



# Application for Paraeducator Certification

**Board of Educational Examiners  
Use Only**

## Instructions:

Revised 10/09

1. A nonrefundable fee of \$40.00 is required for the generalist certificate, and a nonrefundable fee of \$65.00 for a background check is required if you are applying for your first certificate, for a total of \$105.00. Do not send cash; send a check or money order made payable to the **Board of Educational Examiners, Licensure, Grimes State Office Building, 400 E. 14<sup>th</sup> St., Des Moines, IA 50319-0147**. Please allow four weeks for processing.
2. Return this completed form, fingerprint card and waiver to the AEA or community college certifying official.
3. A \$25 fee is required to add each new area of concentration to an existing certificate. The certifying official must complete the Approved Program Section and forward your check or money order and completed application form to the BoEE. Name changes require a photocopy of official legal documentation. **ALL FEES ARE NONREFUNDABLE.**

Applicant's Folder #	Social Security #	Date of Birth Month    Day    Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Evening Phone (    )	Daytime Phone (    )	Email Address	

## Background Information:

Attach a written explanation on 8 1/2" x 11" paper for any "Yes" response to questions "a" to "e." Be sure to include the date of the violation. DO NOT explain on this application form. If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application if no further conviction(s) has occurred.

- a. Yes  No  PR  Have you ever been convicted of a felony?
- b. Yes  No  PR  Have you ever been convicted of a crime other than parking or speeding violations?  
(NOTE: Include all deferred judgments.)
- c. Yes  No  Do you currently have any criminal charges pending against you?
- d. Yes  No  PR  Have you ever had a founded report of abuse made against you?
- e. Yes  No  PR  Have you ever had an educational license denied, revoked, or suspended?
- f. Yes  No  Are you a United States citizen? If you answered "No," check if you are:
  - a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
  - an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
  - a foreign national not physically present in the United States.
  - other – Please provide a detailed explanation on a separate 8 1/2 x 11 sheet of paper

**Statement of Permission and Fraud:**

I hereby give permission for the Board of Educational Examiners to conduct both an Iowa criminal history record check with the Division of Criminal Investigation and a national check through the Federal Bureau of Investigation. Any information maintained by the DCI or FBI may be released as allowed by law.

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Approved Program Section to be completed by AEA or Community College certifying official.

This is to certify that the above-named has completed our approved Paraeducator program on file with the Department of Education and is recommended for the following certificate(s).

Generalist

Advanced

College Seal

Areas of Concentration

\_\_\_\_\_  
Date requirement was met

\_\_\_\_\_  
Signature of certifying official

\_\_\_\_\_  
Paraeducator Preparation Institution (Type or Print)

**The paraeducator certificate is valid for 5 years and shall expire five years from the date of issuance.**

**Renewal requirements.**

The paraeducator certificate may be renewed upon application, payment of a \$40 renewal fee, and verification of successful completion of coursework totaling three units in any combination listed below:

- a. One unit may be earned for each hour of credit which leads to the completion of the requirements for an area of concentration not currently held.
- b. One unit may be earned for each hour of credit that will assist a paraeducator to demonstrate the knowledge of and the ability to assist in reading, writing and mathematics.
- c. One unit may be earned for each hour of credit completed which supports either the building's or the district's career development plan.
- d. One unit may be earned for each semester hour of college credit.

All applicants renewing a paraeducator certificate must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

- a. A person is engaged in active duty in the military service of this state or of the United States.
- b. The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.
- c. A person is practicing a licensed profession outside this state.
- d. A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.