



Professional Development Plan

Teacher Assistant Certificates (Continuing Education Hours)

- Standard Certificate
- Intermediate Certificate
- Advanced Certificate

College Level Certificates

- Instructional Associate Certificate - Level I
- Instructional Associate Certificate - Level II
- Instructional Associate Certificate - Level III
- Baccalaureate Certificate

North Carolina Association of Teacher Assistants Professional Development Plan

Purpose

The Professional Development Plan is a process for teacher assistants to reach their full potential as instructional assistants contributing to student achievement. It provides a way for teacher assistants to track their continuing education throughout their career. The curriculum focuses on practical training essential for teacher assistants to contribute to student achievement.

Certificates

Seven certificates are offered to encourage teacher assistants to seek further education. These certificate levels may be pursued in progressive steps.

- The **College Level Certificates (Baccalaureate & Instructional Association Certificates Levels 1-3)** are for teacher assistants that have continued their education through college courses. Official transcripts of college courses that have been successfully completed will be accepted for these certificates.
- The **Continuing Education Certificates (Standard, Intermediate, and Advanced)** are for teacher assistants that have obtained hours of instruction in various subjects that apply to their position as a teacher assistant. All forms of instructional hours in the approved areas will be accepted for completion of these three certificates.
- **Re-certification** is required every five years. Sixty-four (64) contact hours (4 semester credits) from approved programs and earned within the last five years are required for re-certification of any certificate. The sixty-four (64) contact hours (4 semester credits) may be used to meet requirements for subsequent certificates.

Effective Teacher Training

The continuing education certificates: The Effective Teacher Training is now recommended but not required. If the ETT Course is not offered by your local school system or through your local community college, the following alternative is acceptable but also not required:

- Classroom Management (10 clock hours)
- Child Development (10 clock hours)
- Instructional Techniques (10 clock hours)

ETT is not required for Levels I, II, III or Baccalaureate Certification.

Course Requirements

For those pursuing the college level certificates, courses should be consistent with the Pre-Major Associate in Arts Articulation Agreement in Elementary Education, Middle Grades Education and Special Education (A110P). It is wise to select your courses from the Pre-Major Associate in Arts Articulation Agreement courses found on the PDP page of the NCATA web site:

www.teacherassistants.org.

Note that not all community college courses transfer to the university. Nor will all community college courses count towards an Associate Degree for Teacher Assistants. Check with your community college for information.

NCATA helps teacher assistants maximize credit for their education. In the past, NCATA has worked with community colleges to establish programs specifically for teacher assistants. NCATA will continue to provide guidance so teacher assistants can make the best choices to further their careers. NCATA will continue to offer high quality courses for teacher assistants and encourage the community colleges and school districts to offer courses. NCATA has successfully facilitated communication between the university and community colleges that may lead to a larger variety of colleges that will transfer to the university.

Education Verification

To be eligible for PDP certification, NCATA requires proof of education. For community college or university classes, an official transcript from an accredited college or university is required to verify semester and quarter credit courses. A transcript issued to the student is not acceptable.

For continuing education classes, in-service training or other staff development workshops, a course certificate must accompany the application to verify attendance and indicate successful completion. Acceptable documentation for a course/workshop must clearly state ALL of the following:

- Your Name
- Course Name & Sponsoring Agency
- Date(s) of Course
- Clock Hours of Instruction
- Signature and Title of Instructor or Administrator (this must be an original signature)

The title and signature of the instructor and/or an authorized official of the sponsoring agency must appear on this document. Use the Certificate of Completion worksheet included with this packet if you do not have certificates for all of your courses.

• **IMPORTANT CHANGES:** School Continuing Education, County History Reports, or Umbrella Forms will NOW be accepted for classes taken, but the names of classes, hours, and dates must be listed on the forms. Remember, we will need your principal's signature, title and date on these forms or we will not accept them. If only the year is shown with a set number of hours and no class names are listed, you must send a Certificate of Completion Worksheet with the class details.

• **Journeyman's Certificate:** We will accept a Journeyman Certificate from NCDOL as an upgrade to Associate Level I. A list of courses taken for the Certificate and a copy of the Certificate will need to be sent with the PDP application and fee for the upgrade to be accepted.

• **Bus Training:** We will now accept all hours taken for Bus Training yearly, but there must be training involved, not just meetings.

Courses of questionable academic benefit must be approved prior to being submitted. Complete the "Course Justification" form found on the PDP page of www.teacherassistants.org in order to have this course considered for PDP credit.

Certification Levels & Requirements

All certificates require at minimum a high school diploma or GED and Effective Teacher Training or equivalent. Additional requirements for each level appear below.

Teacher Assistant CEU Certificates		
Certificate Level	Minimum Continuing Education (CEU) or Contact Hours Required (Includes 30 hours ETT if taken)	
Standard Certificate	129	These CEU hours do not need to be college-level courses, though they can be. Most "real" hours, CEU credits (normally = 10 real hours), and transcripts from years past are acceptable.
Intermediate Certificate	228	
Advanced Certificate	426	

College Level Certificates		
Instructional Associate Certificate - Level I	18	English Math Reading OR Writing Communications (may use Spanish)
Instructional Associate Certificate - Level II	48	Level I requirements plus: Technology/Computer
Instructional Associate Certificate - Level III	60	Level II requirements plus: Intro to Education Three (3) Psychology or Sociology
Baccalaureate Certificate	Baccalaureate Degree Plus 30 contact hours* of required courses (shown at right).	Degree in education is preferable, but a baccalaureate (4-year) degree in any field is now accepted for certification. Courses should include: <ul style="list-style-type: none"> • Basic Childhood Development, Psychology, Sociology OR • Reading & Writing Methods *The 30 contact hours is waived if the teacher assistant holds a current teacher certificate.

CEU or Contact Hour Conversion

Education Type	# Contact Hours
1 semester hour (college)	16
1 quarter hour (some colleges)	11
1 unit CEU credit	10

Administration

The North Carolina Association of Teacher Assistants (NCATA) administers the Professional Development Plan. NCATA's PDP Committee is made up of a state committee chairperson, and representatives from each of the eight state districts.

Committee members are members of NCATA and hold active PDP certificates. The Committee reviews all PDP applications and confirms educational requirements.

Once approved, applicants must renew their certification every 5 years in order to remain active in the PDP program. They are also required to pay their NCATA membership dues each year to keep their PDP certification active. Failure to renew yearly membership will result in a PDP lapse as well.

Applicants may also choose to upgrade to a higher level of certification any time after their initial acceptance into the program.

Application Procedure

1. **Submit application.** Applications may be printed from NCATA's web site at www.teacherassistants.org or you may request an application by calling 800-979-2077 or by emailing the PDP Administrator (Melinda Zarate at mzarate.ncata@gmail.com)
2. **Deadline Date(s):**
 - **Initial Application for Certificate** is due anytime during the calendar year. To guarantee that your PDP will be reviewed and considered for May certification; applications must be received no later than December 31. Please submit as EARLY as possible – this gives you and NCATA more time to make sure your application is in order and ready to be approved.
 - **Renewal Application** is due December 31 of the year prior to renewal deadline (Example: Renewal year 2019, application must be received by December 31, 2018 or a late fee is applied.) Applications received after December 31 until February 1st will be reviewed on a first come first serve basis. Any application received after February 1st will automatically be carried to the next year for review.
3. **Send completed application with the following:**
 - Attach copies (not originals) of verifying documents.
 - Attach payment of appropriate application fees

Application Fees (as of August 12, 2015)	NCATA Members
Initial Certification Application Fee	\$55.00
Subsequent Upgrade &/or Renewal Certificate Fee	\$45.00
PDP Late Fee (Accessed To All Applications Received After December 31 st)	\$ 5.00
PDP Penalty/Reinstatement Fee (Accessed To All PDP Applicants Who Have Had A Lapse In Membership, And Wish To Reinstate Their PDP To Active Status; Or Any PDP Applicant Whose Renewal Is Overdue)	\$30.00

PLEASE NOTE: PDP's that are inactive for more than five years will be required to go back through the initial certification process (Effective 8/12/15).

Course Topics

- | | | |
|-------------------------|------------------------|--------------------------|
| Art | English/Grammar | Music |
| At-risk Children | Health | Philosophy |
| Audio/Visual | History | Physical Education |
| Basic Technology | Learning Disabilities | Psychology/Sociology |
| Problem-solving | Learning Styles | Reading |
| Children- Special Needs | Library Science | Reading/Writing |
| Composition | Literature | Methods |
| Computers/Technology | Mathematics | Remediation-basic skills |
| Cooperative Teaching | Manipulation | Science |
| CPR | Mathematics Methods | Stress Management |
| Discipline Techniques | Mental Retardation and | Teaching Problem- |
| Educational Psychology | Physical Disabilities | Solving |

PDP Certification Process 2019

July 1, 2018 - December 2018

NCATA members send PDP applications to NCATA Office by December 31, 2018.

- NCATA office prepares 2019 applications for review by PDP Committee. NCATA sends email receipts that serve as acknowledgment of receipt of application and fee. Staff notifies applicants by email or phone if their application is considered incomplete.

November 2018

- PDP Committee reviews 2019 applications received to date.
 - < If approved, NCATA notifies applicants by postcard.
 - < If approved, certificate holders may receive certificate at Annual Conference in May 2019 and have certificate emailed to them after conference.
 - < If denied, applicants are notified and may correct or update their application and resubmit for PDP Committee review at 2nd meeting.

February 2019

- PDP Committee reviews 2019 applications received by 2/1/2019.
 - < If approved, NCATA notifies applicants by postcard.
 - < If approved, certificate holders may receive certificate at Annual Conference in May 2019 and certificate is emailed to them later.
 - < If denied, applicants are notified but are not eligible to resubmit until the following certification year.

March 2019

- Lapse of Certification: Notices are sent to PDP certificate holders up for renewal in 2019 that failed to pay their membership dues by December 31, 2018 and failed to apply for certificate renewal by the February 1, 2019 deadline. Their PDP certificates are now considered *inactive* because they did not renew their PDP certificate in time. This is the **ONLY** notice they will receive.
- Lapse of Membership leading to a lapsed PDP: PDP Certificate holders who fail to renew their NCATA membership by December 31, 2018 will have their PDP Certification status changed to lapsed on January 15, 2019. There is a \$30 fee for reinstatement after paying the late membership dues of \$50. Their membership and PDP records will be archived.

May 2019

- Approved certificate holders receive certificates at the 2019 NCATA Annual ~~Conference~~ Conference
- Any certificates not picked up at the Conference are emailed to their recipients in late May.

June 2019

- NCATA sends report to Superintendents with list of all 2019 Active PDP Certificate holders in their LEA.

August-September 2019

- Some LEAs distribute PDP incentives or stipends to active certificate holders (not all LEAs do this). NCATA does NOT provide any monetary reward for certification. This is done only at the local level, and is entirely up to each LEA. **NOTE:** In Robeson County, RATA requires certificate holders to pay their local and state membership dues by November 1st of each year to be eligible for their extra training pay program.

PDP Application Checklist

Please use this checklist to ensure a complete application:

REMEMBER: Initial Application is due anytime during the year, but must reach us by December 31st to be considered for May certification. Renewal applications must be submitted by December 31st of the year prior to expiration.

Have you enclosed:

___ **Your completed Professional Development Plan application?** Be sure to fill out completely.

___ **The appropriate fee?** Make checks payable to NCATA PDP. NCATA cannot review applications without the correct fee enclosed. (See Application Fees table above.)

___ **Your membership dues?** Please be sure to keep your membership current to avoid a delay in your approval. You can join online at www.teacherassistants.org or send in a membership application (available on the web site). The membership fee is *in addition* to the PDP fee. We will not review applications of non-members.

___ **An official transcript?** An Official Transcript must document ALL college courses. Official transcripts must be requested from your college and be sent to NCATA in their original, unsealed envelope. No student copies will be accepted (though applicants can include the original, unsealed envelope with their PDP application). (Note that continuing education courses taken through a community college do not have to be documented by an Official Transcript. They are usually characterized by having no letter grade, but recorded in units or clock hours. This type of transcript or record of courses taken may be mailed with your other documentation.)

___ **An education form?** This form **MUST** be completed if applying for INITIAL admission OR if your educational information has changed (for example, if you have received a degree since your initial application).

___ **Acceptable CEU/Contact Hour(s) Documentation?** This might include:

- Continuing Education History Reports WITH your principal's signature, title, and date. Check with your school or district's central office to get a copy of your continuing education history report. History Reports, Continuing Education Reports, or Umbrella Forms will NOW be accepted as long as class names, hours and dates are listed.
- Individual Certificates of Completion for each course. Each document must include credit hours earned, signature and title of instructor or principal, and teacher assistant's name. Do not send documents that do not show hours earned. Use the *Certificate of Completion* worksheet in this packet if you do not have certificates for all of your courses.

___ **Attach copies (not originals) of all documentation.** All documents submitted become a part of the applicants permanent file maintained by NCATA – they will not be returned.

___ **All signatures** needed for application and Certificates of Completion/CEU history reports.

___ **Mail the complete application along with application fee to:**

NCATA
PDP
PO Box 334
Welcome, NC 27374

A receipt of application & fee is emailed to you. Other notification is sent if application is incomplete.

For those submitting INITIAL applications, be sure to include:

- ___ Your Effective Teacher Training Documentation or Alternative Course(s) Documentation (Recommended only when you initially apply.) ETT is now recommended but is not required.
- ___ A copy of your High School Diploma, GED, or other proof of graduation. (Not required for college level certificates.)
- ___ Completed Application including education page.

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 ()		Membership must be current to maintain an active certificate. Please pay membership dues before submitting PDP Application.
Primary Email Address*				
<small>(*NOTE: this is our primary way to communicate with you - please use an email where we can reach you all year long)</small>				

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

<input type="checkbox"/> If you are applying for ADMISSION you must complete the Education Form along with the information listed below.	
Application For: Add \$5 late fee if application is mailed after December 31 st . <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.)	
Type of Certificate: College Level Certificates <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	Teacher Assistant Certificates <input type="checkbox"/> Advanced <input type="checkbox"/> Intermediate <input type="checkbox"/> Standard
CEU/Contact Hours Submitted	College Credit Hours Submitted
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 _____	
Please make check payable to NCATA and mail with your application before December 31 st to avoid a late fee to: NCATA - Attn: PDP Application PO Box 334 Welcome, NC 27374	Office Use: Check/MO #: _____ Amount: _____

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.

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

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.