



Paraeducator Certification Renewal Application

State of Iowa
Board of Educational Examiners
Licensure
Grimes State Office Building
400 E. 14th St.
Des Moines, Iowa 50319-0147

Revised 12/10

Instructions:

1. Complete this renewal application form.
2. Enclose the \$40.00 non-refundable application fee made payable to the Board of Educational Examiners.
3. Attach official/original college transcripts of credit, or staff development 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 district's career development plan.
 - d. One unit may be earned for each semester hour of college credit.
4. Renewal requirements for the paraeducator certificate include verification of completion of a mandatory child and dependent adult abuse class approved by the state abuse education review panel. Please submit a photocopy of the certificate that you received upon completion of the course. The class must have been completed within the past five years.
5. Please allow 6 to 8 weeks to process.

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 Fraud: 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

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 district's career development plan.
- d. One unit may be earned for each semester hour of college credit.

Effective September 1, 2002, 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.