


# 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 Paraprofessional Recommendations.

 **Manage Your Paraprofessional Recommendations.**  
Click here to manage your Paraprofessional Recommendations. This tile will allow you recommend educators for Paraprofessional Tier 1 and 2 certificates. The educator can immediately apply online once recommended.

4) Click to add a new district request.

Educator District Requests						
View	District	Name	Date	Level	Status	Entered By
No Records Found						

[Click Here to Add a New 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.

Add Para District Request - Step 1 of 4

You are adding a Para Pro District Request

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.

SSN:  \* [Add Educator](#)


Last Name:  \*

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Once you have entered the required data click on the Next button.

Continue - Please search for the student and continue.

Cancel - Please cancel the wizard.

Next 

## 6) Select the applicable Tier level.

Add Para District Request - Step 2 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.

To qualify for a Tier 1 Paraprofessional certificate the candidate must meet the High School Diploma/GED requirement AND one of the remaining requirements.

To qualify for a Tier 2 Paraprofessional certificate the candidate must either hold an existing Tier 1 certificate, or meet the Tier 1 certificate requirements, in addition to meeting all requirements on the next Tier 2 Paraprofessional Qualifiers wizard step.

If the candidate already holds a Tier 1 Paraprofessional certificate, your only option will be to recommend for a Tier 2 Paraprofessional.

I am recommending this educator for the following Paraprofessional:  Tier 1  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**

- The educator already holds a Tier 1 Paraprofessional certificate. I will be recommending for a Tier 2 certificate.
- The recommended educator has a High School Diploma or GED.  
Enter Graduation/Completion Date:  mm/dd/yyyy
- The recommended educator has 2 years of study at a college (48 credit hours or more).
- The recommended educator has an Associates degree or higher.
- The recommended educator has passed the OGET assessment test.
- The recommended educator has obtained a National Career Readiness Certificate through completion of ACT WorkKeys assessment.
- 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**

- The recommended educator has completed the Oklahoma Special Education Paraprofessional Training.  
Enter Completion Date:  mm/dd/yyyy
- The recommended educator has completed CPR/First Aid certification training.  
Enter Completion Date:  mm/dd/yyyy
- The recommended educator has completed Universal Blood-borne Pathogens training.  
Enter Completion Date:  mm/dd/yyyy

provide job description and daily schedule.

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

Click Next.

9) 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-borne 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

10) 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
<a href="#">View</a>	NEWCASTLE	Thorne, Breanna	3/31/2021	TIER 2	Applied	Ferguson, Kristi
<a href="#">View</a>	NEWCASTLE	Black, Rebekah	4/6/2021	TIER 2	Applied	Ferguson, Kristi
<a href="#">View</a>	NEWCASTLE	Woods, Julie	4/7/2021	TIER 2	Applied	Ferguson, Kristi
<a href="#">View</a>	NEWCASTLE	Cicoria, Alicia	5/3/2021	TIER 2	Recommended	Young, Heather

[Click Here to Add a New Educator District Request](#)

11) Notify para/applicant that recommendation has been made and action is now required of them.

12) Para/applicant will create an account in [Single Sign-on](#).

**\*\*MAKE SURE YOU CLICK I DO WANT ACCESS TO MY OKLAHOMA CERTIFICATION RECORDS AND INPUT YOUR SOCIAL SECURITY NUMBER\*\***

New account will sync with district paraprofessional recommendation.




13) Para/Applicant enters the Oklahoma Educator Credentialing System by clicking on EDU-Educator.

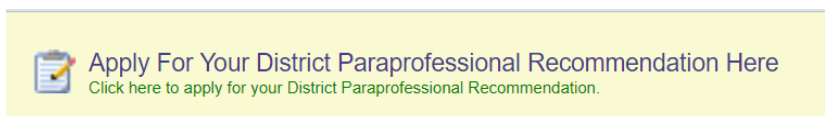
**Home / Applications**

**Applications**

These are your current applications

 Oklahoma Educator Credentialing System
EDU - Educator

14) Applicant/Para will click on Apply for your district Paraprofessional Recommendation Here at the bottom right of your screen and follow the steps to submit payment (\$10) and complete the process.



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

Educator District Requests						
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<a href="#">View</a>	NEWCASTLE	Thorne, Breanna	3/31/2021	TIER 2	Applied	Ferguson, Kristi
<a href="#">View</a>	NEWCASTLE	Black, Rebekah	4/6/2021	TIER 2	Applied	Ferguson, Kristi
<a href="#">View</a>	NEWCASTLE	Woods, Julie	4/7/2021	TIER 2	Applied	Ferguson, Kristi
<a href="#">View</a>	NEWCASTLE	Cicoria, Alicia	5/3/2021	TIER 2	Recommended	Young, Heather

[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.

## **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 if they meet the Tier 1 criteria and obtain the required 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