2010/11.

**These prices are based on the health care insurance provided by the University of Maryland. Using the university's health insurance is not mandatory.

Financial Aid & Scholarships

Financial Aid

The priority deadline for the Free Application for Federal Student Aid (FAFSA) is February 15. For detailed information see: <http://www.fafsa.ed.gov>. For questions regarding Financial Aid, please contact the UMD Financial Aid Office at: <http://www.financialaid.umd.edu>, T. 301-314-900.

Scholarships and Grants

Transition from Laboratory to Classroom (TLC)

In partnership with Montgomery County Public Schools (MCPS), the University of Maryland College Park started the Transition from Laboratory to Classroom Program in 2005. The purpose of the program is to prepare people with advanced degrees who have laboratory experience for careers as secondary science teachers with MCPS. The Program is fully funded by a federal grant from the Department of Education.

The TLC Program provides professional preparation that:

- helps candidates learn to teach for understanding in the context of a county curriculum framework;
- assists candidates in learning how to understand and accommodate to diverse learners in the classroom;
- promotes an understanding of how teachers can build and support democratic learning communities, and
- accents a professional orientation that includes a commitment to reflective practice.

Application

Eligible candidates must apply to the TLC Program in the Department of Curriculum and Instruction. Admissions decisions are made by members of a joint EDCI and MCPS committee.

Candidates seeking admissions must:

- Provide evidence of an advanced degree with a major in a science field or the equivalent with coursework and/or experience that meets certification area requirements.
- Provide evidence of passing scores on the Praxis I and Praxis II, part I (content knowledge) examinations.
- Provide a cover letter explaining their interest in becoming a teacher.
- Provide three academic/professional letters supporting the candidate's background and dispositions for teaching.
- Candidates will also be required to interview with MCPS and UM.

Courses

The TLC Program is a non-degree seeking program, i.e. graduates will be eligible for certification but will not earn the M.Ed. degree. Therefore, TLC students complete 30 credits (instead of 42) over an 11-month period extending from early June through mid-May of the following year. TLC students take all their classes together with the other MCERT students. The TLC Program provides full tuition support, a stipend, and monies for books for candidates to complete the program.

Contact:

Dr. Kathleen Travers

T. (301) 405-3140

E-mail: KATravers15@gmail.com

Knowles Science Teaching Foundation Fellowships

KSTF Teaching Fellowships are awarded to young men and women who have received a bachelor's or advanced degree in *science, engineering or mathematics* and are *committed to teaching high school science and/or mathematics* in U.S. schools. The fellowship supports recipients professionally and financially through a teacher preparation program.

- Fellowship provides the following: tuition assistance, monthly stipend, instructional support, school-site mentor, room, board and travel expenses for summer professional development and fellows' meetings, membership in a professional organization.
- Fellowships are renewable for 5 years
- For more information see: www.kstf.org

TEACH Grants

Through the College Cost Reduction and Access Act of 2007, Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program that provides grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families.

- Expected availability for math, science, foreign language, bilingual education and other high need areas.
- Provided through the Department of Education
- Must have at least a 3.25 GPA
- Graduate student scholarships available for up to \$8000
- Must teach in a high-need school in a high-need field for a minimum of 4 years within eight years after finishing the program
- For more information and to apply see:
<http://studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp>

Teacher Loan Forgiveness Program:

After you have been employed as a full-time teacher for five consecutive, complete academic years at a school that is considered "low-income" according to certain criteria for funding under Title I of the Elementary and Secondary Education Act, you may be eligible for teacher loan forgiveness.

- You must not have had an outstanding balance on a Federal Family Education Loan Program (FFELP) or Federal Direct Loan Program (FDLP) loan as of October 1, 1998, or on the date you obtained a FFELP or FDLP loan after October 1, 1998.
- The loan for which you are seeking forgiveness must have been made before the end of the fifth year of your qualifying teaching service.
- You may not receive more than a total of \$5,000 (\$17,500 for certain highly qualified secondary math and science teachers, and elementary and secondary special education teachers) in loan forgiveness for outstanding principal and accrued interest for the same teaching service under both the FFELP and the FDLP.
- For more information see:
<http://www.tgslc.org/borrowers/teachers/eligible.cfm>

US Department of Education

- *Transition to Teaching Program*: provides five-year grants to state and local educational agencies, or for-profit organizations, non-profit organizations, or institutions of higher education collaborating with state or local educational agencies
 - Program participants are placed to teach in high-need schools and districts
 - For more information see:
<http://www.ed.gov/programs/transitionteach/index.html>
- *Perkins Loans*: provide low-interest loans to help needy students finance the costs of postsecondary education. Borrowers who undertake certain public, military, or teaching service employment are eligible to have all or part of their loans canceled.
 - For more information see:
<http://www.ed.gov/programs/fpl/index.html>
- *Grants*- do not have to be repaid. Click the link below to learn more about grant programs available for eligible students pursuing a postsecondary education.
 - <http://studentaid.ed.gov/PORTALSWebApp/students/english/grants.jsp>

COE Scholarships

The College of Education offers \$1,000 scholarship awards to deserving students. Criteria, details, and applications are available online at:
<http://www.education.umd.edu/studentinfo/scholarships/collegescholarship.html>.

Housing

On-Campus:

You can request graduate housing on campus in a *residence hall*, but priority is given to undergraduate students. If you apply, you will be put on a waitlist and if a space is available you will be notified:

<http://www.resnet.umd.edu/housing/graduate.html>

Off-Campus:

Graduate Hills and Graduate Gardens are two all-graduate student apartment communities on University property. They are owned by the University of Maryland and managed on the University's behalf by a property management company. A separate application and leasing process applies to these apartment communities.

Stamp Student Union

The Off-Campus Housing (OCH) staff will assist you in searching for various housing options and making well-informed decisions, just visit www.och.umd.edu or call T. (301) 314-3645.

OCH also has an online database you can search to find available housing listings posted by students and others affiliated with the University of Maryland:

http://www.union.umd.edu/GH/basic_needs/graduate_housing.html

Health Insurance

All MCERT students are eligible for University Health Insurance. For more information, please contact the University Health Center directly at T: (301) 314-8180, or visit their website: <http://www.health.UM.edu/geninfo/insurance.html>.

Immunization

Students need to complete the Immunization Form and return it to the Health Center. The form and address are available at this link:

<http://www.health.UM.edu/forms/Immuform07.pdf>

*Students have 1 semester to complete this requirement.

**Immunization forms from previous colleges are also acceptable.