

IOWA PARAEDUCATOR CERTIFICATE INFORMATION

It's as easy as 1-2-3!

1. Contact your district human resources office for paraeducator employment requirements and if the para certificate is needed for employment.
2. Take the three-course series from the Mississippi Bend AEA.
 - How:
Create your account at: [AEA Learning Online](#)
To register: [AEA Professional Learning Registration](#)
Cost: \$120 per course, plus \$10 one-time materials fee (\$370 total)
Foundations #168210: 1/26/19
Instructional Supports #168211: 2/23/19
Behavior Supports #168214: 3/23/19
3. When: visit the registration site for upcoming courses
Apply online with the Board of Educational Examiners, www.boee.iowa.gov
You will need:
 - Course transcript from the AEA
 - Copy of your high school diploma/equivalent
 - Finger prints/signed FBI background check waiver form (provided at class)
 - \$118 fee: \$40 application fee and \$75 background fee and \$3 processing fee



Scan the code
to visit the
registration site

I need to renew my Certificate

Find your para certificate expiration date

Iowa para certificates are good for 5 years. <https://www.iowaonline.state.ia.us/boee/>

Why Renew?

- Keep up on your paraeducator skills and learn new educational trends
- Pay scale & advancement opportunities are offered by some districts – ask your HR dept.

How and when to earn renewal credits

Start earning the 3 renewal credits as soon as you earn or renew your license. *Do not wait until your license is about to expire!* It takes time & money to earn 3 credits in 5 years. One credit equals 15 hours of class time. What to take:

- Level II area of concentration
- Coursework taken for credit at the AEA or from your district, including the Substitute Authorization course
- College courses: 1 credit = 1 semester hour of college credit
- Online courses from an organization/college/university that are accredited by the state of Iowa (workshops and CEUs (continuing education units) cannot be used to renew para certificates)

How to Renew

Renew online with the BOEE; provide course credit transcript, mandatory reporter of child and dependent adult abuse training certificate, and \$40 renewal fee.

Questions?

- Contact your school district human resources office.
- AEA Staff Development, Betsy Justis: 563-344-6481, bjustis@mbaea.org

