

**Initial Pre K-12 Educational Assistant License Checklist**

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| --- | --- |
| Licensee’s Name:        | File Number:       |
| Application Date:       | Issue/Review Date:       |
| Consultant’s Name:  | License Type: 502 |

**Documents Required:**

[ ]  Social Security number provided, (Copy of card needs to be provided, if social not placed on application)

[ ]  Superintendent Verification Form (Must be on letterhead, have signature and date)

[ ]  Official sealed transcripts with a degree conferred (Associates) Degree awarded by a nationally regionally accredited college or university that includes the following:

 [ ]  3 hours language arts/reading or language arts/reading pedagogy

 [ ]  3 hours writing or writing pedagogy

 [ ]  3 hours mathematics or mathematics pedagogy

 [ ]  6 hours reading, writing, math readiness, professional education, classroom

 management, teaching assistance or special education

[ ]  48 semester hours of academic credit awarded by a nationally or regionally accredited college or university that includes the following

 [ ]  3 hours language arts/reading or language arts/reading pedagogy

 [ ]  3 hours writing or writing pedagogy

 [ ]  3 hours mathematics or mathematics pedagogy

 [ ]  6 hours reading, writing, math readiness, professional education, classroom

 management, teaching assistance or special education

[ ]  Official sealed transcripts of a Bachelor’s Degree Conferred

[ ]  Passing Score on ParaPro

[ ]  Passing Score of Essential Academic Skills

[ ]  Passing Score on ParaEducator (70% in each of the sections)

**For office use only:**

[ ]  Email sent requesting:

[ ]  Level 3; issued for 9 years

Comments: