

SAU #28 PDMP Windham/ Pelham School Districts'
Paraprofessional Recertification Form

Name: _____ Recert date: _____ School: _____
Please print

Seeking recertification as a (*check one*) _____ Paraeducator I, or _____ Paraeducator II

Part I. Paraprofessional Evidence

I certify that I have met the professional development requirements as outlined in the SAU #28 Professional Development Master Plan.

- A. I have completed at least **50** clock hours in the areas of growth aimed at improved performance as a paraprofessional.
 Attach the Licensure Report for Content found in "My Learning Plan".
- B. I have completed clock hours in supporting the school goals. (*not required, but include them if you have any*)
 Attach the Licensure Report for School/District Goals found in "My Learning Plan".

Paraprofessional _____ date: _____
signature

Make a copy for yourself and submit the original packet to your Principal.

Part II. Administrator's Determination

I certify that I have reviewed the evidence submitted and attest that this paraprofessional has, has not adequately completed the professional development requirements as outlined in the SAU #28 Professional Development Master Plan. If "has not" is selected, what must be revised or added? _____ (*check one*)

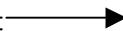
Administrator _____ date: _____
signature

- Send this signed form and the packet to Marj Kiley, the Administrator's Assistant to the HR Director at the SAU.

Part III. Human Resource Office

- Attach the Department of Education's (DoE) re-certification form to this packet.
 Obtain the Superintendent's signature on the DoE's recertification form.
 Return the signed DoE's recertification form and packet back to the paraprofessional.
 Record the date that this packet was sent back to the paraprofessional in a tracking database.

Part IV. Paraprofessional Mailing (send the form and check to the Department of Education)

- Write a check for \$25.00, made payable to the "State of New Hampshire".
 Copy the check and staple the original to the DoE's recertification form.
 Keep a copy of the packet (DoE's Form, SAU #28's Determination Form, 2 licensure reports and a copy of the check) for your own files.
 Mail the DoE's recertification form and the \$25.00 check to:  Bureau of Credentialing
 When the certification is received, send a copy of it to the Principal and the Human Resource Department at the SAU Office. Department of Education
 Send a copy of your certification and proof of payment (copy of the \$25.00 check) to the Director of Special Services for reimbursement, with a cover letter indicating your name, school, assignment and date. 101 Pleasant Street
Concord NH 03301

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The following list describes acceptable professional growth activities and appropriate verification of those activities:

1. **WORKSHOPS, CONFERENCES, SEMINARS, SYMPOSIA, IN-SERVICE TRAINING, ETC:**
Submit dates, explanation of topic and verification of participation on a certificate or letterhead of the sponsoring organization.
2. **COLLEGE COURSE(S):** Submit transcript or grade report and a course description. If a course is taken for credit each awarded semester hour of credit equals 15 educational units. If you are auditing a course, you will need written verification from the instructor on college letterhead as to topic(s) and time spent in class.
3. **RESEARCH:** Submit topic(s) outline, bibliography and an explanation of how the information will be used in a classroom or curriculum. Estimate the educational units spent in research.
4. **PROFESSIONAL READING:** Submit a bibliography with a description of the knowledge gained through this reading and how this knowledge will be useful to you in a classroom. An estimate of educational units spent must also be provided. A maximum of twenty (20) educational units will be given for professional reading. Video courses or self-teaching activities will be considered under this area.
5. **WRITING PROFESSIONAL ARTICLES:** Submit a copy of the published article, or draft submitted for publication, and an estimate of clock hours spent. A maximum of forty (40) educational units will be given for this activity.
6. **TRAVEL:** Submit a description of the trip and several classroom activities resulting from your travel demonstrating how the activity would be used in the classroom. A maximum of ten (10) educational units will be given for travel.
7. **CURRICULUM/PROGRAM DEVELOPMENT:** Submit a copy of the curriculum, or unit of instruction, and an estimate of educational units spent in preparing it. Include goals, objectives, sample activities, and evaluation strategies.
8. **OBSERVATION:** Submit a log of actual hours spent observing activities germane to your certification. Observation time must be verified by staff member(s) observed. The log should be accompanied by an explanation of what was learned and how it will be used. A maximum of ten (10) educational units may be used for classroom observation.

Paraprofessional certification requirements can be found at the Department of Education's website:

<http://www.ed.state.nh.us/education/doe/organization/programsupport/Certification/ParaeducatorInfo.htm>

Bureau of Credentialing
Department of Education
101 Pleasant Street
Concord NH 03301
Phone: (603) 271-3494
Fax: (603) 271-1953