

Michigan ESP Center for Professional Learning

P.O. Box 2573, East Lansing, MI 48826-2573
800/ 292-1934 • 517/333-6260 • Fax: 517/336-4013

Instructional Paraprofessional Application for ESP Certification (ESEA/NCLB Documentation)

The Educational Support Personnel (ESP) Certificate Program, administered by the Michigan ESP Center for Professional Learning, assures the provision of high quality standards-based professional development for educational support personnel.

Supported by the Michigan Education Association (MEA), the ESP Certificate is available to all ESP in any classification who complete the program requirements (MEA members and non-members). It is also available to instructional paraprofessionals who are required by the Elementary and Secondary Education Act/No Child Left Behind Act of 2001 to be "qualified."

The application form on the reverse side is to be used by Educational Support Personnel who have become ESEA/NCLB qualified based on:

the completion of at least 60 semester hour college/university credits or an associate or higher education degree; **OR**

having passed all required parts of WorkKeys, (American Testing Company), ParaPro Assessment (Educational Testing Service), the Basic Skills part of the Michigan Test for Teacher Certification, **OR**

the completion of the Michigan Department of Education Paraprofessional Portfolio Assessment.

Those who are not required to be "qualified" may apply for the ESP Certificate upon completion of the General ESP Certificate Program.

Those who choose to become ESEA/NCLB qualified in the future may apply for the ESP Certificate upon completion of one of the above options.

The Educational Support Personnel (ESP) Certificate is issued as a service to MEA members at no cost. **Non-members are required to submit a fee of \$30.00 as part of this application process.** Check or money order should be made payable to: Michigan Education Association.

The application and fee (for non-members) should be returned to:
Michigan ESP Center for Professional Learning, P.O. Box 2573, East Lansing, MI 48826-2573.

Questions may be directed to Carolyn Logan via email: clogan@mea.org or by calling the phone numbers listed above.

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Applicant Information

MEA Member

Non-MEA Member

(please attach a check or money order in the amount of \$30.00)

Name _____
Last First Middle Maiden

Last 4 digits of Social Security # _____ Birth date _____

Email Address _____

Home Address _____ Phone _____
Street/City/State/Zip

School District _____ Phone _____
Address _____

Street/City/State/Zip

Building/Worksite _____ Phone _____

Address _____ Fax _____
Street/City/State/Zip

Are you currently employed as an Instructional Paraprofessional? Yes No

In accordance with the provisions of the Elementary and Secondary Education Act/No Child Left Behind Act of 2001: Please indicate the process by which you are ESEA/NCLB Qualified.

Check here – Mark only one.

<p>Holds an Associate or higher degree Type of degree earned and year completed: Copy of transcript indicating degree awarded must be attached.</p> <p>Earned at least 60 semester hours at a college or university Name of college/university attended and year(s) attended: Copy of transcript(s) documenting semester hours must be attached.</p> <p>Passed required components of the WorkKeys test. Copy of official score reports must be attached.</p> <p>Passed all components of the MTTC Basic Skills Examination. Copy of official score reports must be attached.</p> <p>Passed the ETS ParaPro Assessment. Copy of official score report must be attached.</p> <p>Completed MDE Paraprofessional Portfolio Assessment Copy of the Paraprofessional Portfolio Final Recommendation (Form J) must be signed, dated and attached.</p>

Misrepresentation or falsification of information may result in suspension or revocation of the ESP Certificate and could render you unqualified based on ESEA/NCLB requirements.

Completed form should be returned to the above address.
Please retain a copy of both sides of this document for your personal file before mailing.