

Voluntary Paraprofessional Credential

Minnesota Rule 8710.9000

Guidelines and Application Procedures

The Minnesota Professional Educator Licensing and Standards Board (PELSB) is pleased to offer Minnesota paraprofessionals a Voluntary Paraprofessional Credential that recognizes 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?

Paraprofessionals who have:

1. Two years of experience as a paraprofessional in the same district,
2. Passed an exam in reading, writing, and mathematics,
3. Completed a minimum of 60 clock hours of professional training or development, and
4. Evidence in meeting all competencies.

Fee

There is no fee to submit a paraprofessional credential portfolio.

Exam in reading, writing, and mathematics

Paraprofessionals must pass an exam in reading, writing, and mathematics, in order to receive the Voluntary Credential. The following two exams are approved:

1. The ParaPro from the Educational Testing Service (ETS) and
2. The Paraeducator Online Assessment from The Master Teacher, Inc.

Clock Hours

To be eligible for this credential, a paraprofessional must complete a minimum of 60 clock hours of professional training or development. 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. While each competency must be represented in the documentation, there is no minimum number of clock hours required for each of the competencies.

Evidence in Meeting Competencies

To apply for this credential, paraprofessional must submit a portfolio for a review that documents how the paraprofessional meets each required competency. Evidence may include professional development and training experiences, workshops, workexperiences, academic coursework, and other professional activities. Evidence must be submitted as exhibits

1. 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.
2. 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. For example, 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.
3. Exhibits must include copies of official documents showing attendance or participation.
4. An exhibit may be used for multiple competencies.
5. Copies of exhibits (e.g. transcripts, clock hour certificates, supplementary information).

Please do not submit original documents as documents will not be returned. Documents will not be returned upon completion of the review process.

Submitting a Paraprofessional Credential Portfolio

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

1. A copy of the passing score report from an approved exam.
2. A completed competency grid (all categories within each competency must be completed). The grid will serve as a summary document for the Review Panel.
3. Exhibits to demonstrate that all competency areas have been addressed.

Portfolios can be submitted by mail to:

Cassandra DuRose
Minnesota Professional Educator Licensing and Standards Board
1021 Bandana Blvd. E., Suite 222
Saint Paul, MN 55108-5111

Completed portfolios will be submitted during a submission window. The submission windows are the months of November and March.

Review Process of Credential Applications

After the submission window has closed, PELSB will convene a Review Panel. The Review Panel will have up to 120 days to review the exhibits for each competency and make a determination whether the competencies have been met.

Not Met: If there are competencies that the Review Panel determines have not been met, the portfolio will be returned to the paraprofessional. The paraprofessional will receive the Review Panel's findings and may re-submit the portfolio in a future submission window with additional information or materials.

Met: If the Review Panel determines that all competencies have been met, a credential certificate will be mailed to the individual.

Additional Credential Information

1. The Credential is issued as a one-time recognition of a paraprofessional's training and preparation; it never expires, therefore it is not renewable.
2. The Credential is issued by the state of Minnesota, but is not a state requirement for employment.