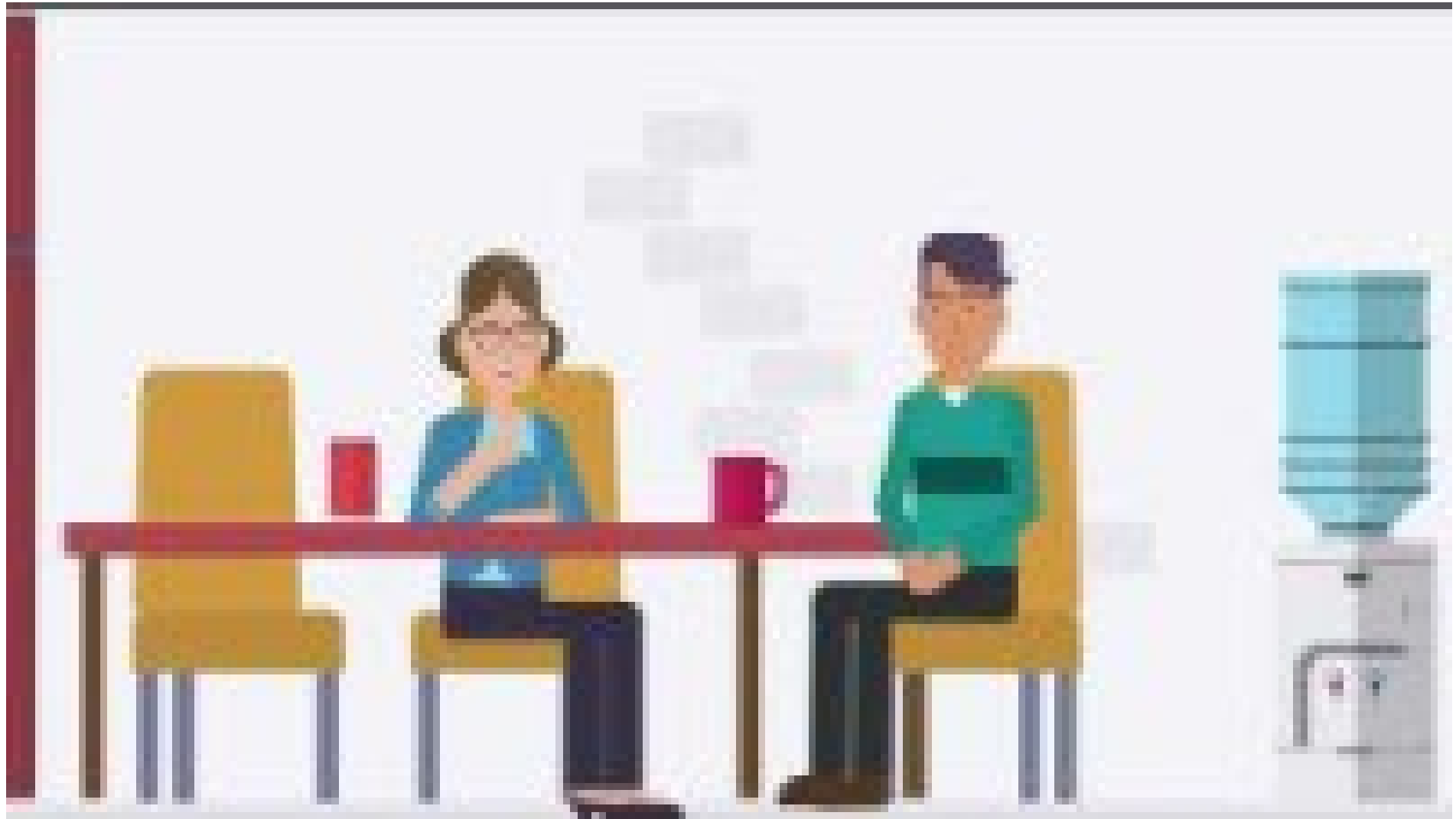


Renton School District

Paraeducator Certificate Program





SERVICE



We serve our students,
families, and communities.

EXCELLENCE



We strive for excellence in all we do.

EQUITY



Overview

- Paraeducator Certificate Program
- Fundamental Course of Study
- Canvas Courses
- Paraeducator Certificate
- Extra Hours Form
- Submitting to OSPI

Paraeducator Certificate Program



The paraeducator certificate program offers, standards-based training for all instruction paraeducators in Washington State. It has two required training components. There are also three optional certificates.

Fundamental Course of Study (FCS)

The program begins with FCS. The FCS is a 28 hours of training split into 2 years that covers the paraeducator standards of practice. The Renton School District offers these courses through Canvas.

HR will assign FCS Courses to each new hire in Canvas.



Paraeducators can track progress of completed FCS courses in Skyward.

Access Path: Skyward Employee Access > Custom Forms > FCS Comple > View:

FCS Courses- Current Year

| | | | | | |
|---|--|-----------------------------|--|---|--------------------------|
| FCS01 | FCS02 | FCS03 | FCS04 | FCS05 | FCS06 |
| Introduction to Cultural Identity and Diversity | Methods of Educational Support and Instructional Support | Technology Basics | Using and Collecting Data | District Orientation and Roles & Responsibilities | Equity |
| FCS07 | FCS08 | FCS09 | FCS10 | FCS11 | FCS12 |
| Behavior Management Strategies | Child and Adolescent Development | Emergency and Health Safety | Positive and Safe Learning Environment | Communication Basics | Communication Challenges |

YEAR ONE
YEAR TWO

FCS Courses – Starting in 2022

| | | | | | |
|---|--|-----------------------------|--|---|--------------------------|
| FCS01 | FCS02 | FCS03 | FCS04 | FCS05 | FCS06 |
| Introduction to Cultural Identity and Diversity | Methods of Educational Support and Instructional Support | Technology Basics | Using and Collecting Data | District Orientation and Roles & Responsibilities | Equity |
| FCS07 | FCS08 | FCS09 | FCS10 | FCS11 | FCS12 |
| Behavior Management Strategies | Child and Adolescent Development | Emergency and Health Safety | Positive and Safe Learning Environment | Communication Basics | Communication Challenges |

YEAR ONE



After you've completed all 28 hours of your FCS training, you can move on towards completing your required 70 hours for your General Paraeducator Certificate

General Paraeducator Certificate

The general certificate includes 70 hours of training to help improve instructional practices.

Subject Matter Certificates

Each optional subject matter certificate includes 20 hours of training. **Subject matter certificates can count towards general certificate hours.**

| English Language Learner (ELL) | Special Education |
|---|---|
| Language acquisition, cultural competence, and instructional strategies | Special education processes, culturally responsive strategies, and behavioral support |

Advanced Paraeducator Certificate


After completing the general certificate, a paraeducator can earn the Advanced Paraeducator Certificate. This certificate includes 75 hours of training on assisting high-impact classrooms, supporting specialized instruction, and mentoring other paraeducators.



Paraeducator Extra Hours

For the 2021-2022 School Year Paraeducators are eligible to receive compensation at time and a half their hourly rate when they have completed 14 hours of training related to FCS or General Paraeducator Certificate

| FCS Course | General Paraeducator Professional Development |
|--|---|
| If courses were completed in Canvas, then no proof of attendance needs to be submitted. | Must provide official OSPI clock hour form or transcript (from the Pro Dev Portal or WEA) |
| The form should only be submitted after you have completed fourteen (14) hours of training. | |



EXTRA HOURS

- General Paraeducator Certificate
- Fundamental Course of Study

Report of Professional Development Training for Paraeducators
As referenced in the 21-22 FCS MOU regarding Paraeducator Fundamental Course of Study and General Paraeducator Certificate Professional Development Training.

This form should only be submitted after you have completed the fourteen (14) hours of training. The overtime rate will only be paid if the employee participates in ALL fourteen (14) hours of District-provided training related to FCS or obtaining their General Paraeducator Certificate during the 21-22 School year.

LEGAL NAME (Print): _____ Budget Code: 0100-31-3155-0000-000
 Assignment/Title: _____ Building/Location: _____

FCS COURSE GENERAL PARAEUCATOR PROFESSIONAL DEVELOPMENT

****MUST attach FCS or General Paraeducator Professional Clock Hour forms****

| PAY CODE <small>Payroll Use Only</small> | DATE <small>(month & day)</small> | Course Title | Number of Hours | Hourly Rate <small>Payroll Use Only</small> |
|---|--|--------------|--------------------|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |

SUBMIT THE ORIGINAL TO HUMAN RESOURCES BY THE 1st OF THE MONTH

Forms received in Human Resources after the 1st of the month will be paid on the next month's payroll. Only original forms will be processed for pay. Original signatures are required for pay to be issued.

Employee Signature: _____ Date: _____
 Budget Authorization: _____ Date: _____
(if applicable)

Form 2465_R 1/3/22_BUS Page 1 of 1

Submitting Clock Hours to OSPI Fundamental Course of Study

Once you have completed all the required FCS Courses, HR will send you an email with your Fundamental Course of Study OSPI Clock Hour Form

How to submit to OSPI

Create an account with OSPI in EDS

Add your FCS courses under Professional Development

Complete the remaining fields on the clock hour form and email it to OSPI (cert@k12.wa.us) to show that you have met the requirements of your position.

[OSPI E-Certification Paraeducator User Guide](#)

Applying for General Paraeducator Certificate



Once you have completed 70 clock hours towards your General Paraeducator Certification, you will want to add them to your OSPI account under Professional Development and submit your application for your General Paraeducator Certificate

Employees may access Professional Development Funds to reimbursement the cost of obtaining the General Paraeducator Certificate

Submit your General Paraeducator Certificate to your Human Resources Staffing Coordinator

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EQUITY



HR Staffing Coordinators

Brandon Thompson

(425)-204-4050

Brandon.thompson@rentonschools.us

Kara Hackler

(425)-204-2360

Kara.hackler@rentonschools.us

Alicia Larsen

(425)-204-2329

Alicia.larsen@rentonschools.us

Renton High
Dimmitt MS
Bryn Mawr
Campbell Hill
Lakeridge
Tiffany Park
Griffin Home
H.O.M.E. Program
Renton Academy

Lindbergh High
McKnight MS
Risdon MS
Highlands
Renton Park
Renton Remote
Sartori
Talbot Hill

Hazen High
Talley High
Nelsen MS
Benson Hill
Cascade
Hazelwood
Honey Dew
Kennydale
Maplewood Heights
Sierra Heights
Meadow Crest