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 Professional (ESP) Certificate Program, administered by the MEA 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 completes 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 Professionals (ESP) Certificate is issued as a service to MEA at no cost. **Non-members are required to submit a fee of \$30 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:

MEA ESP Center for Professional Learning, P.O. Box 2573, East Lansing, MI 48826-2573

Questions may be directed to Chuck Agerstrand via email: cagerstrand@mea.org or by calling the phone numbers listed above.

ATTN: PD/HR

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Applicant Information	☐ MEA Member	☐ Non-MEA Me	
Namo:		(please attach a check or	money order in the amount of \$30)
Name:	First	Middle	Maiden
Member ID:		Birth Date:	
Email Address:			
Home Address:		Phone: <u>(</u>	}
	Street/City/Zip		
School District:		Phone: (_)
Address:	011/01/17		
	Street/City/Zip		
Building/Worksite:		Phone: <u>(</u> _	
Address:	011/0117	Fax: <u>(</u>)
	Street/City/Zip		
Are you currently empl	oyed as an Instruction	nal Paraprofessional?	☐ Yes ☐ No
	•	•	dary Education Act/No Child
Behind Act of 2001: Ple	ase indicate the proc	ess by which you are E	SEA/NCLB Qualified.
Check here- Mark only	one		
Holds an Associate			
	ned and year completed:		
		must be attached:	
	emester hours at colle		
	niversity attended and year	r(s) attended: ours must be attached.	
	mponents of the Work		
	e reports must be attached		
	ents of the MTTC Basic		
	e reports must be attache		
Passed the ETS Para	•		
	e report must be attached	d	
	raprofessional Portfoli		
Copy of the Parapro	ofessional Portfolio Final Re	ecommendation (Form J) mi	ust be signed, dated and

Left

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

attached.

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