

**CHAPTER 67-11-14**  
**CERTIFICATE OF COMPLETION FOR PARAPROFESSIONALS**

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**67-11-14-00.1. Definitions.**

For purposes of this chapter:

1. "Instructional support" means:
  - a. The provision of one-on-one tutoring planned by the teacher if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
  - b. Assistance with classroom management, including organizing instructional and other materials;
  - c. Providing instructional assistance in a computer laboratory;
  - d. Conducting parental involvement activities;
  - e. Providing support in a library or media center;
  - f. Acting as a translator; or
  - g. Providing instructional support services under the direct supervision of a teacher.
2. "Paraprofessional" means an individual providing service as an aide, paraprofessional, or paraeducator who provides instructional support in an early childhood through grade twelve setting.
3. "Paraprofessionals providing instructional support in a program supported with title I funds" means:
  - a. In a targeted assistance program, paraprofessionals paid with title I funds.
  - b. In a title I schoolwide program, all paraprofessionals in the building.

**History:** Effective December 1, 2003.

**General Authority:** NDCC 15.1-02-11, 15.1-02-16, 15.1-32-02, 15.1-32-09

**Law Implemented:** NDCC 15.1-02-11, 15.1-32-02, 15.1-32-09; 20 USC 1412(a)(15); 20 USC 6319(c)-(f); 34 CFR 200.58

**67-11-14-01. Certificate of completion required.**

Paraprofessionals providing instructional support in a program supported with title I funds and paraprofessionals serving students with disabilities, except paraprofessionals providing services only in the speech-language pathology discipline, must hold the North Dakota certificate of completion for their respective discipline.

**History:** Effective February 1, 2000; amended effective December 1, 2003.

**General Authority:** NDCC 15.1-02-11, 15.1-02-16, 15.1-32-02, 15.1-32-09

**Law Implemented:** NDCC 15.1-02-11, 15.1-32-02, 15.1-32-09; 20 USC 1412(a)(15); 20 USC 6319(c)-(f); 34 CFR 200.58

**67-11-14-02. Issuing agency.**

The North Dakota paraprofessional certificate of completion is issued by the:

Superintendent of Public Instruction  
Department of Public Instruction  
600 East Boulevard Avenue, Dept. 201  
Bismarck, ND 58505-0440

**History:** Effective February 1, 2000; amended effective December 1, 2003.

**General Authority:** NDCC 15.1-02-11, 15.1-02-16, 15.1-32-02, 15.1-32-09

**Law Implemented:** NDCC 15.1-02-11, 15.1-32-02, 15.1-32-09; 20 USC 1412(a)(15); 20 USC 6319(c)-(f); 34 CFR 200.58

**67-11-14-03. Certificate of completion standards.**

To obtain a certificate of completion, a paraprofessional must submit a completed application form and:

1. Paraprofessionals providing instructional support to individuals with disabilities must demonstrate completion of twenty contact hours of inservice training conducted within one calendar year of employment in which the paraeducator assumes assigned duties. Areas of preparation include:
  - a. Student support concepts.
  - b. Human growth and development and the impact of disabilities.
  - c. Utilizing effective instructional strategies to serve students with disabilities in integrated settings.
  - d. Strengthening behavior.
2. Paraprofessionals providing instructional support in a program supported with title I funds must either:
  - a. Obtain a postsecondary degree of associate or higher;
  - b. Complete a minimum of two years of postsecondary education which is considered the equivalent of forty-eight semester hours; or
  - c. Achieve a passing score on a state-approved mathematics, reading, and writing assessment that evaluates at a level equivalent to the second year of college and includes assessment of:
    - (1) The knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or
    - (2) The knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness.

**History:** Effective February 1, 2000; amended effective December 1, 2003.

**General Authority:** NDCC 15.1-02-11, 15.1-02-16, 15.1-32-02, 15.1-32-09

**Law Implemented:** NDCC 15.1-02-11, 15.1-32-02, 15.1-32-09; 20 USC 1412(a)(15); 20 USC 6319(c)-(f); 34 CFR 200.58

**67-11-14-04. Verification process - Exclusion.**

1. The local special education unit must have an approved comprehensive system of personnel development plan on file with the superintendent of public instruction detailing how requirements will be met. In order for the comprehensive system of personnel development plan to be approved, it must include:
  - a. The nature and content of the training.
  - b. The number of contact hours.
  - c. A description of local recordkeeping procedures used for verification of training.
2. Indication of completion of twenty hours of training by the paraeducator must be documented by a letter of verification signed by the person providing the training. The letter of verification must be on file in the special education administrative office for monitoring purposes.
3. The requirements of this section do not apply to speech-language pathology paraprofessionals or to paraprofessionals providing instructional support in a program supported with title I funds.

**History:** Effective February 1, 2000; amended effective December 1, 2003.

**General Authority:** NDCC 15.1-02-11, 15.1-02-16, 15.1-32-02, 15.1-32-09

**Law Implemented:** NDCC 15.1-02-11, 15.1-32-02, 15.1-32-09; 20 USC 1412(a)(15); 20 USC 6319(c)-(f); 34 CFR 200.58

**67-11-14-05. Effective dates.**

1. Effective on December 1, 2003, all certificates will be issued based on the standards and procedures provided in this chapter. Paraprofessionals previously authorized to provide instructional paraprofessional services who continue to work in the same school district must comply with this chapter by July 1, 2005, or must receive an extension from the department, as outlined in subsection 2. Paraprofessionals previously authorized to provide instructional paraprofessional services, who initially begin employment in another school district on or after January 8, 2002, and paraprofessionals initially providing instructional paraprofessional services on or after January 8, 2002, must comply with this chapter immediately.
2. Paraprofessionals previously authorized to provide paraprofessional services who continue to work in the same school district may seek an extension of time to complete their training if the person seeking the extension:
  - a. Was providing paraprofessional services in the same school district since January 7, 2002;
  - b. Is pursuing the certificate of completion through one of the options provided in subsection 2 of section 67-11-14-03;
  - c. Submits a written plan of study or an assurance to the department documenting that the person will qualify for the certificate of completion by July 1, 2006; and
  - d. On or before July 1, 2006, provides the department with the following items:
    - (1) A completed application for paraprofessional certificate of completion form, including the applicant's name, address, telephone number, date of application, type of credential applied for, employment information, and the applicant's signature; and

- (2) A copy of the applicant's official transcripts showing successful completion of an education curriculum as provided in subsection 2 of section 67-11-14-03, or documentation of the applicant's passing score on a state-approved mathematics, reading, and writing assessment.

An extension must be approved by the department before a paraprofessional may work in a program supported by title I funds. An extension under this subsection is valid only until July 1, 2006.

**History:** Effective February 1, 2000; amended effective December 1, 2003; July 1, 2006.

**General Authority:** NDCC 15.1-02-11, 15.1-02-16, 15.1-32-02, 15.1-32-09

**Law Implemented:** NDCC 15.1-02-11, 15.1-32-02, 15.1-32-09; 20 USC 1412(a)(14); 20 USC 6319(c)-(f); 34 CFR 200.58

#### **67-11-14-06. Reconsideration.**

If an application for a certificate of completion is denied, the applicant will be notified of the opportunity for reconsideration. Upon receipt of a written denial, the applicant may request a reconsideration of the denial. A request for reconsideration must be in writing and must be received by the superintendent of public instruction within twenty-one days of the date the denial was mailed to the applicant by the superintendent of public instruction. Untimely requests will not be considered. The request for reconsideration must discuss:

1. The fact, law, or rule the applicant believes was erroneously interpreted or applied; and
2. The applicant's arguments on how the fact, law, or rule should have been applied, giving specific reasons and a thorough analysis.

The superintendent of public instruction will issue a final written response on the reconsideration request within twenty-one days after receiving a complete and timely reconsideration request.

**History:** Effective December 1, 2003.

**General Authority:** NDCC 15.1-02-11, 15.1-02-16, 15.1-32-02, 15.1-32-09

**Law Implemented:** NDCC 15.1-02-11, 15.1-32-02, 15.1-32-09; 20 USC 1412(a)(15); 20 USC 6319(c)-(f); 34 CFR 200.58

#### **67-11-14-07. Use of federal rules and policies.**

Unless otherwise specified in this chapter, applicable federal law and program regulations govern paraprofessionals.

**History:** Effective December 1, 2003.

**General Authority:** NDCC 15.1-02-11, 15.1-02-16, 15.1-32-02, 15.1-32-09

**Law Implemented:** NDCC 15.1-02-11, 15.1-32-02, 15.1-32-09; 20 USC 1412(a)(15); 20 USC 6319(c)-(f); 34 CFR 200.58