

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.

The screenshot shows a web form titled 'Add Para District Request - Step 1 of 4'. The main heading is 'You are adding a Para Pro District Request'. Below this, a message states: 'Please enter the SSN and Last Name of the student/applicant. The student/applicant must already be in the certification database to enter the recommendation.' There are two input fields: 'SSN:' with a text box and a red asterisk, and 'Last Name:' with a text box and a red asterisk. To the right of the SSN field is a blue link that says '* Add Educator'. Below the input fields, a message reads: 'Once you have entered the required data click on the Next button.' There are two radio buttons: 'Continue - Please search for the student and continue.' (which is selected) and 'Cancel - Please cancel the wizard.' At the bottom right, there is a blue 'Next' button with a right-pointing arrow.

6) Select the applicable Tier level.

The screenshot shows a web form titled 'Add Para District Request - Step 2 of 4'. The main heading is 'You are adding a Para Pro District Request'. Below this, a message states: 'Please select items below that the selected educator has completed. You are attesting that you have personally checked the information for accuracy and ensured that the educator being recommended has completed the checked items.' There are two paragraphs of text providing qualification requirements for Tier 1 and Tier 2 certificates. At the bottom, there is a message: 'I am recommending this educator for the following Paraprofessional:' followed by two radio buttons: 'Tier 1' and 'Tier 2'.

- 7) Tier 1 requires HS diploma/GED and **one** 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.

Tier 1 Paraprofessional Qualifiers

1. The educator already holds a Tier 1 Paraprofessional certificate. I will be recommending for a Tier 2 certificate.

2. The recommended educator has a High School Diploma or GED.
 Enter Graduation/Completion Date: mm/dd/yyyy

3. The recommended educator has 2 years of study at a college (48 credit hours or more).

4. The recommended educator has an Associates degree or higher.

5. The recommended educator has passed the OGET assessment test.

6. The recommended educator has obtained a National Career Readiness Certificate through completion of ACT WorkKeys assessment.

7. The recommended educator has passed the ParaPro Assessment offered through Educational Testing Service (ETS).

- 8) In addition to Tier 1 requirements, Tier 2 applicants will need to complete **all** of the Tier 2 qualifiers.
 Provide completion date for each.

Add Para District Request - Step 3 of 4

You are adding a Para Pro District Request

Please select items below that the selected educator has completed. You are attesting that you have personally checked the information for accuracy and ensured that the educator being recommended has completed the checked items.

The candidate currently holds, or has met the requirements for a Tier 1 Paraprofessional certificate.
 To qualify for a Tier 2 Paraprofessional certificate the candidate must meet all the following requirements.

Tier 2 Paraprofessional Qualifiers

1. The recommended educator has completed the Oklahoma Special Education Paraprofessional Training.
 Enter Completion Date: mm/dd/yyyy

2. The recommended educator has completed CPR/First Aid certification training.
 Enter Completion Date: mm/dd/yyyy

3. The recommended educator has completed Universal Blood-borne Pathogens training.
 Enter Completion Date: mm/dd/yyyy

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

Click Next.

4. The District has posted the following job description.

5. The paraprofessional will have the following daily schedule.

Click on the Next button to continue..

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

[Previous](#) [Next](#)

10) Upload supporting documentation for each confirmed qualifier.

Click check box to affirm and certify recommendation.

Click Submit.

Add Para District Request - Step 4 of 4

You are adding a Para Pro District Request

Please upload the following documentation and certify the recommendation.

NOTICE: There is a limit to the size of files that can be uploaded. If your file is too large the server will block your connection. Please ensure each uploaded file is less than 2 Megabytes (2MB).

Recommending Educator For: Tier 2

Upload ETS Paraprofessional Assessment Score Report: No file selected.

Upload Special Education Training Certificate of Completion: No file selected.

Upload CPR Training Certificate of Completion: No file selected.

Upload Blood-bourne Pathogens Training Certificate of Completion: No file selected.

Click the check box to the left to affirm you have checked all material, have saved the associated proof with the candidate's file, and in the future if this recommendation is audited, you will provide all materials used to determine eligibility to auditing staff as requested.

Click on the Next button to continue..

Recommend the listed Tier.

Cancel - Please cancel the wizard.

[Previous](#) [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 [Single Sign-on](#).

New account will sync with district paraprofessional recommendation.



- [Home / Applications](#)
- [About This Site](#)
- [Links And Docs](#)
- [Sign In](#)

Welcome to the new Single Sign On system. If you have an existing username and password for the previous Single Sign On system you may use that here. If you do not have an account you may create one now using the link below.

If you are having trouble signing in please click the link below to recover your username or password. If you need assistance please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

Username:

Password:

[Sign In](#)

[Are you a New User? Click here to create an account.](#)

[Username problems? Click here to recover your username.](#)

[Password problems? Click here to recover your password.](#)

- 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*.

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](#)

- 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:

- [Title I, Part A Paraprofessional FAQ](#)
- [Special Education Paraprofessionals](#)

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