How to Apply for a Short-term Paraprofessional Approval

Handheld devices, tablets and Macs are not compatible with our system. Please make sure you are using a desktop or laptop computer for the most optimal experience.
Click on “Apply for a Credential” on your “Home” tab.
Select “Approval.”
Choose “Short-term Approval for Paraprofessionals,” then click “Next.”
Answer each of the background questions as they apply to you. The last question must be answered “Yes” as this verifies you have answered the background questions truthfully. When finished, click “Next.”
Click “Submit Payment” after you review the information on this screen.
You will enter your debit, credit, or prepaid card information on the next screen.
If you're using a prepaid card, ensure that the card balance covers both the application fee and the processing fee.
You can print this page for your records after you complete the application process. If you have an associate’s degree or higher already on file, the license will auto-issue. Otherwise, a state evaluator will review your application. Once issued, the approval will be valid for employment.

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