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| **Frequently Asked Questions** |

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|  | **Do special education paraeducators need to meet the Title I requirements?** |
|  | Yes and no. Special education paraeducators who are in a Title I schoolwide building and who assist with instruction need to meet the requirements. If the special education paraeducator is not in a Title I schoolwide building and/or does not assist with instruction, the answer is no. |
|  | **Do paraeducators who work in the library need to meet the Title I requirements?** |
|  | The **determining criteria for the need for any paraeducator to meet the Title I requirement** is as follows: 1. Is the paraeducator funded with Title I funds or in a Title I schoolwide building, and 2. Does the paraeducator assist with instruction?  **If the answer is yes to both questions**, the paraeducator must meet the Title I requirements. **If the answer is no to one or both questions**, then the paraeducator does not need to meet the Title I requirements. |
|  | **Do paraeducators who are funded with multiple funding sources, including Title I, need to meet the Title I requirements?** |
|  | Yes, if the paraeducator is assisting with instruction. |
|  | **Do paraeducators who assist with instruction only one period a day and provide services other than instruction the rest of the day need to meet the Title I requirements?** |
|  | Yes. Paraeducators who assist with instruction and are funded with Title I or are employed in a Title I schoolwide building must meet the requirements no matter how minimal the time is that they assist with instruction. |
|  | **Can a school district require that all paraeducators meet the Title I requirements?** |
|  | Yes. A school district has the option to require all paraeducators to meet the Title I requirements. School districts find that this provides more employment flexibility for paraeducators. |
|  | **Do substitute paraeducators need to meet the Title I requirements?** |
|  | If a paraeducator is employed as a substitute in the same position for four or more weeks (or 20 school days) and is funded with Title I or in a Title I schoolwide building and assists with instruction, the paraeducator must meet the Title I requirements. |
|  | **Where can I find information about the Washington State Core Competencies for Paraeducators?** |
|  | Contact your local Educational Service District (ESD). Each ESD has a designated person to help districts and paraeducators with the Core Competencies and the Title I requirements. The Washington State Core Competencies for Paraeducators are also posted on-line at <http://www.paraeducator.com/>. |
|  | **Does training in the Washington State Core Competencies for Paraeducators meet the Title I requirements?** |
|  | No. Training related to Washington’s 14 core competencies is not traditionally related to assisting with instruction specifically in reading, writing, and mathematics. If training related to Competencies 9, 10, and 11 included instructional strategies specifically related to reading, writing, and mathematics, then the time could be used as a component to meet the Title I requirements through the Portfolio Assessment process. |
|  | **How are school districts provided computer access to take the ETS ParaPro assessment?** |
|  | School districts that are accessing the online ETS ParaPro Assessment are finding that one of the most efficient strategies for time and staffing is to construct scheduled times the assessment may be taken and provide access to multiple computers at that time, such as through a computer lab. This facilitates the need for one proctor and provides a schedule with which paraeducators can plan for preparation and assessment participation. |
|  | **May I provide my diploma or a copy of my diploma in lieu of transcripts to school districts?** |
|  | No. You must submit a copy or the original of your transcript(s). |
|  | **What if the school or college I attended is out of business?** |
|  | Only an Associates degree or higher will be accepted, because there is no way to verify the Higher Education Act criteria with out-of-business institutions. |
|  | **Can continuing education units (CEUs) or hours be converted into semester/quarter units?** |
|  | These units or hours must be converted by the issuing institution. If the class is taken through a university or a community college, they will usually automatically covert these classes into college course units which will be eligible for credits. |
|  | **Can I have my ETS ParaPro test results sent only to me, without notifying my district?** |
|  | Yes. You must take the test at a paper and pencil site and opt to have the test scores sent only to you. |
|  | **How do I know if an on-line paraeducator school will meet the Title I requirements?** |
|  | Before you commit to a school, have them fill out a 1581 Verification of Section 101(a) of the Higher Education Act (HEA) Criteria Defining Institution of Higher Education. An acceptable school must meet all five (5) criteria. |
|  | **Can clock hours count as college credit courses under the Two Years of Study at an Institution of Higher Education option?** |
|  | Yes and no. Clock hours that have been converted by a college or university may count. Clock hours that have not been converted (i.e. school district classes and workshops) will not. Note: Clock hours that have been converted to credits will be listed on a transcript. |
|  | **What if the college or university that I attended is not listed in the Washington State Paraeducator Guidelines under the two- and four-year institutions that meet the higher education criteria?** |
|  | You must have the college or university complete the SPI 1581 HEA form (Verification of Section 101(a) of the Higher Education Act (HEA) Criteria Defining Institution of Higher Education. The school must meet all five (5) criteria to be acceptable. |
|  | **What if my college/university coursework is not leveled (i.e. 100, 200, 300,…)? Note: All classes must be at 100 level or higher to qualify for the Two Years of Study option.** |
|  | A letter or statement will be required from the school’s registrar that states that the course is a level 100 or higher. |