



# PARA TRAINING AUG. 25 AND 26

TRAINING INFORMATION FOR THE 2022-  
2023 SCHOOL YEAR

## TRAINING REQUIREMENTS

THE PARAEDUCATOR CERTIFICATE PROGRAM OFFERS STATEWIDE, STANDARDS-BASED TRAINING FOR ALL PARAEDUCATORS. THE TRAINING SUPPORTS A CAREER GROWTH LADDER FOR THOSE WHO WISH TO ADVANCE THEIR CAREER AS A PARAEDUCATOR OR PURSUE A TEACHING PROFESSION. THERE ARE TWO REQUIRED COMPONENTS OF THE TRAINING AND ONE OPTIONAL COMPONENT.

### **Fundamental Course of Study (FCS)**

This required program begins with 28 hours of training. Starting with the 2022-2023 school year, paras are required to complete all 28 hours of training within their first year of employment in Washington State. The content of each FCS course is determined by Washington State.

### **General Para Certificates (GPC)**

The General Para Certificate is the second required component of training. This program requires an additional 70 hours of training to help improve instructional practices. Para Educators are required to complete 14 hours each year for 5 years, starting in their second year of employment. The courses for the GPC are not predetermined; paras can self-select content that aligns with the para educator standards and their assignment. All courses must be provided by an approved clock hour provider.

## HOW LONG YOU HAVE BEEN EMPLOYED IN A WASHINGTON STATE SCHOOL DISTRICT DETERMINES YOUR TRAINING PATH



IF THE 2022-2023  
SCHOOL YEAR IS  
YOUR 1ST YEAR,  
YOU WILL  
COMPLETE ALL 28  
HOURS OF FCS  
TRAINING THIS  
YEAR

SEE PAGES 3-7 FOR  
INFORMATION

IF THE 2022-2023  
SCHOOL YEAR IS  
YOUR 2ND YEAR,  
YOU WILL  
COMPLETE THE  
REMAINING 14  
HOURS OF FCS  
TRAINING YOU DID  
NOT COMPLETE  
LAST YEAR

SEE PAGES 3-7 FOR  
INFORMATION

IF THE 2022-2023  
SCHOOL YEAR IS AT  
LEAST YOUR 3RD  
YEAR, YOU MUST  
HAVE ALL 28 HOURS  
OF FCS COMPLETED

**AND**

- 14 GPC HOURS IF 2022-2023 IS YOUR 3RD YEAR
- 28 GPC HOURS IF 2022-2023 IS AT LEAST YOUR 4TH YEAR

SEE PAGE 8 FOR  
INFORMATION

**IF YOU HAVE COMPLETED YOUR GPC,  
YOU WILL ATTEND YOUR BUILDING  
PROFESSIONAL DEVELOPMENT DAYS.  
REMEMBER TO SIGN IN.**

# REGISTERING FOR CLASSES

The following FCS classes will be offered in-person. You must register on the ProDev webpage to attend.

FCS 01-- Aug. 26th from 8:00-12:00

FCS 06 -- Aug. 25th from 8:00-11:00

FCS 07-- Aug. 26th from 1:00-3:00

FCS 10 -- Aug. 25th from 12:00-3:00

TO REGISTER FOR THE ALL FCS COURSES, YOU MUST VISIT [HTTPS://RICHLANDPRODEV.HRMPLUS.NET](https://richlandprodev.hrmpplus.net). TO REGISTER FOR THE IN-PERSON COURSES, FCS 01, 06, 07, AND 10, USE THE CALENDAR TO FIND CLASSES OFFERED ON AUG. 25TH AND 26TH. YOU MUST REGISTER BEFORE ATTENDING THE COURSE. THE LOCATION OF EACH FCS COURSE LISTED ABOVE WILL BE ANNOUNCED ON THE PRODEV WEBSITE. PLEASE CHECK THE REGISTRATION INFORMATION FOR ANY UPDATES.

YOU MUST REGISTER FOR ALL OTHER FCS COURSES ON PRODEV. SEARCH FOR THE FCS COURSE AND REGISTER BEFORE BEGINNING THE ONLINE COURSEWORK.

PLEASE SEE PAGES 4-7 FOR DIRECTIONS FOR COMPLETING ALL OTHER FCS COURSES.

## COMPLETING THE REST OF THE FCS COURSES

After you register on ProDev for FCS 02, 03, 04, 05, 08, 09, 11, and 12, you can access the on-demand coursework through Vector (Safe Schools) or through OSPI's What We Do Matters Modules. In order to satisfy the requirements, you must complete the OSPI and/or Vector coursework this year.

To access the Vector courses, please visit <https://rsd-wa.safeschools.com/login>. Your username is your RSD email address. Once logged in, use the "Extra Training" function under the My Assignments section on the webpage to search for the class titles referenced below.

To access the What We Do Matters Modules, please visit OSPI's website at <https://moodle1.ospi.k12.wa.us/login/index.php>. You must create an account to have access to the training modules.

Once you have completed a course (either through Vector or What We Do Matters), please email the course certificate and the corresponding FCS course to [Prodev@rsd.edu](mailto:Prodev@rsd.edu). Please retain a copy of all records.

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## COMPLETING THE REST OF THE FCS COURSES

(CONTINUED FROM PREVIOUS PAGE)

**FCS 02: Complete the Early Childhood and/or Instructional Learning courses in Vector for a total of 4 hours.**

**FCS 03: Complete the Informational Technology course in Vector for 1 hour AND modules 5 and 7 from What We Do Matters. You must complete the Vector course and BOTH modules from the OSPI website.**

**FCS 04: Complete module 8 on the What We Do Matters Website through OSPI.**

**FCS 05: Complete any combination of the following courses under Human Resources in Vector:**

- What Every Employee Must be Told (Full Course)
- What Every Employee Must be Told: Professional Boundaries with Students
- What Every Employee Must be Told: Rights and Responsibilities
- FERPA: Confidentiality of Records
- HIPPA Overview

**AND modules 1 and 9 from What We Do Matters for 1 hour**

**Continued on the next page**

## COMPLETING THE REST OF THE FCS COURSES

(CONTINUED FROM PREVIOUS PAGE)

**FCS 08:** Complete OSPI's What We Do Matters modules 2 and 13. You must complete BOTH modules.

**FCS 09:** Complete one of the following combinations of Vector courses(all courses must be completed this year) :

- Bloodborne Pathogens + Asthma + Allergies OR
- Bloodborne Pathogens + Child Abuse OR
- Child Abuse + Asthma + Allergies

From these courses:

- Bloodborne Pathogens Exposure Prevention (FULL course--including HIV, Washington)
- Health Emergencies: Asthma Awareness (FULL course, Washington)
- Health Emergencies: Life-Threatening Allergies (FULL course, Washington)
- Child Abuse: Identification and Intervention (FULL course)

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## COMPLETING THE REST OF THE FCS COURSES

(CONTINUED FROM PREVIOUS PAGE)

**FCS 11:** Complete the following Vector courses for 3 hours:

***Human Resources:***

- **Conflict Management: Managing the Angry Parent**
- **Conflict Management: Staff to Staff**
- **Conflict Management: Student to Student**

***Para Educator:***

- **Assisting and Supporting Instruction**
- **Roles and Responsibilities**

**FCS12:** Complete modules 2, 11, and 12 from OSPI's What We Do Matters website. You must complete all three modules to get credit for this course.

# COMPLETING CLOCK HOURS REQUIRED FOR THOSE WHO HAVE COMPLETED THE FCS REQUIREMENTS

Contact your building administrator for information about professional development taking place before school starts. Please make sure you sign in at your site on the day of the training. This will serve as a record of your attendance for the training. Additionally, make sure you complete the course evaluation and collect clock hours.

Currently, the para-educator contract allows for a maximum of 14 hours of training each year (those who are hired during the 2022-2023 will be allocated 28 hours to compensate for completing all 28 hours of the FCS during their first year). You must attend the 14 hours of training to be paid. These hours will be added to your timecard. Please make sure you sign in to your building's training to ensure verification.