



Michigan ESP Center for Professional Learning

P.O. Box 2573, East Lansing, MI 48826-2573

P: (517) 333-6260 • F: (517) 336-4013

Instructional Paraprofessional ESP Certificate Program – Track II

The Education Support Professionals (ESP) Certificate Program, administered by the Michigan ESP Center for Professional Learning, assures the provision of high quality standards-based professional development for Education Support Professionals.

Supported by the Michigan Education Association (MEA), the General ESP Certificate – Track I is available to all ESP in any classification (both MEA members and non-members) who complete the program requirements. The Instructional Paraprofessional ESP Certificate – Track II is available to instructional paraprofessionals who are required by the Elementary and Secondary Education Act (ESEA)/No Child Left Behind (NCLB) Act of 2001 to be “qualified”.

The following application is to be used only by Education Support Professionals who have become ESEA/NCLB qualified based on:

- earning at least 60 semester hour college/university credits, or an Associate or Higher Education degree
- OR**
- the ESP passing the requirements of WorkKeys (American Testing Company), ParaPro Assessment (Educational Testing Service), and the Basic Skills portion 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 ESEA/NCLB qualified may apply for an ESP Certificate upon completion of the General ESP Certificate Program – Track I. (Please refer to the Track I guidance and application)

Those who choose to become ESEA/NCLB qualified in the future may apply for the Instructional Paraprofessional ESP Certificate upon achievement of one of the above qualifications.

ESP Program Certificates are issued as a courtesy to MEA members at no cost. Non-members are required to submit a fee of \$30 as part of the application process. A check or money order should be made payable to Michigan Education Association.

The application (and fee, for non-members) should be returned to:

Michigan ESP Center for Professional Learning

P.O. Box 2573

East Lansing, MI 48826-2573



Michigan ESP Center for Professional Learning

Instructional Paraprofessional ESP Certificate Program – Track II Application (ESEA/NCLB Documentation)

APPLICANT INFORMATION

MEA member Non-member

Last Name	First Name	Middle Initial
_____	_____/_____/_____	
Member ID	Date of Birth	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male

Home Address	City	State	Zip
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Home Email Address	Home / Cell Phone
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School District	Building / Worksite
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Work Address

Work Phone	Work Fax
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Are you currently employed as an Instructional Paraprofessional? Yes No

In accordance with the provisions of the Elementary and Secondary Education Act/No Child Left Behind Act of 2001, please indicate the process by which you obtained ESEA/NCLB qualification:

(Mark only one)

<input type="checkbox"/>	Achievement of an Associates or Higher Education degree (attach a copy of transcript and degree awarded) Type of degree and year earned:
<input type="checkbox"/>	Earned at least 60 semester hours at college or university (attach a copy of transcript(s) documenting hours) Name of college/university and year(s) attended:
<input type="checkbox"/>	Passed required components of the WorkKeys test (attach a copy of official score report)
<input type="checkbox"/>	Passed all components of the MTTC Basic Skills Examination (attach a copy of official score report)
<input type="checkbox"/>	Passed the ETS ParaPro Assessment (attach a copy of official score report)
<input type="checkbox"/>	Completed MDE Paraprofessional Portfolio Assessment (attach a signed, dated copy of the Paraprofessional Portfolio Final Recommendation (Form J))

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

You may contact the Michigan ESP Center for Professional Learning at P.O. Box 2573, East Lansing, MI 48826-2573 or by calling (517) 333-6260.