

College of Education and Human Development

edTPA Equipment Checkout Policy

CEHD faculty and students with a valid University of Montevallo I.D. may checkout available edTPA equipment through Teacher Education Services. Supervisors may checkout equipment to lend to their interns, but the student is responsible for the safe return of the equipment.

Equipment Reservation:

It is recommended that reservations be made **via email** for the equipment and made at least three (3) days prior to the pick-up date. Reserve equipment by contacting Christi Ellison at celliso6@montevallo.edu

Equipment is limited to a 7-day checkout

Check-out Procedures:

You must sign an Equipment Checkout Form when picking up equipment. By signing the form, you agree that you understand the checkout policies and fee structure for lost, overdue, and/or damaged equipment. Batteries are not included with wireless mics. These require two 9 volt batteries.

Renewal of Equipment Checkout:

To renew the equipment, please email Christi Ellison at the email above. Please note: you may not be able to renew if another student is waiting.

Check-in Procedures:

A signature is required when equipment is returned. Equipment must be checked in by a TES staff member to verify that the equipment is returned in good, working condition and that no accessories are missing.

Late Check-in Violations:

Equipment not returned by the scheduled check-in time is considered late. Failure to return equipment at the approved time will result in the suspension of reservation privileges, unless otherwise approved by a TES staff member.

Financial Penalties for Lost or Damaged Equipment:

By checking out this equipment, you assume responsibility for exercising care to protect items from theft, loss, or damage, and to return equipment as schedule, regardless of who uses or is in possession of the equipment. UM will hold you financially accountable for the theft, loss, or damage of the equipment. The Dean of the CEHD will make the final determination of negligence and associated repair or replacement costs. Failure to reimburse TES for any lost or damaged equipment will result in a financial hold being placed on your account.

Equipment	Replacement Cost
StarTech iPad stand	\$60.00
JOBY mount (only) for iPad	\$40.00
JOBY mount with tripod for iPad Mini	\$30.00
JOBY mount with tripod for iPhone	\$20.00
Tripod	\$30.00
Case/Bag	\$30.00
Wireless microphone	\$140.00

iPads may be checked out from the Carmichael Library. Please check with the Digital Media Lab for more information.

edTPA Equipment Checkout Form

Name: _____ Date Reservation Made: _____

UM ID: _____ Phone # _____

E-Mail: _____

School where equipment will be used: _____

Equipment to be picked up Date: _____ Time: _____

Equipment to be returned Date: _____ Time: _____

Check all that apply	Equipment	Inventory Number
	StarTech iPad Stand	
	JOBY mount (only) for iPad	
	JOBY tripod mount for iPad Mini	
	JOBY tripod mount for iPhone	
	Case/Bag	
	Wireless microphone	
	Tripod	

I, _____, agree that I am responsible for all equipment that is checked out in my name and fully agree to adhere to the Teacher Education Services edTPA equipment check out policies found on the back of this form. I further understand the penalties associated with late, damaged or lost equipment.

Student Signature at check out: _____ Date: _____ Time: _____

TES Staff Signature at check out: _____ Date: _____ Time: _____

Student Signature at check in: _____ Date: _____ Time: _____

TES Staff Signature at check in: _____ Date: _____ Time: _____