

Paraprofessional Checklist for Submitting Hours for Recertification

DO NOT submit hours until all six hours have been obtained

Date: _____

Name: _____

School: _____

Please complete the following and submit to Arlene Delgado at Special Services:

- _____ 1. Make a copy of everything to keep in your own records.
- _____ 2. Complete the lower portion of this form.
- _____ 3. Attach a copy of your THRIVE transcript.
- _____ 4. Attach any necessary Alternative Personnel Development Hours forms for any out of district classes.
- _____ 5. Attach a copy of your current CPR Card AND First Aid Card. (REQUIRED FOR EVERYONE. **Note that no Online CPR training will be accepted—CPR/First Aid training must be attended in-person.**) **Please be diligent and do not allow your CPR/First Aid to expire.**
- _____ 6. REQUIRED FOR EVERYONE: (should be on your THRIVE transcript)
 - Online Blood Borne Pathogen Training Receipt.
 - Online Section 504/Title II/ Diabetes Training Receipt.
 - Online Bullying Prevention Training Receipt.
 - FERPA (if not on transcript, include signed copy from dept. head/principal)

Paraprofessionals must obtain six hours of professional development during the current school year July 1 to May 28(Record Day). At least one hour must come from each of the following categories:

- SPECIAL EDUCATION
- CLASSROOM MANAGEMENT
- CHILD ABUSE/NEGLECT

The other 3 hours may come from any of these categories or any other general category. No videos will be accepted as professional development points. Blood Borne Pathogens, Bullying, Section 504 Diabetes, FERPA and First Aid/CPR are not accepted as Professional Development Hours, but are required for your job.

List the Titles and Dates of the In-services Attended & the Number of Hours Awarded.

Remember each Out of District In-Service should have a completed Alternative Form attached.

Title of In-service	Date	# Hours	Spec. Ed. Hours	*Non-Spec. Ed. Hours