

# Paraeducator Certification Process Overview

## Level 1 – Generalist

- Option A – completed through community college (see website for additional info)
- Option B – completed through the Keystone AEA Combination Program

### Option B Description

#### Components:

1. Project Para On-line Class (requires an LEA mentor/instructor)
2. LEA or AEA Blood Borne Pathogen Inservice
3. AEA Paraeducator Special Health Services Course
4. AEA Paraeducator Technology Course
5. LEA or AEA Reading, Writing, and Math Instructional Strategies Course

Level 1 Certification is initiated by completing the “Notice of Intent to Obtain Paraeducator Certification” form and sending it to Dee O’Brien.

Once all components are completed, applicants complete a BOEE application form and grant permission for a background check and fingerprinting. They submit all forms and fees (application fee and background check fee) to Bruce Floyd.

## Level 2 - (Areas of Emphasis - Early Childhood, Special Needs, ELL, Career Transition, or Library Media)

Components – must complete 45 hours of work within these categories:

1. Self-Assessment (2 hours)
2. Professional Reading/Reflection (18 hours)
3. Professional Development/Workshop Participation (15 hours)
4. Critical Learning Logs (5 hours)
5. Competency/Standard Assessment (6 hours)
6. Portfolio Review Conference (4 hours)

\*Para determines how to accumulate 45 hours – cannot skip an entire section

Level 2 Certification is laid out on the Keystone AEA website. Paras complete all forms on-line and develop a professional portfolio through this process. Each para has a local mentor that reviews work, conferences with them on a regular basis, and ultimately signs off on the work completed. Local administrator also signs off on the completed work.

Once work is completed and portfolio developed, the portfolio is turned into Annette Hyde for final review and she makes the recommendation for certification to the state. Paras must pay application fee for Level 2 certification to BOEE.

For more information check our website [www.aea1.k12.ia.us](http://www.aea1.k12.ia.us) (click classroom supports and then paraeducator information) or contact Annette Hyde at 319-283-2043 or [ahyde@aea1.k12.ia.us](mailto:ahyde@aea1.k12.ia.us)