

NOTE: City of Chicago residents should forward this form to Educator Certification Division, 100 North First Street, S-306, Springfield, Illinois 62777-0001.

**ILLINOIS STATE BOARD OF EDUCATION**  
 Educator Certification Division  
 100 North First Street, S-306  
 Springfield, Illinois 62777-0001



**APPLICATION FOR PARAPROFESSIONAL APPROVAL (Form 73-95)**

**Directions:** All paraprofessionals must hold a letter of approval issued by the Illinois State Board of Education. Those employed in non-Title I-funded positions must meet State requirements only. Those employed in Title I-funded positions or in school-wide Title I programs must meet both State and NCLB requirements. Non-instructional assistants, such as personal care assistants and translators, are not required to hold a letter of approval. Submit this form to your Regional Superintendent. Individuals who hold a valid, Illinois certificate based on a bachelor's degree or higher may be employed as a paraprofessional on that certificate. Complete Section 1 and **EITHER 2 OR 3**.

1. PRINT NAME (Last, First, Middle, Maiden)	SOCIAL SECURITY NUMBER	BIRTHDATE (MM/DD/YYYY)
HOME ADDRESS (Street Number, City, State, Zip Code)	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	E-MAIL
	TELEPHONE (Include Area Code) Home	TELEPHONE (Include Area Code) Work

<b>(Attach written explanation for Yes answers.)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever had a certificate denied, suspended or revoked in Illinois or any other state?	<b>Signature Required</b>  <i>I certify, under penalty of perjury, that I do not have a child support order, and/or that I am not more than 30 days delinquent in complying with a child support order. I understand that I must sign this statement, whether or not I have children, and failure to so certify may result in disciplinary action, and making a false statement may subject me to contempt of court. A written explanation is required for those unable to complete this certification.</i>  _____ <b>Original Signature of Applicant</b>  _____ Date
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been convicted of a felony, or any sex, narcotics or drug offense in Illinois or any other state?	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law and administered by that Department that was not subsequently resolved to the Department's satisfaction?	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been named by a state agency responsible for child welfare as a perpetrator in an indicated report of child abuse or neglect if such report was not reversed after exhaustion of any appeal?	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?	

2. Requirements for State-Approved Paraprofessional  
 High school diploma or equivalent for applicants who do not hold an associate's or higher degree. (Attach verification as described on reverse side.) **AND**

A. College transcript showing at least 30 semester hours of credit from a regionally accredited institution of higher education. (Attach official transcript in a sealed envelope from the college or university.)

NAME(S) OF COLLEGES AND UNIVERSITIES	STATE	DEGREE	DATE	TOTAL SEMESTER HOURS

3. Requirements for both State- and NCLB- Approved Paraprofessional  
 High school diploma or equivalent. (Unless you hold an associate's or higher degree, attach verification as described on reverse side.) **AND**

A. 60 semester hours of credit from a regionally accredited institution of higher education. (Attach official transcripts in a sealed envelope from the college or university.)

NAME(S) OF COLLEGES AND UNIVERSITIES	STATE	DEGREE	DATE	TOTAL SEMESTER HOURS

**OR →**  B. Associate's or higher degree from a regionally accredited institution. (Attach official transcript showing degree in a sealed envelope from the college or university.)

**OR →**  C. Passed the ETS ParaPro assessment (460 or higher). (Evidence is a copy of your official score report.)

**OR →**  D. Received acceptable scores on the ACT WorkKeys assessments. (See reverse side for additional information and acceptable verification.)

**OR →**  E. 30 semester hours of credit from a regionally accredited institution **AND** 300 Professional Training Points. (See reverse side of form for description of PTPs and acceptable verification.) (Attach official transcript in sealed envelope from college or university.)

**OR →**  F. 30 semester hours of credit from a regionally accredited institution **AND** a rigorous local academic assessment that conforms to federal guidelines. (See reverse side for additional information and acceptable verification.)

I do hereby affirm that the information provided above and the credentials, including official transcripts and other supporting documents, are true, complete, and correct. NOTE: Applicants who knowingly alter or misrepresent their qualifications in order to obtain an approval shall be denied its issuance.

**ISSUED APPROVAL:**

No  Yes  State only  State and NCLB

\_\_\_\_\_  
Date Original Signature of Applicant Date Original Signature of Regional Superintendent

**Paraprofessional** and **teacher aide** are terms used to refer to paid instructional assistants supervised by a certified teacher. Non-instructional assistants, such as personal care assistants and translators, are not considered paraprofessionals or teacher aides. All paraprofessionals (teacher aides) must have a **Statement of Approval** from the Illinois State Board of Education.

### REQUIREMENTS FOR STATE-APPROVED PARAPROFESSIONAL

(Effective June 1, 2004)

State approval is based on proof of high school graduation (Evidence is a copy of a high school diploma or transcript, an original letter from the school or district, or a copy of a GED certificate. GED score reports/transcripts are not accepted.) **AND ONE** of the following:

- A) Complete 30 semester hours of college credit at the 100 level (non-remedial) or higher from a regionally accredited institution of higher education. (Evidence is an official transcript in a sealed envelope from the college or university.) **OR**
- B) Complete a paraprofessional training program approved by ISBE or ICCB. (No programs are currently available.) **OR**
- C) Pass the ETS Parapro Assessment\*, with 460 as the minimum passing score. (Evidence is a copy of your score report.) **OR**
- D) Receive acceptable scores on ACT WorkKeys assessments\* (Applied Mathematics - 4, Reading for Information - 4, Writing/Business Writing - 3, **AND** prior to August 2008, *Acceptable* on the Instructional Support Inventory which requires observation of an applicant in a classroom setting.) (Evidence prior to August 2008 is a copy of your WorkKeys certificate issued by ACT. Evidence after August 2008 is a copy of your ACT WorkKeys Official Skills Report.)

\*Under Options C and D, applicants automatically meet the requirements for both State and NCLB approval.

### REQUIREMENTS FOR BOTH STATE- AND NCLB-APPROVED PARAPROFESSIONAL

State and NCLB approval is based on proof of graduation from high school (Evidence is a copy of a high school diploma or transcript, an original letter from the school or district, or a copy of a GED certificate. GED score reports/transcripts are not accepted.) **AND** complete **ONE** of the following four options:

- 1) Complete 60 semester hours of college credit at a regionally accredited institution of higher education. (Evidence is an official transcript, in a sealed envelope from the college or university.) **OR**
- 2) Obtain an associate's degree (or higher) at a regionally accredited institution of higher education. (Evidence is an official transcript, in a sealed envelope from the college or university.) **OR**
- 3) Meet a formal state assessment by **ONE** of the following means:
  - Pass the ETS ParaPro assessment (460 or higher). (Evidence is a copy of your score report.) **OR**
  - Receive acceptable scores on the ACT WorkKeys assessments (Applied Mathematics - 4, Reading for Information - 4, Writing/Business Writing - 3, **AND** prior to August 2008 *Acceptable* on the Instructional Support Inventory which requires observation of an applicant in a classroom setting). (See D above for acceptable evidence.) **OR**
- 4) Meet state paraprofessional approval (A or B above) **AND ONE** of the following two options:
  - Pass a rigorous local academic assessment that conforms to federal guidelines. (Evidence is ISBE form 77-34.)
  - 300 Professional Training Points (PTPs) earned from the following:
    - Paraprofessional work experience (public or private): 1 year = 30 PTPs (maximum 5 years/150 points). (Evidence is an original letter signed by the authorized official of the employing school or district.)
    - College credit at the 100 level (non-remedial) or higher beyond the 30-semester-hour state requirement: 1 semester hour = 15 PTPs. (Evidence is an official transcript in a sealed envelope from a regionally accredited college or university.)
    - ISBE/ICCB Paraprofessional Test Preparation Curriculum training = 15 PTPs. (Evidence is a certificate of completion from a community college. Contact your community college to see if a test-preparation program is available.)
    - Professional development activity related to assisting in the instruction of reading/language arts, writing, and/or mathematics: 1 hour participation = 1 PTP. (Evidence prior to July 1, 2004, is a written description of the activity including date, location, topic, name of provider, number of clock hours or beginning and ending times, and if available, a copy of the agenda or program. Evidence as of July 1, 2004, or after is ISBE form 77-21B and, if available, a copy of the agenda or program.)