

**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: