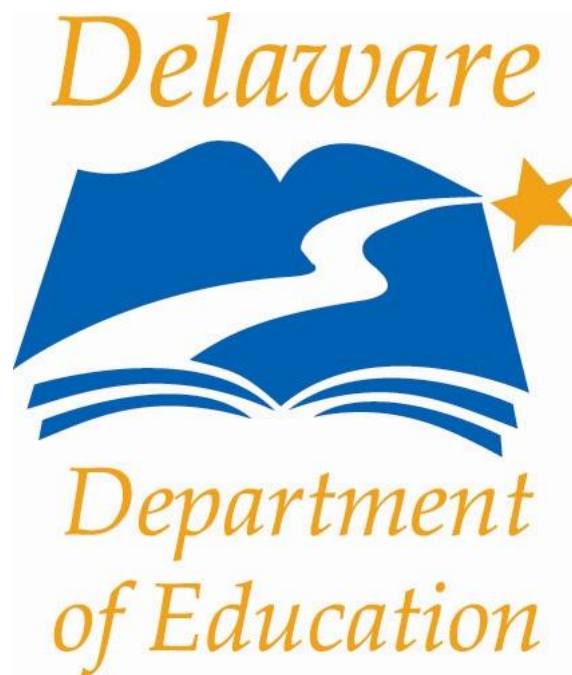


**GUIDELINES
FOR RENEWAL OF
A PARAEDUCATOR PERMIT**



**Delaware
Department of Education
Office of Teacher and Administrator
Quality Development
www.doe.k12.de.us**

**Delaware
Professional Standards Board
www.doe.k12.de.us/psb**

**401 Federal Street
Dover, DE 19901**

Overview

The purpose of this manual is to provide guidelines for the renewal of a Paraeducator Permit. This manual applies only to the Paraeducator Permit, and does not apply to the now “retired” aide permit. Pursuant to 14 Del. Code, Chapter 12, a permit system was established for Delaware Paraeducators. In accordance with statute, regulations governing the Paraeducator Permit system were developed by the Professional Standards Board and approved by the State Board of Education.

The Department of Education is responsible for the implementation of the Paraeducator Permit system. The Department of Education (DOE) began the issuance of Paraeducator Permits in August, 2004. A Paraeducator Permit is valid for five years and is renewable.

The 15 clock hours accumulated for renewal of the Paraeducator Permit may be earned through a variety of professional development activities which enhance the paraeducator’s work with students, his/her supervising teacher or specialist, the school, or the district or charter school in which employed.

FREQUENTLY ASKED QUESTIONS

1. What is a Paraeducator Permit?

A Paraeducator Permit is a document issued by the Department that verifies an individual’s qualifications and training to serve as a Title I, instructional or service paraeducator. A Paraeducator Permit will be issued, upon the request of the employing school district or charter school to all Delaware paraeducators who meet the requirements for a permit. Unemployed applicants who meet the requirements for a Permit may also be issued a Paraeducator Permit.

2. What do I need to do in preparation for renewal of my Paraeducator Permit?

You must provide evidence, as set forth in the verification section of the renewal options, of completion of 15 clock hours for renewal of a Paraeducator Permit. As you complete them, record the professional development activities on the form provided on the DOE Licensure and Certification website at <https://deeds.doe.k12.de.us>.

**** See the Tutorial on page 6. ****

3. What professional development experiences count for renewal of my Paraeducator Permit?

A number of professional development options may be used for renewal of a Paraeducator Permit. Experiences must enhance your knowledge or skills in your job or help you contribute to the students with whom you work and to the school.

**** Please refer to the Renewal Options CHARTS on page 4 and 5. ****

4. How do I know if the date(s) of my activities are valid?

The dates of your activities when applying for a renewal, must be between the effective and the expiration dates of the Permit.

5. How can I determine if the activity will be acceptable for credit?

Answering “yes” to the following questions can help determine its acceptance. Does the activity:

- Enhance my knowledge or skills in my job?
- Contribute to my students and my school?
- Have the approval of my immediate supervisor?
- Focus on State, district or school identified curriculum, instruction, assessment, school climate, or other need identified in district or school Success Plan?

6. What is the difference between a clock hour and a semester hour?

For the purpose of renewal of your Permit, a ‘clock hour’ is the actual time spent by a paraeducator participating in a professional development activity.

Semester hours are accumulations of clock hours used by colleges, universities, and some professional development providers to document courses and related experiences completed by paraeducators. It is generally accepted that ‘one semester hour’ is made up of 15 clock hours. All experiences must be recorded as clock hours.

7. What are the deadlines for submitting the Application for Renewal of a Paraeducator Permit?

The application can be submitted anytime within 24 months of the expiration date of the Paraeducator Permit. You can check on the progress of your renewal by going to:

<https://deeds.doe.k12.de.us>

8. How do I apply for renewal of my Paraeducator Permit?

Print your completed application from the DOE Licensure and Certification website and sign the form. Submit the completed application to your district or charter school personnel office, along with supporting documentation. Supporting documentation may be certificates of attendance or official transcripts.

9. Who do I call if I need help in completing the Application for Renewal of Paraeducator Permit or in documenting my professional development experiences for renewal?

Questions about the application and documentation should be directed to your school district or charter school Personnel Office. Unemployed paraeducators may request help from the Department of Education.

10. What happens if I change assignments during the five-year term of my Paraeducator Permit?

If you change assignments, school, district or charter school during the five-year term of your Paraeducator Permit, submit your completed application and all of the supporting documentation to the personnel director in the district or charter school in which you are employed at the time of application for renewal of your Paraeducator Permit.

11. Does completing the professional development experience qualify me for a salary increase?

No. The professional development activities are required for renewal of your Permit. These activities do not qualify you for a salary increment.

12. How long will it take to process the application for renewal of my Paraeducator

Permit?

Paraeducator renewals will be reviewed by the DOE in a timely fashion. While your application is being processed, you may continue to serve in the position covered by the Permit.

13. What if I am not employed as a paraeducator when my Permit is close to expiration?

Your may request the Department of Education to validate your 15 clock hours of professional development.

14. What are my renewal options?

- Options in **CHART A** may be used until 12/11/2015.
- Options in **CHART B** may be used now.
- Only Options in **CHART B** will be accepted after 12/11/2015.

CHART A

RENEWAL OPTIONS – PARAEDUCATORS

| OPTION | HOURLY VALUE | VERIFICATION | CRITERIA |
|---|--|---|---|
| College Credit (Graduate or undergraduate level course work completed at, or through, a regionally accredited college or university.) | 1 semester hour = 15 clock hours. | Official Transcripts. Original Grade Slips. | Must be completed at a regionally accredited college or university. Must be taken for credit with grade of "C" or better or a "P" in a pass/fail course. |
| Planned school professional development day. | Verified clock hours actively involved in professional development activities. | Certificate of Attendance provided by school district or school sponsoring the professional development. | Must focus on district or school identified curriculum, instruction, assessment, school climate, or other need identified in district or school improvement plan. (maximum 6 clock hours per day) |
| Professional Conference/ Workshop/ Institute/Academy | Verified clock hours actively involved in workshop or conference sessions. | Original Certificate of Attendance or Completion OR Letter from Supervisor/ Conference Staff. | Must include only time spent in those portions of the professional conference, workshop, institute, or academy that contribute to the participant's knowledge, competence, performance, or effectiveness in education. Includes workshops offered by districts or other employing authorities either as part of professional development day or after school hours. |
| School, District or State-Sponsored Committee | Verified clock hours of service or experience. | Original documentation from committee chair or activity leader verifying actual clock hours of participation. | Must focus on curriculum, instruction, or district/school improvement. |

CHART B

RENEWAL OPTIONS – PARAEDUCATORS

| OPTION | HOUR VALUE | VERIFICATION | CRITERIA |
|--|---|---|---|
| College Credit (Undergraduate or Graduate level course work completed at, or through, a regionally accredited college or university.) | 1 semester hour = 15 clock hours. | Official Transcripts. Original Grade Slips. | Must be completed at a regionally accredited college or university. Must be taken for credit with grade of "C" or better or a "P" in a pass/fail course. |
| Planned professional development program. | Verified clock hours actively involved in professional development activities. | Certificate of Attendance provided by State, school district or school sponsoring the professional development. | Must focus on district or school identified curriculum, instruction, assessment, school climate, or other need identified by the State, or the district or school Success Plan. |
| School, District or State-Sponsored Committee, Professional Learning Community (PLC), Professional Conference, Workshop, Institute or Academy | Verified clock hours actively involved in the Committee, PLC, Conference, Workshop, Institute or Academy. | Original Certificate of Attendance or Completion OR Letter from Supervisor, Conference/Committee Staff or PLC. | Must include only time spent in those portions of the professional committee, conference, workshop, institute, or academy that contribute to the participant's knowledge, competence, performance, or effectiveness in education. Hours accrued may be as part of a school day, a professional development day or after school hours. |

Tutorial: Clock Hour Entry Procedures for Paraeducators

You might print these 2 pages in color and/or 'save' it to facilitate the process.

1. To record your Professional Development experiences online, you must enter <http://deeds.doe.k12.de.us> to begin.
 2. Login using your **Username** and **Password**.
 3. If you are new to DEEDS, select [New Applicants](#) under the light blue **Sign-In** box.
 - Complete necessary information for your Educator Profile
 4. For returning users, please verify that your current **email** address is correct in your Educator Profile, as this is the address to which your Paraeducator Permit will be emailed.
 - ✓ You may change your email address by selecting “update” next to your Email Address.
 5. At the bottom of the screen under **Clock Hour Activities**, select: [Click here to add a new clock hour activity](#).
 6. Now you can begin to input the Professional Development activities you have acquired. It is encouraged that you do this as you complete various activities.
 7. Scroll down the **Option:** menu and select the appropriate type of Professional Development activity.
 8. Scroll down the **Primary Standard:** menu and select the appropriate Standard.
 9. Complete the data entry by adding the required **Title, Begin and End Dates** and the **Hours**. The Optional **Secondary Standard** is indeed optional, but you are encouraged to make a selection.
 10. Be sure to read the concluding paragraph and select **Add** when complete.
 11. Upon selecting **Add**, you will be brought back to the initial **Clock Hour Activities:** screen where you may continue to add activities (steps 5-10), or select: [Click here to print your clock hour activities...](#) or on the left side of the screen, select: **Logout**.
- You are encouraged to print the pop-up screen for your records.*
12. When you have accumulated the 15 clock hours of Professional Development, print and sign the renewal application from the website. The application pops up when you print your clock hour activities.

13. It is critical to keep all documentation in order to provide the appropriate documentation for each activity to your district, charter school or the Department of Education..

You are encouraged to have your documentation in the order it is printed on the application

14. Return the completed renewal application and accompanying documentation to your school district or charter school personnel office for review and verification. If unemployed, make an appointment with the Department of Education's Office of Teacher and Administrator Quality Development.

You are encouraged to make copies of your documentation prior to the visit

15. Your school district, charter school Personnel Office / HR Director, or the DOE will review the application to ensure that it is complete and that the documentation is in order and accurate.

16. The renewal application may not be submitted earlier than twenty-four (24) months prior to expiration date.

17. Your school district or charter school Personnel Office / HR Director, or DOE must then both **Verify** the professional development activities **AND Approve** your application for renewal.

18. Your final step, as required in the Paraeducator Permit regulation, is to affirm that you have not be convicted of a criminal offense (excluding *moving* violations), during the validity period of the license. This affirmation will not be available on DEEDS until **90** days prior to the expiration date.

19. At that point you must re-enter DEEDS.

20. Upon logging in, a choice should now be: [Renew my Permit](#).

(If this is not the case, check with your school district or charter school Personnel Office, or DOE as they may not have completed their required steps.)

21. Select the [Renew my Permit](#) option and affirm the information.

22. Upon your affirmation, the subsequent screen will indicate your completion of the renewal process!

23. After an electronic review of applications, DEEDS will renew the Paraeducator Permit on the 28th of the month prior to the date of renewal. The renewed Permit will then be electronically sent to the applicant via their email listed in DEEDS, as well as to the district or charter school's Personnel Director's email address if employed.