

Educational Aide Application and Renewal Instruction

An Educational Aide (EA) must be employed by a Texas public school before applying for certification.

http://tea.texas.gov/Texas_Educators/Certification/Initial_Certification/Becoming_an_Educational_Aide_in_Texas/

However, an EA can set up his/her TEAL account at TEA at any time, even prior to applying for certification. Information on how to do this can be found at the TEA website at this link: <https://secure.sbec.state.tx.us/SBECOnline/login.asp>

Application Process for Educational Aides:

Employing Texas public schools must enter basic profile information online before an educational aide will have the ability to apply for his/her certification. This process pertains only to first-time applicants for an educational aide certificate. Persons who are applying for additional educational aide certification, renewal of a Standard Educational Aide certificate, or a duplicate of a prior certificate will be able to apply without the assistance of an employing school district.

Texas public school employees who have been authorized to recommend Educational Aides for certification will enter the basic profile information using the secure entity access screen, selecting "Educational Aides" from the menu, then "Search Add/Edit Applicants". Public school employees seeking assistance with this process should contact TEA directly at 512-936-8400, *Option 1 TEAL Assistance*.

Once the district has entered the basic information, the EA will be able to set up an online account. To establish an account, the educational aide should select "Educator Login", then "New user? Create New Account". From this account, he or she may then apply for a certificate. The individual must be recommended by the employing school district.

Renewal:

When will an educator have to renew the certificate?

The renewal date of a Standard Certificate shall be five years after the day of the certificate holder's next birth month. For example, an educator born in March who is issued a certificate in December 1999 would be subject to renewal requirements in March 2005.

How do I apply for renewal of my certificate?

Each educator will need to login to their account on the TEA website.

When an educator logs on to the online system, he or she will need to select "Applications" from the Educator Main Menu on the left side of the screen, and then select "Renew a Standard Certificate." After this selection, the educator will be guided through a series of screens that will advise the educator of the process for requesting a renewal of the standard certificate. Online payment of certification fees is available.

What is required for renewal every five years?

All certified educators, including educational aides, seeking to renew a certificate must:

- Hold a valid Standard Certificate that has not been, nor is in the process of being sanctioned by TEA;
- Successfully undergo a national criminal background check by submitting fingerprints for review;
- Not be in default on a student loan or in arrears of child support;
- Pay the appropriate renewal fee;
- Paraprofessionals are not required to complete Continuing Professional Education (CPE) credits hours for renewal.

Can an educator renew his/her certificate even if he/she is not employed by a school district?

Yes. Any educator can apply to renew a Standard Certificate, regardless of his/her employment status.

Renewal Fee for an individual with only an Educational Aide Certificate:

\$10

What happens if an educator does not renew the certificate?

A Standard Certificate that is not renewed will be placed on inactive status.

Becoming an Educational Aide in Texas:

You must first be employed by a school district before being eligible to apply for an Educational Aide certificate.

Educational Aide I requirements:

- must be a high school graduate or hold a General Educational Development (GED) certificate
- have experience working with students or parents as approved by the employing superintendent
- Experience may be work in church related schools, day camps, youth groups, private schools, licensed day-care centers, or similar experience.

Educational Aide II requirements:

- must be a high school graduate or hold a General Educational Development (GED) certificate
- have satisfied one of the following requirements
- have two creditable years of experience as an Educational Aide I; or
- have a minimum of 15 semester hours of college credit with some emphasis on child growth and development or related subject areas; or
- have demonstrated proficiency in a specialized skill area as determined by the local school district; and
- have experience working with students or parents as approved by the employing superintendent

Education Aide III requirements:

- must be a high school graduate or hold a General Educational Development (GED) certificate;
- have satisfied one of the following requirements:
- have three creditable years of experience as either an Educational Aide I or II; or
- have 30 semester hours of college credit with some emphasis on child growth and development or related subject areas; and
- have experience working with students or parents as approved by the employing superintendent

Requirements for Highly Qualified Paraprofessionals:

A paraprofessional is an employee of a local education agency who provides instructional support. Duties of a paraprofessional may include:

- providing one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
- assisting with classroom management, such as by organizing instructional materials;
- providing instructional assistance in a computer laboratory;
- conducting parental involvement activities;
- providing instructional support in a library or media center;
- acting as a translator; or
- providing instructional support services under the direct supervision of a highly qualified teacher (Title I, Section 1119(g)(2)).

Paraprofessional Requirements:

NCLB requires paraprofessionals performing instructional duties on a Title I, Part A Schoolwide served campus, or those that have at least part of their salary paid for by Title I, Part A on a Targeted Assistance campus, to meet the Paraprofessional Highly Qualified requirements. Highly Qualified paraprofessionals must meet one of the following requirements:

- Complete at least two years of study at an institution of higher education (defined as completion of 48 semester hours or equivalent trimester hours) of college coursework or an applicable number of semester hours as defined by the institution of higher education attended, whichever is less;
- Possess an associate's (or higher) degree;
- Meet a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment –
 - Knowledge of and the ability to assist in instructing reading, writing, and mathematics; or
 - Knowledge of and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.

Paraprofessionals whose duties consist solely of parental involvement activities or translation services are exempt from the qualification requirement.