

# IOWA PARAEDUCATOR CERTIFICATE INFORMATION

## It's as easy as 1-2-3!

1. Contact your district human resources office for paraeducator employment requirements and if the para certificate is needed for employment.
2. Take the three-course series from the Mississippi Bend AEA.
  - How: Visit: <https://aealearning.truenorthlogic.com>  
Cost: \$120 per course, plus \$10 one-time materials fee (\$370 total)
  - Register at least one week prior to the start date.
3. Apply online with the Board of Educational Examiners. You will need:
  - Course transcript from the AEA
  - Copy of your high school diploma/equivalent
  - Finger prints/signed FBI background check waiver form (provided at class)
  - \$118 fee: \$40 application fee and \$75 background fee and \$3 processing fee

## Upcoming Courses

Each course is held at the Bettendorf AEA, 8 am to 4:30 pm plus 22 hrs. of online coursework. Two repeat sessions of each course will be offered.

- *Para Foundations*  
1/26/19 OR 6/12/19
- *Para Instructional Supports*  
2/23/19 OR 6/17/19
- *Para Behavioral Supports*  
3/23/19 OR 6/19/19

Please register online at least 10 days prior to the start date.

Courses do not need to be taken in order.

## I need to renew my Certificate

### Find your para certificate expiration date

Iowa para certificates are good for 5 years. <https://www.iowaonline.state.ia.us/boee/>

### Why Renew?

- Keep up on your paraeducator skills and learn new educational trends
- Pay scale & advancement opportunities are offered by some districts – ask your HR dept.

### How and when to earn renewal credits

Start earning the 3 renewal credits as soon as you earn or renew your license. *Do not wait until your license is about to expire!* It takes time & money to earn 3 credits in 5 years. One credit equals 15 hours of class time. What to take:

- Level II area of concentration – Level II AOC Special Needs starts 6/24/19!
- Coursework taken for credit at the AEA or from your district
- College courses: 1 credit = 1 semester hour of college credit
- Online courses from an organization/college/university that are accredited by the state of Iowa (workshops and CEUs (continuing education units) cannot be used to renew para certificates)

### How to Renew

Renew online with the BOEE; provide course credit transcript, mandatory reporter of child and dependent adult abuse training certificate, and \$40 renewal fee.

### Questions?

- Contact your school district human resources office.
- AEA Staff Development, Betsy Justis: 563-344-6481, [bjustis@mbaea.org](mailto:bjustis@mbaea.org)

