

DEPARTMENT OF EDUCATION
1500 Professional Standards Board (Licensure, Certification and Professional Development)

1517 Paraeducator Permit

1.0 Content

This regulation shall apply to paraprofessional qualifications and training pursuant to 14 **Del.C.** §1205(b). This Permit is required of Title I Paraeducators, Instructional Paraeducators, and Service Paraeducators who are employed, either full time or part time, in support positions in public schools. This Permit is required of all Paraeducators, regardless of their employment date.

14 DE Reg. 560 (12/01/10)

22 DE Reg. 590 (01/01/19)

2.0 Definitions

The following words and terms, when used in this regulation, shall have the following meaning unless the context clearly indicates otherwise:

"Action Research" means a process by which educational issues and problems are identified and researched at either the school or the classroom level. By integrating current research into these settings and engaging the relevant educators in research activities, the findings can be applied immediately to solve the targeted problems more quickly.

"Activity Documentation Form" means the official form approved by the Department that includes specific details about the activity to be used for Permit renewal and the signature of an instructional leader within a school, district or charter school the applicant is responsible to.

"A Product Shall Be Made Available for Verification" means that the culminating, tangible result of the Professional Development activity is accessible by the individual signing the certificate of participation or the Activity Documentation Form. Examples of a product include, but are not limited to, standards-based assessments or curriculum, copies of a presentation or other substantial work as a result of Action Research.

"Associate's Degree" means an academic degree awarded for the successful completion of a program of studies that usually requires at least 2 years or the equivalent thereof of full-time college-level study.

"Clock Hour" means actual time spent in Professional Development, not credit hours.

"DEEDS" means the Delaware Educator Data System.

"Department" means the Delaware Department of Education.

"Educational Project" means an individual professional growth project of 15 or more Clock Hours, including a research project not related to a course for which credit is claimed, completed to enhance the individual's professional practice, with the development of a final product or report.

"Immorality" means conduct which is inconsistent with the rules and principles of morality expected of an educator or paraeducator and may reasonably be found to impair an educator's or paraeducator's effectiveness by reason of his or her unfitness or otherwise.

"Instructional Paraeducator" means a public school employee who provides one-on-one or small group instruction; assists with classroom management or individual student behavior; provides assistance in a computer laboratory; provides support in a library or media center; assists in training and support with functional skill activities, such as personal care or assistive technology; or provides instructional services to students under the direct supervision of a teacher. Instructional Paraeducators are those working with regular education students and students with disabilities in schools other than Title I schoolwide schools or with students not receiving Title I services in Title I targeted assistance schools.

"Paraeducator" means a paraprofessional as it is defined in 14 **Del.C.** §1202(10) and as it is used in 14 **Del.C.** §1205(b). Paraeducators are not "educators" within the meaning of 14 **Del.C.** §1202(6).

"PDMS" means Professional Development Management System.

"Permit" means a document issued by the Department that verifies an individual's qualifications and training to serve as a Title I, Instructional, or Service Paraeducator.

"Planned Professional Development Program" means a structured program within a building, district or charter school that has been specifically identified through a success plan. Such programs shall be designed

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to enhance knowledge and skills that promote continuous professional growth and improve student performance.

"Presentation" means preparation and presentation as a workshop or conference presenter or course instructor on a topic related to the individual's professional responsibilities.

"Professional Committee, Conference, Workshop, Institute, or Academy" means a program offered either within, or outside, the state that contributes to the participant's professional knowledge or skills in effectively conducting his/her work in education.

"Professional Development" means a combination of focused, in-depth learning, practice, feedback, reflection, and expert support experiences designed to change participants' attitudes, insights, and perspectives and ultimately results in improved professional practice. Effective professional development programs include ample opportunities for knowledge acquisition, skill mastery, descriptive feedback, and refinement of practice in the work setting as per 14 **DE Admin. Code** 1598 Delaware Professional Development Standards.

"Secretary" means the Secretary of the Delaware Department of Education.

"Service Paraeducator" means a public school employee who provides support services other than instructional assistance to students, but does not include bus aides.

"Standards Board" means the Professional Standards Board pursuant to 14 **Del.C.** Ch. 12.

"State Board" means the State Board of Education pursuant to 14 **Del.C.** §104.

"Title I Paraeducator" means a public school employee who provides one on one or small group instruction; assists with classroom management; provides assistance in a computer laboratory; provides support in a library or media center; or provides instructional services to students under the direct supervision of a teacher. Additionally, Title I Paraeducators are all Instructional Paraeducators who work with regular students and children with disabilities in Title I schoolwide schools and all Title I Paraeducators who work with children receiving Title I services in Title I targeted assistance schools, except those whose duties are limited to acting as a translator or as a home school liaison.

9 DE Reg. 139 (07/01/05)

22 DE Reg. 590 (01/01/19)

3.0 Issuance of Title I Paraeducator Permits

3.1 A Title I Paraeducator must hold a Title I Paraeducator Permit.

3.1.1 In accordance with 14 **Del.C.** §1205(b), the Department shall issue a Title I Paraeducator Permit to an otherwise qualified applicant who has not engaged in misconduct in violation of 14 **Del.C.** §1218 and has met one of the following requirements:

3.1.1.1 The applicant holds a high school diploma or its recognized equivalent and achieved a passing score of 459 or higher on the ParaPro Assessment; or

3.1.1.2 The applicant completed at least two (2) years of instruction in general or educational studies at a regionally accredited institution of higher education or an institution of higher education that is accredited by an accrediting agency that the Secretary, in his or her discretion, deems to be equivalent to a regional accrediting agency. For the purpose of this subsection, two (2) years of instruction means a minimum of sixty (60) semester hours unless the applicant provides documentation that the institution of higher education defines two (2) years of full-time study as the successful completion of a minimum of forty-eight (48) semester hours. In addition, applicants shall have earned a "C" or better in each course they seek to have counted toward the minimum semester hours required. Developmental level or remedial courses shall not be included in the calculation of semester hours; or

3.1.1.3 The applicant holds an Associate's Degree or higher conferred by a regionally accredited institution of higher education or an institution of higher education that is accredited by an accrediting agency that the Secretary, in his or her discretion, deems to be equivalent to a regional accrediting agency.

3.1.2 An applicant who holds a current permit or the equivalent from another jurisdiction shall meet the requirements herein for the Department to issue him or her a Title I Paraeducator Permit.

3.1.3 An applicant who previously held a Delaware Title I Paraeducator Permit shall be treated as a new applicant and shall meet all requirements of this regulation.

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3.1.3.1 If an applicant's Delaware Title I Paraeducator Permit has expired more than one time, the applicant shall have completed fifteen (15) clock hours of Department-approved professional development during the five (5) years prior to the date of the renewal application and shall meet all of the requirements for the issuance of a Title I Paraeducator Permit in effect at the time of application.

3.2 Application Requirements and Procedures

3.2.1 An applicant for a Title I Paraeducator Permit shall submit a Department approved application, his or her official transcript, and, if applicable, his or her official score on the ParaPro Assessment to the Department. The applicant shall certify that answers on the application are true and accurate.

3.2.1.1 Official transcripts shall be forwarded directly from the issuing institution or by the applicant in an unopened, unaltered envelope. Official electronic transcripts forwarded directly to the Department from the issuing institution shall be accepted by the Department. Copies of diplomas and degrees shall not be accepted by the Department.

3.2.1.2 ParaPro Assessment scores shall be official and sent directly from Educational Testing Service (ETS). Unopened, unaltered envelopes containing test scores sent to the applicant may be accepted as official. The Department shall determine whether the scores, as presented, are acceptable.

9 DE Reg. 232 (08/01/05)

14 DE Reg. 560 (12/01/10)

17 DE Reg. 919 (03/01/14)

22 DE Reg. 590 (01/01/19)

4.0 Issuance of Instructional Paraeducator Permits

4.1 An Instructional Paraeducator must hold an Instructional Paraeducator Permit.

4.1.1 In accordance with 14 **Del.C.** §1205(b), the Department shall issue an Instructional Paraeducator Permit to an otherwise qualified applicant who has not engaged in misconduct in violation of 14 **Del.C.** §1218 and has met one of the following requirements:

4.1.1.1 The applicant holds a high school diploma or its recognized equivalent and achieved a passing score of 459 or higher on the ParaPro Assessment; or

4.1.1.2 The applicant completed at least two (2) years of instruction in general or educational studies at a regionally accredited institution of higher education or an institution of higher education that is accredited by an accrediting agency that the Secretary, in his or her discretion, deems to be equivalent to a regional accrediting agency. For the purpose of this subsection, two (2) years of instruction means a minimum of sixty (60) semester hours unless the applicant provides documentation that the institution of higher education defines two (2) years of full-time study as the successful completion of a minimum of forty-eight (48) semester hours. In addition, applicants shall have earned a "C" or better in each course they seek to have counted toward the minimum semester hours required. Developmental level or remedial courses shall not be included in the calculation of semester hours; or

4.1.1.3 The applicant holds an Associate's Degree or higher conferred by a regionally accredited institution of higher education or an institution of higher education that is accredited by an accrediting agency that the Secretary, in his or her discretion, deems to be equivalent to a regional accrediting agency.

4.1.2 An applicant who holds a permit or the equivalent from another jurisdiction shall meet the requirements herein for the Department to issue him or her an Instructional Paraeducator Permit.

4.1.3 An applicant who previously held a Delaware Instructional Paraeducator Permit shall be treated as a new applicant and shall meet all requirements of this regulation.

4.1.3.1 If an applicant's Delaware Instructional Paraeducator Permit has expired more than one time, the applicant shall have completed fifteen (15) clock hours of Department-approved professional development during the five (5) years prior to the date of the renewal application and shall meet all of the requirements for the issuance of an Instructional Paraeducator Permit in effect at the time of application.

4.2 Application Requirements and Procedures

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- 4.2.1 An applicant for an Instructional Paraeducator Permit shall submit a Department approved application, his or her official transcript, and, if applicable, his or her official score on the ParaPro Assessment to the Department. The applicant shall certify that answers on the application are true and accurate.
- 4.2.1.1 Official transcripts shall be forwarded directly from the issuing institution or by the applicant in an unopened, unaltered envelope. Official electronic transcripts forwarded directly to the Department from the issuing institution shall be accepted by the Department. Copies of diplomas and degrees shall not be accepted by the Department.
- 4.2.1.2 ParaPro Assessment scores shall be official and sent directly from Educational Testing Service (ETS). Unopened, unaltered envelopes containing test scores sent to the applicant may be accepted as official. The Department shall determine whether the scores, as presented, are acceptable.

22 DE Reg. 590 (01/01/19)

5.0 Issuance of Service Paraeducator Permits

- 5.1 A Service Paraeducator must hold a Service Paraeducator Permit.
- 5.1.1 In accordance with 14 **Del.C.** §1205(b), the Department shall issue a Service Paraeducator Permit to an otherwise qualified applicant who has not engaged in misconduct in violation of 14 **Del.C.** §1218 and holds a high school diploma or its recognized equivalent.
- 5.1.2 An applicant who holds a permit or the equivalent from another jurisdiction shall meet the requirements herein for the Department to issue him or her a Service Paraeducator Permit.
- 5.1.3 An applicant who previously held a Delaware Service Paraeducator Permit shall be treated as a new applicant and shall meet all requirements of this regulation.
- 5.1.3.1 If an applicant's Delaware Service Paraeducator Permit has expired more than one time, the applicant shall have completed fifteen (15) clock hours of Department-approved professional development during the five (5) years prior to the date of the renewal application and shall meet all of the requirements for the issuance of a Service Paraeducator Permit in effect at the time of application.
- 5.2 Application Requirements and Procedures
- 5.2.1 An applicant for a Service Paraeducator Permit shall submit a Department approved application and his or her official transcript to the Department. The applicant shall certify that answers on the application are true and accurate.
- 5.2.1.1 Official transcripts shall be forwarded directly from the issuing institution or by the applicant in an unopened, unaltered envelope. Official electronic transcripts forwarded directly to the Department from the issuing institution shall be accepted by the Department. Copies of diplomas and degrees shall not be accepted by the Department.

9 DE Reg. 232 (08/01/05)

14 DE Reg. 560 (12/01/10)

17 DE Reg. 919 (03/01/14)

22 DE Reg. 590 (01/01/19)

6.0 Validity

Unless stated otherwise herein, a Title I, Instructional, or Service Paraeducator Permit shall be valid for five (5) years from the Date of Issuance unless revoked.

14 DE Reg. 560 (12/01/10)

17 DE Reg. 919 (03/01/14)

22 DE Reg. 590 (01/01/19)

7.0 Renewal

- 7.1 The Department may renew a Paraeducator Permit, valid for an additional five (5) years, to a Paraeducator who provides evidence of successful completion of a minimum of fifteen (15) clock hours of Department-approved professional development.

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7.2 Paraeducators are required to complete fifteen (15) clock hours of Department-approved professional development during the term of validity of the Paraeducator Permit.

7.2.1 Delaware employing authorities shall verify clock hours for applicants who are currently employed by a Delaware employing authority.

7.2.2 The Department shall verify clock hours for applicants who are not currently employed by a Delaware employing authority or who are employed in another jurisdiction and wish to renew their Paraeducator Permit(s). The applicant shall be required to submit verifying documentation to the Department with the renewal application.

22 DE Reg. 590 (01/01/19)

8.0 Options for Renewal

8.1 The professional development activities listed in subsection 8.2 of this regulation are approved options for the renewal of a Paraeducator Permit. Unless otherwise stated, there is no limit to the number of hours that may be taken in any of the options.

8.2 Options for Renewal

OPTION	HOURLY VALUE	CRITERIA	VERIFICATION
Action Research or other Educational Project	Verified Clock Hours completing Action Research or other Educational Project. Maximum of 15 Clock Hours.	The verified Clock Hours shall be accrued during the Action Research or other Educational Project. The documented goal for the participant(s) shall be a product and a new set of educator Knowledge and Skills. These shall complement the school, district, or charter school's success plan or State's initiative and shall be focused on student learning. A Product Shall Be Made Available for Verification. If an educator does not complete NBPTS or Similar National Certification, the educator may use the verified Clock Hours as an other Educational Project.	A certificate of participation; a professional development transcript from PDMS (that did not electronically transfer to DEEDS) or a comparable professional development program; or the completed Activity Documentation Form as well as the final product which documents the goals and results of the Action Research or other Educational Project shall be presented to the Department.
Certification required to retain a State professional license	Verified Clock Hours involved in recertification activities.	The certification to maintain a State professional license as required in the applicable regulation.	A certificate of attendance and the original certificate of completion for Continuing Education Units (CEUs) shall be presented to the Department.

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College Course	Clock Hours may be accrued where 1 semester hour equals 15 hours and 1 quarter semester hour or Continuing Education Unit (CEU) equals 10 hours.	The course shall be completed within a matriculated Masters program, Doctoral program or a graduate level course of study at or through a regionally accredited college or university or other Department-approved provider. The course may also be an undergraduate course as seen by the educator as necessary to acquire new Knowledge and Skills related to the educator's position. The course shall be taken at a regionally accredited college or university for credit. The educator shall attain a grade of "C" or better (or a "P" in Pass / Fail course).	Official transcripts or an original certificate of completion for Continuing Education Units (CEUs) shall be presented to the Department.
Curriculum and/or Assessment Development	Verified Clock Hours of service. Minimum of 3 Clock Hours. Maximum of 15 Clock Hours over the course of 5 years.	The documented goal is a curricular component and/or an encompassing assessment. A Product Shall Be Made Available for Verification.	A certificate of participation; a professional development transcript from PDMS (that did not electronically transfer to DEEDS) or a comparable professional development program; or the completed Activity Documentation Form as well as the final product which documents the goals and results of the Action Research or other Educational Project shall be presented to the Department.
Planned Professional Development Program	Verified Clock Hours of service or experience.	The Planned Professional Development Program shall focus on the school, district or charter school's success plan which may be targeting curriculum, instruction, assessment, school climate, or other identified need or shall be related to the educator's work with students or staff.	A certificate of participation; a professional development transcript from PDMS (that did not electronically transfer to DEEDS) or a comparable professional development program; or the completed Activity Documentation Form as well as the final product which documents the goals and results of the Action Research or other Educational Project shall be presented to the Department.
Presentation	Verified Clock Hours of presentation and preparation. The ratio of preparation to presentation is 3:1. Each presentation topic may be submitted one time. Maximum of 15 Clock Hours.	The Presentation shall contribute to the education profession or add to the body of knowledge in the educator's specific field. The Presentation shall be made at a local, state, regional or national conference.	The completed Activity Documentation Form and conference agenda listing the Presentation shall be presented to the Department.

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Professional Committee, Conference, Workshop, Institute or Academy	Verified Clock Hours of service or experience.	The educator may include time spent in those portions of the Professional Committee, Conference, Workshop, Institute or Academy that contribute to the educator's Knowledge and Skills, competence, performance or effectiveness in education that are directly connected to the school, district or charter school's success plan or State initiative. This option includes workshops offered by districts or other employing authorities either as part of a professional development day or during after school hours. Examples of expected student or educator outcomes are anticipated.	The completed Activity Documentation Form and the original certificate of attendance or completion or a letter from the Professional Committee, Conference, Workshop, Institute or Academy staff shall be presented to the Department.
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14 DE Reg. 560 (12/01/10)

17 DE Reg. 919 (03/01/14)

22 DE Reg. 590 (01/01/19)

9.0 Criminal Conviction History

- 9.1 An applicant shall disclose his or her criminal conviction history upon application for any Paraeducator Permit.
- 9.2 Failure to disclose a criminal conviction history is grounds for denial or revocation of a Paraeducator Permit as specified in 14 Del.C. §1219.

5 DE Reg. 856 (10/01/01)

7 DE Reg. 1006 (02/01/04)

8 DE Reg. 1141 (02/01/05)

9 DE Reg. 139 (07/01/05)

9 DE Reg. 232 (08/01/05)

Renumbered effective 06/01/07 - see Conversion Table

14 DE Reg. 560 (12/01/10)

17 DE Reg. 919 (03/01/14)

22 DE Reg. 590 (01/01/19)