

Professional Development Plan Application

Personal Information - Please Print All Information

Last Name		MI	First name	
Address			Maiden Name	
City	State	Zip	Last 4 Digits SSN #	
Home Phone ()		Cell Phone ()		<p><i>Membership must be current to maintain an active certificate. Please pay membership dues before submitting PDP Application.</i></p>
Primary Email Address*				
<p>(*NOTE: this is our primary way to communicate with you - please use an email where we can reach you all year long)</p>				

Employment Information

School System Name		District	County
School Name			
Address	City	State	Zip
Name of Principal			
Name of Superintendent			
Name of Personnel Director			

Certificate Application

<p>■ If you are applying for ADMISSION you must complete the Education Form along with the information listed below.</p>	
<p>Application For: Add \$5 late fee if application is mailed after December 31st.</p> <p> <input type="checkbox"/> Initial/Admission \$55 (First time application) <input type="checkbox"/> Upgrade \$45 (Applying for a certificate above your current level certificate.) <input type="checkbox"/> Renewal \$45 (Requires 64 hours continuing education every five years.) </p>	
<p>Type of Certificate: College Level Certificates</p> <p> <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Instructional Associate - Level III <input type="checkbox"/> Instructional Associate - Level II <input type="checkbox"/> Instructional Associate - Level I </p>	<p>Teacher Assistant Certificates</p> <p> <input type="checkbox"/> Advanced <input type="checkbox"/> Intermediate <input type="checkbox"/> Standard </p>
CEU/Contact Hours Submitted	College Credit Hours Submitted
<p>If applying for RENEWAL or UPGRADE, please list type of PDP Certificate you NOW hold and the year the certificate was issued: Certificate _____ Year Issued _____</p>	
<p>Please make check payable to NCATA and mail with your application before December 31st to avoid a late fee to:</p> <p>NCATA - Attn: PDP Application PO Box 334 Welcome, NC 27374</p>	<p>Office Use: Check/MO #: _____ Amount: _____</p>

Application fee is non-refundable. NCATA does not process applications without fee.

Designed, Activated, Processed and Supported by the North Carolina Association of Teacher Assistants 04/24/2018

Education Form

- This form **MUST** be completed if applying for **YOUR INITIAL CERTIFICATION** or if your educational information has changed (for example, if you have received a degree since your initial application).
- All documents submitted become a part of the applicant's permanent file maintained by the Administrator of the Professional Development Plan.

Section 1-High School

Documentation of High School Education is required for the Standard, Intermediate, Advanced, TA Certificate, and Instructional Associate Certificates. Please indicate which form of documentation has been included:		
• Copy of Diploma _____	• High School Transcript _____	• GED _____

Section 2 - College

<ul style="list-style-type: none"> ■ Official transcripts are required for documentation of <u>any</u> college level credit hour courses or continuing education units (CEUs). You can request an official transcript from your College or University. It should be sent to NCATA in its original, sealed envelope. ■ You can use official transcripts from any educational institution from any time period. 			
Name of College or University		Dates Attended	
Street Address	City	State	Zip
Degree		Year Awarded	
Name of College or University		Dates Attended	
Street Address	City	State	Zip
Degree		Year Awarded	

Section 3 - Work Experience

<ul style="list-style-type: none"> ■ Please list work experience as a Teacher Assistant in North Carolina. Record in REVERSE chronological order, beginning with the current year. If more space is needed, please make copies of this form. 		
School System	Name and Address	Employed: From/To -Mo./Yr.

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Certificate of Completion

This form is to be used **ONLY** if a certificate of attendance is not given for an in-service education or continuing education course/workshop. Please **DO NOT** use this form if you already have a certificate of attendance. If more than one is needed, please make copies.

This is to certify that the teacher assistant named below has successfully completed an In-service/Continuing Education program offered by:

Sponsoring Agency or School	
Title of Course/Workshop	
Brief Description of Course/Workshop	
Date Enrolled: (Required)	Date Completed: (Required, even if same day)

Name of Instructor (Required)	Instructor Title (Required)
Verifying Instructor Signature (Required)	Date

Name of Teacher Assistant	Position
Last 4 Digits SSN #	Date

Instructional Hours (Actual Clock Hours) _____

Please remember to fill out YOUR information, too!

NOTE: The Professional Development Plan accepts only 7 hours of continuing education per academic day. Even if the Course/Workshop credits you with one (1) CEU or 10 Hrs., the plan will only count 7 hours in one day.

Bus Driver Training: NCATA will accept classroom hours for bus driver training, with certificate of attendance.