



MINNESOTA BOARD OF TEACHING

Voluntary Paraprofessional Credential **Minnesota Rule 8710.9000**

Guidelines and Application Procedures

In compliance with Minnesota Law, the Minnesota Board of Teaching is pleased to announce that Minnesota paraprofessionals may now apply for a Voluntary Paraprofessional Credential that will recognize additional training and preparation in working with Minnesota students. We look forward to issuing the Credential to paraprofessionals who are able to demonstrate their commitment to the profession and their service to our students.

Benefit in Obtaining Paraprofessional Credential

Although this credential is voluntary, the benefit in obtaining this credential is recognition of professional development and portability across districts.

Who is Eligible?

1. Individuals who have two years of experience as a paraprofessional in the same district and;
2. Individuals who have passed the ParaPro test and;
3. Individuals who can provide sufficient evidence in meeting all competencies with a minimum of 60 clock hours*.

Submitting a Paraprofessional Credential Portfolio

FIRST, carefully review the competencies to assess whether you have sufficient training to submit a portfolio for review. The Credential requires a minimum of 60 clock hours*. While each competency must be represented in the documentation, there is no minimum number of clock hours required for each of the competencies. The Credential also requires the passing of the ParaPro test and verification of two consecutive years of service within the same school district as a paraprofessional.

If you believe you are a candidate for the Credential, you may compile a portfolio for review. The record must include:

1. A completed competency grid; the grid will serve as a summary document for the Review Panel.
2. Exhibits to demonstrate that all competency areas have been addressed.
 - a. Exhibits may include professional development and training experiences, workshops, work experiences, academic coursework, and other professional activities.
 - b. Exhibits must make clear connections to the competencies where they are cited in the summary grid; for example, a workshop cited within Competency 4 must clearly reflect the specific instructional content and practice competency.
 - c. Supplemental information may be included with any exhibit and is encouraged to help the Review Panel understand how the exhibit relates to the competency/competencies (i.e.; a syllabus and course description may be submitted along with a transcript for a course taken; an agenda and hand-outs from a workshop may be submitted with a clock hour certificate).
 - d. Exhibits must include official documents showing attendance or participation.
 - e. An exhibit may be used for multiple competencies.

- f. Original passing score report of ParaPro test.
- g. Originals are required for primary exhibits (i.e.; transcripts, clock hour certificates); copies will be accepted for supplementary information.
- h. All exhibits will be returned to the paraprofessional upon completion of the review process.

** In general, one clock hour is equivalent to one hour of training. For coursework taken, 16 clock hours may be granted for each quarter credit earned, and 24 clock hours for each semester credit earned.*

Review process of Credential applications

Completed portfolios will be submitted during a submission window. The submission windows are the months of November and April; however, a submission window will be open January 16, 2012 – February 17, 2012 to replace the November 2011 window that did not take place. Portfolios can be submitted by mail to:

Heather Ward
Minnesota Board of Teaching
1500 Highway 36 West
Roseville, MN 55113

After the submission window has closed, the Board of Teaching will convene a Review Panel. The panel will review the exhibits for each competency and make a determination whether the competencies have been met.

1. **NOT MET:** If there are competencies that the panel determines have not been met, the portfolio will be returned to the paraprofessional. The paraprofessional will receive the panel findings and may re-submit the portfolio in any future submission window with additional information or materials and the panel will review the revised portfolio.
2. **MET:** If the panel determines that all competencies have been met, the portfolio will be returned to the paraprofessional along with their credential certificate.

Application Process and Fee

The application process is not yet available and no fee will be charged at this time.

Additional Credential information

1. The Credential is issued as a one-time recognition of a paraprofessional's training and preparation; it is not renewable.
2. The Credential is issued by the State of Minnesota, but is not a state requirement for employment.