

Application Instructions College of Education

Equitable Elementary Mathematics Education Leadership Certificate (PBC) Program

This is a 12-credit program intended for certified teachers in Prince George's County Public Schools, who are teaching or interested in teaching elementary mathematics. This is a cohort-only program offered in partnership with the Center for Math Education at the University of Maryland and Prince George's County Public Schools.

It is a one-year, content-based Post-Baccalaureate Certificate program that prepares teachers to become highly qualified in elementary grades mathematics by strengthening their content knowledge and their professional knowledge about teaching mathematics to students in diverse school settings. This research-based program involves coursework in mathematics education, mathematics content and pedagogy courses, as well as an action research course.

All graduates of the Post-Baccalaureate program in our department demonstrate that they:

- 1) are able to engage in the careful analysis of and reflection on their own and others' teaching as a basis for continuing growth as a professional;
- 2) understand the content, topics, issues, practices, and policies that support effective classroom practice for diverse students in diverse school settings;
- 3) are able to engage in effective instruction for diverse students;
- 4) possess the capacity to engage in disciplined inquiry into curriculum, teaching, and students' learning as a basis for decision-making in the classroom, leadership roles in schools, and/or support of research and theory development in the field.

Application Requirements:

Graduate School Minimum Requirements

The Graduate School at UMD requires a minimum GPA of 3.0. If you do not meet Graduate School minimum requirement of 3.0 GPA (on a 4.0 scale) in all prior Undergraduate and Graduate work, you may submit a petition for a letter of support from the program coordinator. Contact Dr. Willy Viviani at wviviani@umd.edu to make this request.

	Elementary Program
Spring 2025 (Mar-June)	TLPL 675 Embracing Diversity in Classroom Communities (3 credits)
Fall 2025	TLPL 406 Teaching and Learning Math 1 (3 credits) TLPL 698 Conducting Research on Teaching (1 credit)
Spring 2025	TLPL 611 Teaching and Learning Number in the Middle Grades 2 (3 credits) TLPL 698 Conducting Research on Teaching (1 credit)
Summer (May-June 2026)	TLPL 698 Conducting Research on Teaching (1 credit)

To formally submit a University of Maryland, Graduate School application for the Equitable Mathematics Education Leadership Program, please follow the admission application instructions below. **Application is due by January 31, 2025**. To Apply an Application fee Waiver, please send an email to coe-admissions@umd.edu to obtain the fee waiver code.

To Apply:

- 1) Go to <https://gradschool.umd.edu/admissions/choose-maryland>. Scroll all the way down and Click on "Apply Now". Next Click on "STEP 1: [online graduate application](#)". "Finally, scroll down and Click on, "New Applicants create an account." On the next screen, complete the information with your email address and select: "certificate for level of study" then Click Create Account.
- 2) Go to your Email Account to find the Graduate School Email notification. This email may go into your spam or junk folder. Within the email is the link to "Log into TerpEngage Portal". Click the link and on this screen you will create your "Password" and click submit.
- 3) You should now be on the Graduate School Application Portal page. On the left hand-side, Click "Start New Application".
- 4) On the next screen at the bottom click "Create New Application". Here is where you will start the application with your demographics information;

Graduate Application Portal Home My Applications Logout

My Applications

Below is a list of the graduate school applications you have created and/or submitted. The one marked as (Active) is the last application you viewed or edited. If you do not see a New Application button at the bottom of the list, it means that you have an application in progress (i.e. Application Status = "Complete your application"). An application in progress must be submitted before a new one may be started. As long as an application is in progress, you may change any of the responses you have entered, including selecting a new program of study or a new term if the deadline has passed for the term you originally chose.

APP ID	STATUS	PROGRAM	TERM	APPLICATION DEADLINE
CREATE NEW APPLICATION				

- 5) On the Educational Intent section, complete the section with the information below:
 - a) **Application Type:** Certificate

Graduate Application Portal Home My Applications Logout

Graduate Educational Intent

Demographics
 Educational Intent

Application Type: Certificate

Intended Program of Study: --None--

Term of Entrance: --None--

College/School: -

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- b) **Intended Program of Study:** Equitable Mathematics Education Leadership
 - c) **Term of Entrance:** Spring 2025
 - d) **Area of Interest 1:** Prince George's County Public Schools (PGCPS)
- 6) There are two areas of the application that often create questions from the applicants: Maryland Residency and Educational Intent. It is important that you input all the required information to ensure your application is properly identified for this program. Upon completion, notify the program coordinator, Dr. Willy Viviani at wviviani@umd.edu, to facilitate processing your application through the online system.

Driver's License	
Do you possess a valid driver's license?	Yes
In what state?	Maryland
Original date of issue (first Maryland license)	MM/DD/YYYY
Date of issue for current license, if renewed (this will not be a future date)	MM/DD/YYYY
Have you possessed a driver's license in a state other than Maryland within the last 12 months?	No
Motor Vehicles	
Do you own/lease any motor vehicles (one that has your name on the registration)?	Yes
Registered in what state?	Maryland
Original initial date of registration	MM/DD/YYYY
Most Recent date of renewal, if applicable (this will not be a future date)	MM/DD/YYYY
Did you register your vehicle(s) in a state other than Maryland within the last 12 months?	--None--
Voter Information	
Are you registered to vote?	Yes
In what state?	Maryland
Tax Information	
Have you filed a Maryland state income tax return for the most recent year?	Yes
Is Maryland state income tax currently being withheld from your pay?	Yes

- 7) Previous Education: Enter your degree transcripts from your previous Institutions you attended and upload a copy of the transcript(s): Unofficial transcripts are accepted as long as the GPA and Degree Conferred are posted. (Transcript required upon admittance). **Note: The following International Evaluations are Not accepted by the Graduate School:** WES//ECE/Spantran for those with international credentials. The Graduate School will accept a copy of the original language transcript and certificate/diploma along with an English translation of each document. If you only have an international transcript, you may need to also provide [TOEFL or ILETS or PTE scores](#). (Note: I-20 or DS-2019 issuance are not eligible for this program. **You must meet the full score admission requirement.** If officially admitted by the Graduate School, you will have the first semester of enrollment to request official transcripts. The official transcripts (bachelor and Masters) are to be sent directly to the Graduate School from the previous institution via email or mail.
- a) E-mail transcript to: gradschool@umd.edu OR
 - b) Mail transcript to:

i) University of Maryland College Park
Enrollment Services Operation
Attn: Graduate Admissions
Room 3125 Mitchell Building
College Park, MD 20742

8) Upload your statement of purpose:

Statement Of Purpose:

Write a brief (1000 - 2000 word) statement addressing the following two questions:

What are your reasons for undertaking graduate study at the University of Maryland, College Park? You may wish to discuss past work in mathematics education, your plans for a professional career, or how you developed your interest in or knowledge in equitable mathematics education.

Describe what being an effective teacher to all students means to you, and identify the training or experiences that have helped to get there. Alternatively, describe how you will know when you have achieved being an effective teacher for all your students, and what skills may help you get there.

What life experiences have prepared you to pursue a graduate degree at a large and diverse institution such as the University of Maryland? Among the items you might care to include would be your financial, community and family background, or whether you are the first person in your family to pursue higher education or any other factors that you believe would contribute to the diversity of our academic community. You may also wish to give the graduate admissions committee some examples of your determination to pursue your goals, your initiative and ability to develop ideas, and/or your capacity for working through problems independently.

9) Upload your resume.

Statement of Purpose

A traditional Statement of Purpose is not required for the Master of Engineering or Graduate Certificate in Engineering degree programs. Instead, please upload the following statement to the Statement of Purpose section:

I [Full Name] understand that I am applying for the M. Eng. program in [Program Name]. I understand there is no research or thesis in the program and no financial assistance provided.

Statement of Purpose

Choose File No File Chosen

Other Documents

Listed below are additional documents to be uploaded to this application. Required items have a red bar on the left side. Before completing these requirements, please locate and carefully read the admissions requirements for the program to which you are applying. The site will describe the content of what is expected in the uploaded document. Please note that failure to submit your online application according to those specific instructions could result in your application not being reviewed for admission.

The specific program requirements can be found here: <https://gradschool.umd.edu/engineering/cert-online>

If there are multiple documents listed, you must upload documents one at a time by selecting the document and clicking the Upload button next to that document. Only after all required documents on this page have been uploaded will you be able to use the "Save and Continue" button, but you may come back and complete this page at a later time. You may navigate to another page in this application using the page links located either to the left or in the "Checklist" above (depending on platform).

Resume/CV

Choose File No File Chosen

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- 10) Personal Experiences Essay (Graduate School Requirement) Can be a couple paragraphs:
 - a) You must answer a minimum of at least one question below:
 - i) Community Involvement and/or
 - ii) Service Engagement in Leadership Roles, Facilitating Change or Mentoring Others
 - iii) Overcoming Social, Economic, Educational or Physical Barriers
- 11) Letters of Recommendations. One letter of recommendation is required. Please enter a name and an email address within the application.
- 12) Application Fee: Pay the non-refundable \$75.00 application fee. **An Application fee waiver is available for this program. Please apply the fee waiver code you received via email.**

Upon completion of the application. We will notify you of any missing documentation, etc. If you have any admissions questions, please contact coe-admissions@umd.edu. THANK YOU!

