



**REQUEST FOR PARAPROFESSIONAL APPROVAL/APPROVAL FOR
 PARAPROFESSIONAL EMPLOYMENT IN TITLE I POSITIONS**

BACKGROUND AND INSTRUCTIONS: Except for designated special education paraprofessionals, no one may be employed to serve as a paraprofessional unless the individual holds a statement of approval issued by the State Board of Education in consultation with the State Teacher Certification Board. Persons seeking employment in Title I funded positions, or in school-wide programs supported with Title I funds, must also meet one of the requirements listed in Part III. Please complete this form and attach required documentation. Submit this form to your Regional Superintendent. The letter of approval will have a designation as either "State Approved Paraprofessional" or "State and NCLB Approved Paraprofessional."

SOCIAL SECURITY NUMBER	PRINT NAME (Last - First - Middle - Maiden)	BIRTHDATE / /
HOME ADDRESS (Street Number, City, State, Zip Code)		PHONE (Area Code)
SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	BIRTHPLACE	U.S. CITIZEN <input type="checkbox"/> Yes <input type="checkbox"/> No

Applicants who are not US citizens must provide proof of legal presence and eligibility for employment. They must also file form 73-91, "Notice of Intent to Become a United States Citizen."

PART I Basic Requirements (State and NCLB)

High school diploma or equivalent (attach verification such as a copy of diploma, high school transcript, or GED)

PART II State Requirements for Paraprofessional Approval

Check the appropriate box to indicate the option you have chosen for meeting paraprofessional requirements.

→ A. College transcript showing at least 30 semester hours of credit. *(Attach official transcript.)*

NAME(S) OF COLLEGES AND UNIVERSITIES	STATE	DEGREE	DATE	Total Semester Credits

OR → B. Completion of a training program approved by the Illinois Community College Board or ISBE. *(Attach official transcript or certificate of completion.)*

OR → C. Acceptable Score on ETS ParaPro assessment (attach score report)

OR → D. Acceptable Score on ACT WorkKeys assessments (attach score report or certificate) **and** a satisfactory rating in formal evaluation, or district letter attesting to effective classroom performance in employment.

PART III Requirements for Paraprofessional Approval for Persons Employed in Programs Supported with Title I Funds

Check the appropriate box to indicate the option you have chosen for meeting Title I paraprofessional requirements.

A. 60 semester hours of credit from accredited college. *(Attach official transcripts showing credit.)*

NAME(S) OF COLLEGES AND UNIVERSITIES	STATE	DEGREE	DATE	Total Semester Credits

OR → B. Associate's Degree or higher from accredited institution. *(Attach official transcript showing degree.)*

OR → C. Acceptable Score on ETS ParaPro Assessment (attach score report)

OR → D. Acceptable Score on ACT WorkKeys tests (attach score report or certificate) **and** a satisfactory rating in formal evaluation, or district letter attesting to effective classroom performance in employment.

OR → E. State Letter of Approval **and** 300 Professional Training Points. See reverse side of form for description of PTPs.

 Date Signature of Applicant Date Signature of Regional Superintendent

State Requirements for Paraprofessional Approval
(Effective June 1, 2004)

Except for designated special education paraprofessionals, all paraprofessionals (teacher aides) must have a statement of approval from the Illinois State Board of Education based on **one** of the following:

- Completed 30 semester hours of college credit from a regionally accredited institution of higher education. Evidence is an official transcript, **or**
- Completed a paraprofessional training program approved by ISBE or ICCB. Evidence is an Illinois Community College Board transcript or certificate of completion, **or**
- Passed the ETS Parapro Assessment, with 460 as the minimum passing score. Evidence is an official score report, **or**
- Passed the applicable ACT WorkKeys assessments (Applied Mathematics – 4, Reading for Information – 4, Writing – 3) and provided verification of satisfactory local performance assessment. Evidence is the ACT “WorkKeys Proficiency Certificate for Teacher Assistants” and verification of satisfactory local performance assessment.

Because paraprofessionals providing instructional support for students with disabilities were not previously required to have State approval, a transition period has been provided for such individuals. **Paraprofessionals first employed in programs for students with disabilities on or before June 30, 2005, have until July 1, 2007 to meet the State requirement.** These individuals do not have to fill out an application for state approval until they meet the requirements. **Paraprofessionals first employed in special education programs after June 30, 2005 must meet state requirements at the time of employment. Beginning July 1, 2007, all paraprofessionals must have State approval.** (NOTE: This extended timeline for state approval does NOT change the Federal timeline for paraprofessionals providing instructional support in a program supported with Title I, Part A funds.)

Requirements for Paraprofessional Approval for Persons Employed in Programs Supported with Title I Funds

Meet **one** of the following four options:

- 1) Completed 60 semester hours of college credit at a regionally accredited institution of higher education. Evidence is an official transcript, **or**
- 2) Obtained an associate’s degree (or higher) at a regionally accredited institution of higher education. Evidence is an official transcript, **or**
- 3) Met a formal State assessment by **one** of the following means:
 - Passed the ETS Parapro Assessment, with 460 as the minimum passing score. Evidence is an official score report, **or**
 - Passed the applicable ACT WorkKeys assessments (Applied Mathematics – 4, Reading for Information – 4, Writing – 3) **and** provide verification of satisfactory local performance assessment. Evidence is the ACT “Proficiency Certificate for Teacher Assistants,” **or**
 - Met State paraprofessional approval **plus** 300 Professional Training Points (PTPs). The PTPs may be accrued as follows:
 - Paraprofessional work experience (public or private): 1 year = 30 PTPs (maximum 150). Evidence is an official letter signed by the chief administrator or other designated official of the employing school or district.
 - College credit beyond the 30 semester hour state requirement: 1 semester hour = 15 PTPs. Evidence is an official transcript.
 - Complete ISBE/ICCB Paraprofessional Test Preparation Curriculum training = 15 PTPs. Evidence is a certificate of completion.
 - Professional development activity related to assisting in the instruction of reading/language arts, writing, and/or mathematics: 1 hour participation = 1 PTP
Evidence before July 1, 2004, is a written description of the activity, which includes the subject, date, location, and name of the provider. If available, provide a program, outline, or provider completion form.

Evidence beginning July 1, 2004, is a provider completion form (ISBE Form 77-21) which includes subject, date, and location. If available, provide a program or outline.
- 4) Met a rigorous State-approved local academic assessment that conforms to federal guidelines.