



**State of New Hampshire, Department Of Education
Bureau of Credentialing**

101 Pleasant Street
Concord, N.H. 03301
Tel: 603-271-2409
Fax: 603-271-4134
cert.info@doe.nh.gov

PROFESSIONAL GROWTH REQUIREMENTS FOR PARAEDUCATORS

All certified New Hampshire Paraeducators who are not enrolled in an approved professional development plan are required to submit evidence of satisfactory professional growth and the **NON-REFUNDABLE \$25.00** renewal fee to the Bureau of Credentialing for renewal. The check should be made payable to the **State Of New Hampshire**. This applies to current and expired Paraeducator licenses.

Professional growth is the acquisition of additional information or skill related to one's role as a Paraeducator. It consists of such activities as college courses, local in-service seminars or workshops, institutes, independent study and research. While we recognize the value of work experience and volunteer activities in one's personal growth, these experiences do not in themselves constitute professional growth for recertification purposes. However, if one receives training for such experiences, that training may constitute growth if it relates to improved performance as a paraprofessional.

A minimum of Fifty (**50**) continuing educational units of paraprofessional growth is required during the three years preceding the date of application for recertification. Participation in growth activities must be documented **AND** verified. One continuing educational unit equates to one clock hour.

EXAMPLES OF ACCEPTABLE PROFESSIONAL GROWTH ACTIVITIES

The following list describes acceptable professional growth activities and appropriate verification of those activities:

1. **WORKSHOPS, CONFERENCES, SEMINARS, SYMPOSIA, IN-SERVICE TRAINING, ETC:**
Submit dates, explanation of topic and verification of participation on a certificate or letterhead of the sponsoring organization.
2. **COLLEGE COURSE(S):** Submit transcript or grade report and a course description. If a course is taken for credit each awarded semester hour of credit equals 15 educational units. If you are auditing a course, you will need written verification from the instructor on college letterhead as to topic(s) and time spent in class.
3. **RESEARCH:** Submit topic(s) outline, bibliography and an explanation of how the information will be used in a classroom or curriculum. Estimate the educational units spent in research.
4. **PROFESSIONAL READING:** Submit a bibliography with a description of the knowledge gained through this reading and how this knowledge will be useful to you in a classroom. An estimate of educational units spent must also be provided. Video courses or self-teaching activities will be considered under this area.
5. **WRITING PROFESSIONAL ARTICLES:** Submit a copy of the published article, or draft submitted for publication, and an estimate of clock hours spent.
6. **TRAVEL:** Submit a description of the trip and several classroom activities resulting from your travel demonstrating how the activity would be used in the classroom.
7. **CURRICULUM/PROGRAM DEVELOPMENT:** Submit a copy of the curriculum, or unit of instruction, and an estimate of educational units spent in preparing it. Include goals, objectives, sample activities, and evaluation strategies.
8. **OBSERVATION:** Submit a log of actual hours spent observing activities germane to your certification. Observation time must be verified by staff member(s) observed. The log should be accompanied by an explanation of what was learned and how it will be used.

Persons not currently employed in New Hampshire schools, who desire to maintain their educational certification, may submit professional growth to the Bureau of Credentialing. All hours necessary for professional growth must be submitted together. Partial submittals will be returned. Persons who are currently employed in New Hampshire will submit professional growth activities to their superintendent, or as indicated by their staff development master plan.

Revised March 1, 2017 / lml