## **Initiating a Paraprofessional Credential Recommendation**

- 1) Log into Single Sign-on.
- 2) Enter the Oklahoma Educator Credentialing System. (Superintendent or HR Role)



3) Click on Manage Your District Request.



### Manage Your District Requests.

Click here to manage your District Requests. This tile will allow you recommend educators for the various District Requests. The educator can immediately apply online once recommended.

4) Under Para Pro District Requests menu, click to add a new district request.

Click Here to Add a New Para Pro Educator District Request

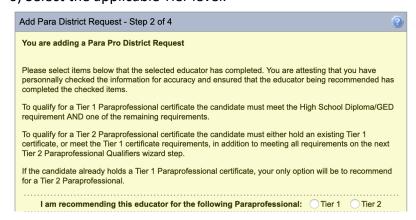
5) Enter SSN *and* last name of para/applicant.

Click Next.

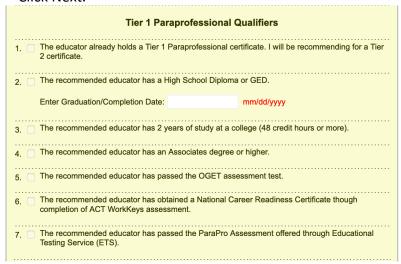
If para/applicant is not found, click Add Educator to create record.



6) Select the applicable Tier level.

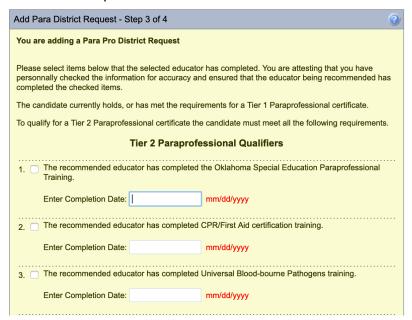


7) Tier 1 requires HS diploma/GED and <u>one</u> of the Tier 1 qualifiers. If Tier 2 applicant currently holds Tier 1 credential, indicate such (1). Provide HS graduation or GED completion date (2). Identify single Tier 1 qualifying event for current para/applicant (3-7). Click Next.

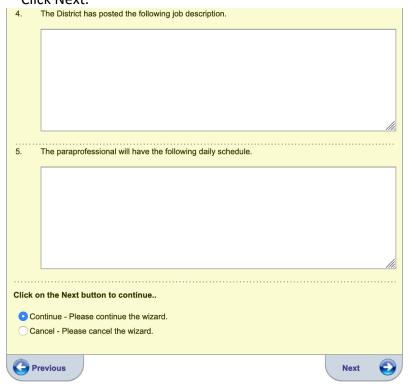


8) In addition to Tier 1 requirements, Tier 2 applicants will need to complete <u>all</u> of the Tier 2 qualifiers.

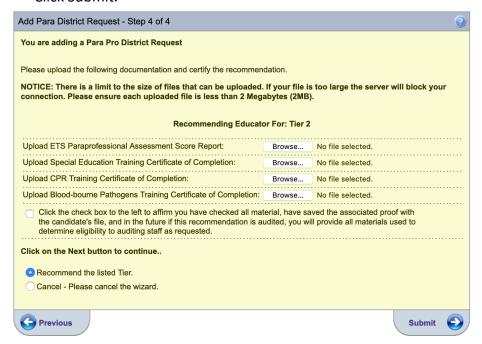
Provide completion date for each.



9) District must also provide job description and daily schedule. Click Next.



10) Upload supporting documentation for each confirmed qualifier. Click check box to affirm and certify recommendation. Click Submit.



11) Once submission is complete, para/applicant will be added to district requests list. Status of *Recommended* will be displayed until para/applicant completes process.

Educator District Requests						
View	District	Name	Date	Level	Status	Entered By
View				TIER 2	Applied	
View				TIER 2	Applied	
View				TIER 2	Applied	
View				TIER 2	Recommended	
Click Here to Add a New Educator District Request						

- 12) Notify para/applicant that recommendation has been made and action is now required of them.
- 13) Para/applicant will create an account in <u>Single Sign-on</u>.

  New account will sync with district paraprofessional recommendation.



14) Para/Applicant enters the Oklahoma Educator Credentialing System to submit payment (\$10) and complete the process.



15) Once complete, the recommendation status will change to Applied.



16) Teacher Certification will now begin processing your request. Once approved, status will reflect *Issued* and para/applicant will have ability to view/print official credential.

#### **Additional Resources:**

<u>Title I, Part A Paraprofessional FAQ</u> <u>Special Education Paraprofessionals</u>

## **Frequently Asked Questions**

#### Q: Is a background check required for the paraprofessional credential?

A: Yes. A fingerprint background check, completed within the last 5 years, must be on file with OSDE for the request to be processed.

# Q: Will the district be notified if additional documentation is needed to complete the approval process?

A: OSDE will send written notification via US mail to the para/applicant if additional documentation and/or background check is needed.

#### Q: How much does it cost to apply for a paraprofessional credential?

A: There is a one-time fee of \$10 to obtain an Oklahoma Paraprofessional credential.

#### Q: Does the credential expire?

A: No. The paraprofessional credentials will have no expiration date.

#### Q: Is the credential to be used only within the recommending district?

A: No. Once issued, the paraprofessional has been approved by OSDE to hold a Tier 1 or Tier 2 level position within any public school in Oklahoma.

#### Q: Do all employees need to apply for a paraprofessional credential?

A: Beginning the 2021-2022 school year, all new paraprofessionals in a Title I or SPED setting must obtain a Tier 1 or Tier 2 credential.

#### Q: Can a district hire a SPED para that has not met the Tier 2 criteria?

A: Districts may hire a special education paraprofessional provisionally but must meet Tier 1 criteria and obtain the required Tier 2 training within 120 calendar days of employment.

#### Q: Can a district hire a Tier 1 paraprofessional that has not met the Tier 1 criteria?

A: No. District should confirm eligibility/qualifications before offer of employment is extended.

#### Additional Questions?

Recommendation Process: Teacher Certification - 405.521.3337

Tier 1 Requirements: Federal Programs – 405.521.2846 Tier 2 Requirements: Special Education – 405.521.3351