



State of Arizona
Department of Education

Highly Qualified Requirements for Instructional Paraprofessionals

Instructional paraprofessionals must complete an attestation form annually (and may not waive the option) since their information is not entered onto the Highly Qualified Teacher Position Input application online. Instead documentation for paraprofessionals is to be uploaded into ALEAT for Title I monitoring. Local Education Agencies must maintain instructional paraprofessional files for at least five years (per federal document retention requirements).

Federal Requirements for Paraprofessionals:

According to federal No Child Left Behind (P.L. 107-110) requirements, all K-12 instructional paraprofessionals working in a Title I school-wide school or Title I targeted program must meet the following requirements:

- High School diploma or GED **AND** an Associate's Degree or higher **OR**
- Completed two years of study (equaling 60 or more credit hours) from an accredited institution of higher education **OR**
- Obtained a passing score on one of the Arizona Department of Education approved assessments below:
 - ETS ParaPro Assessment (Praxis)
 - ACT Workkeys (Writing, Applied Mathematics & Reading for Information)
 - Master Teacher's ParaEducator PD Now! (formerly ParaEducator Learning Network)

The Arizona Department of Educator does not retrieve or retain exam results for paraprofessionals. ADE approved assessment providers can be reached via the following Internet sites/telephone numbers:

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| • ETS Parapro Assessment | http://www.ets.org/parapro/ 1-800-772-9476 |
| • ACT Workkeys | http://www.act.org/workkeys/pcta/ |
| • The Master Teacher Para Educator PD Now! | http://www.masterteacher.com/ParaEducator-PD-Now
1-800-669-9633 |

Praxis

Educational Testing Service (ETS) designs the ParaPro Exam. Unfortunately, they no longer offer registration for the ParaPro Exam. ETS authorizes various Local Education Agencies (LEAs) to administer the test. The results are sent to ETS for processing and scoring. **The Arizona Department of Education does not administer or schedule the ParaPro Exam. Please contact one of the LEAs listed below or your LEA for services.**

Peoria USD	623-486-6263
Higley USD	480-279-7070
Phoenix School of Academic Excellence	602-241-7876
University of Arizona	520-621-7589
Pinal County Office of Education	520-450-4504
St. David (Cochise County Rural Schools only)	520-720-4492 Ext. 151
Friendly House	602-416-7232



ARIZONA HIGHLY QUALIFIED ATTESTATION FORM

This document is intended as a guidance tool for LEA use.

INSTRUCTIONAL PARAPROFESSIONAL

To be completed by Instructional Paraprofessionals in Grades K-12 working in any Title I program or in a Title I school-wide school. Instructional Paraprofessionals must complete the attestation form annually (and may not waive the option) since their information is not entered onto the Highly Qualified Teacher Position Input application online. Information is to be uploaded into ALEAT for monitoring purposes.

Name:		LEA:	
SSN (last 4 digits):		School:	

1. Secondary school diploma or GED **AND**

2. Check only **ONE** option below:

Holds an associate's (or higher) degree (attach copy)

OR

Completed two years of study (equaling 60 or more credit hours) at an accredited institution of higher education (attach transcript; 100 level coursework and above);

OR

Obtained a passing score on an ADE-approved assessment (attach score report):

1. ETS ParaPro Assessment

2. ACT Workkeys

(requires Writing, Applied Mathematics & Reading for Information)

3. Master Teacher's Para Educator Learning Network

If you met the requirements for 1 and 2, under former federal guidelines, you are considered highly qualified to work in a Title I Program or Title I School-Wide school.

Highly Qualified Paraprofessional

Non-Highly Qualified Paraprofessional

I attest to the factual completion of this evaluation.

Signature of Paraprofessional

Date

Signature of Supervising Teacher #1

Date

**Signature of Supervising Teacher #2*

Date

**Signature of Supervising Teacher #3*

Date

Printed Name of Principal

Signature of Principal

Date

** Include additional teacher signatures if working with more than one. Each supervising teacher must be highly qualified in the core content area they are assigned to teach.*

Attach all supporting documents.