



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

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PARAEDUCATOR RESPONSIBILITIES / APPLICATION PROCEDURES

May 2016

In response to **No Child Left Behind (NCLB)** and **Individuals with Disabilities Education Act (IDEA)** legislation, the Department of Education changed requirements for **voluntary** certification and recertification of paraprofessionals. The Department developed two categories of certification, each with its own set requirements; Paraeducator 1 and Paraeducator 2. The certification requirements for Paraeducator 2 align with the No Child Left Behind (NCLB) and qualify an individual for employment in a Title I or Title II school. We understand that many paraprofessionals have worked in the education field for numerous years. However, due to changes in both federal and state education regulations, the state is not able to grandfather paraprofessionals for **voluntary** certification. We are asking applicants to follow the application guidelines listed below for both initial certification and renewal of certification. Individuals applying for the paraeducator certification who currently hold an expired paraprofessional certificate are required to submit documentation of 50 continuing education units (or clock hours) of professional growth along with the materials listed below.

NOTE: If an individual is currently certified as either a Paraeducator 1 or Paraeducator 2 and is renewing that credential, only the fee and professional growth documentation are required. The Paraeducator Portfolio Assessment form is NOT required.

Paraeducator 1 - Candidate Responsibilities for **INITIAL** certification.

To Apply:

- Submit application: Download from: www.education.nh.gov. Click link listed on left CERTIFICATION. In Blue Gray table, in right column, Scroll down to find the PARAEDUCATOR INFORMATION link, click on link to find the application

Submit with completed application:

- \$25.00 Fee – Check made payable to “State of New Hampshire-Treasury”.
- Official High School transcript in sealed envelope **OR** notarized copy of High School Diploma or GED.

Paraeducator 1 - Candidate Responsibilities for **RENEWAL** of prior paraprofessional certification & current Paraeducator 1 credential.

Those that hold an expired Paraprofessional must provide the information above and provide renewal materials.

To Renew:

- Paraeducator renewal form found on our website at https://www.education.nh.gov/certification/para_ed.htm information
- \$25.00 Fee – Check made payable to “State of New Hampshire-Treasury”.
- Documentation of 50 continuing education units (or clock hours) from the past three years.
- Submit these materials direct to the Bureau of Credentialing.

Those Paraeducators currently employed under a District Master Plan do not renew by this process. They renew by being recommended for renewal by their Superintendent of Schools.

PARAEDUCATOR RESPONSIBILITIES / APPLICATION PROCEDURES

Page 2

Paraeducator 2 - Candidate Responsibilities for **INITIAL** certification. Paraeducator 2 certification standards align with No Child Left Behind (NCLB) and Individuals with Disabilities Education Act (IDEA). Activities used as evidence must be equivalent to college level coursework.

To Apply:

- Submit application: Download from: www.education.nh.gov. Click link listed on left CERTIFICATION. In Blue Gray table, in right column, Scroll down to find the PARAEDUCATOR INFORMATION link, click on link to find the application

Submit with completed application:

- \$25.00 Fee – Check made payable to “State of New Hampshire-Treasury”.
- Official college transcript of Associate’s or Bachelor’s degree conferred **OR** an official college transcript showing a minimum of 48 college credits.

OR

- Official High School transcript in a school sealed envelope **OR** notarized copy of High School Diploma or GED. **AND**
- A copy of passing scores for the Paraeducator Assessment Praxis test or equivalent. **OR**
- Assessment of Candidate’s Strengths and Professional Development Needs form. All competencies must be checked as met with evidence indicated in the assessment column. Activities used as evidence must be at the college level.
- All documentation of evidence indicating how all competencies have been met

Paraeducator 2 - Candidate Responsibilities for **RENEWAL** of **prior** paraprofessional certification & **current Paraeducator 2 credential**.

Those that hold an expired Paraprofessional must provide the information above and provide renewal materials.

To Renew:

- Paraeducator renewal form found on our website at https://www.education.nh.gov/certification/para_ed.htm information
- \$25.00 Fee – Check made payable to “State of New Hampshire-Treasury”.
- Documentation of 50 continuing education units (or clock hours) from the past three years.
- Submit these materials direct to the Bureau of Credentialing.

Those Paraeducators currently employed under a District Master Plan do not renew by this process. They renew by being recommended for renewal by their Superintendent of Schools.

NOTE: If the candidate is employed by a school district, the signature sheet must be signed and submitted with the assessment form and other application documents.

FOR INFORMATION CONTACT:

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