



Paraeducator Permits User Guide

This user guide will detail the steps involved in applying for a Paraeducator Permit. Details can also be found on the DDOE Licensure & Certification [Paraeducator Certification](#) page.

There are three Paraeducator Permits in Delaware:

- Title I Paraeducator
- Instructional Paraeducator
- Service Paraeducator

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DEEDS 3.0 Access

To access DEEDS 3.0, you must have an EdAccess account.

If you are new to Early Learning, new to K-12 or non-state employee or unemployed K-12, then you will need to [Register an EdAccess Account](#).

If you already have an EdAccess Account, [Login to EdAccess Account](#)

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

User is directed to the ***Educator Dashboard***.

Apply for Paraeducator Permit

Click the **Apply for K-12** menu icon in the upper right-hand portion of the dashboard. A list of options is displayed. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.



Figure PAR-MNU-01: Paraeducator Permit Menu Selection

Select **Paraeducator Permit** from the dropdown menu options.

Educator is redirected to **Paraeducator Permit Application** start:



Figure PAR-ATS-01: Paraeducator Permit Application Start

Applying for a **Paraeducator Permit** is designed to guide the user through the series of steps that need to be completed in order to submit the application. Note the numbered arrows that are displayed across the top of the data entry area, as these are the steps that are required to complete the application request. The **Paraeducator Permit Application** arrow is highlighted blue to signify that the user is currently on this step in the process.

The numbered arrows are displayed to show progress throughout the application process; however, these are not clickable, meaning that they have no associated action if they are clicked.

Click the **Create New Application** button to start the application process.

Once the application has been created, the application process can be paused at any time by clicking **Save Application For Later** button in the upper right hand side of the page. To resume editing of the application, click **View My Applications** button on the **Educator Dashboard**, find the Permit Title in the **Application Type** column and click **Continue Application** button. Likewise, the application can be withdrawn at any time by clicking the **Withdraw Application** button in the upper right-hand side of the page.

Application Data

The **Application Data** window is presented:

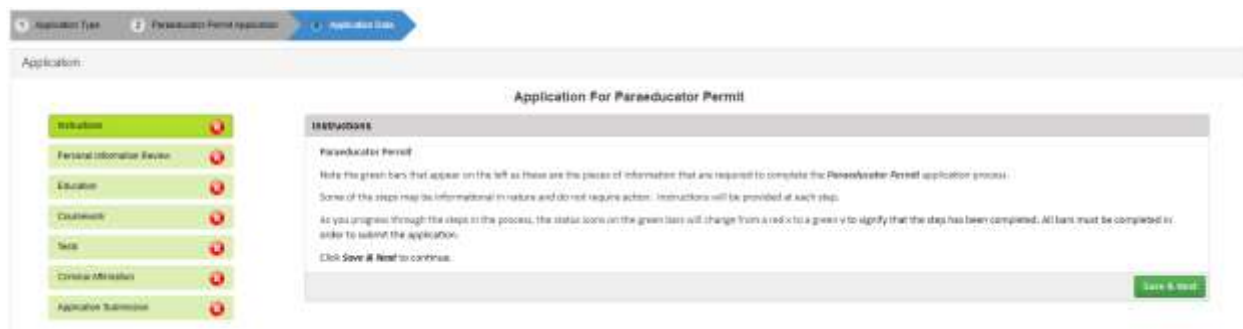


Figure PAR-AD-01: Paraeducator Application Data

The **Paraeducator Permit Application** arrow that was previously highlighted is now disabled (gray) and the **Application Data** arrow is highlighted blue to signify that the user is currently on this step in the process.

Note the green bars on the left, as these are the pieces of information that are required to complete the application request. The green bars that appear on the left include: **Instructions**, **Personal Information Review**, **Education**, **Coursework**, **Tests**, **Criminal Affirmation** and **Application Submission**. Some of the steps may be informational in nature and do not require action. Instructions will be provided at each step.

The **Instructions** bar is highlighted and designated with a red X to signify that the step has not yet been completed. Read the Instructions that appear in the **Instructions** box.

Click the **Save & Next** button.

The **Instructions** bar is designated with a green v to signify that the step has been completed.

Personal Information Review

The **Personal Information Review** bar is highlighted and designated with a red X to signify that the step has not yet been completed.



Application For Paraeducator Permit

Personal Information Review

Personal Information Instructions:

The Personal Information that you entered previously is displayed below.

- Please check the information for accuracy and completeness. Update the information as appropriate.
- Ensure the email address AND text number is completed with your current address.
- If you do not wish to receive text messages, uncheck the text message authorization checkbox.
- If changes are made to the information, click Save/Update.
- Click Save & Next to continue.

First Name:

Middle Name:

Last Name:

SSN:

DOB:

Prof:

Suff:

Professional Title:

Gender: Male Female Other

Age:

Home/Mailing Address

Street Line 1:

Street Line 2:

City:

County:

Work Phone:

Cell:

State:

Zip:

Country:

Work Email:

Secondary Email:

authorize the Georgia Department of Education to send text messages to the email cell phone.

Save/Update
Save & Next

Figure PAR-PIR-01: Paraeducator Personal Information Review Bar

The **Personal Information** entered previously is displayed. Check the information for accuracy and completeness. Ensure that the **Home/Mailing Address** section is completed with your current address. If you do not wish to receive text messages, uncheck the text message authorization checkbox. Update the information, as appropriate. If changes are made to the information, click the **Save/Update** button.

Click the **Save & Next** button.

The **Personal Information Review** bar is designated with a green v to signify that the step has been completed.

Education

The **Education** bar is highlighted and designated with a red X to signify that the step has not yet been completed. If **Education** data has been added to the system for the educator, it will appear here; otherwise, the table will be blank. Instructions related to **Education** data entry are displayed.

Application For Paraeducator Permit

Application Type: Paraeducator Permit Application

Application Date: Application Date

Education

Education Instructions:

- Click **Add Education** to enter your high school and/or college education. Click **Save** to save the changes.
- The new Education data will appear in the Education record table below. If the information in the table is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.
- If you submit the documents previously and wish to use them for this application, check the box under "Use Source of Application".
- Only official transcripts may be submitted for re-credentialing.
- Document Submission:
 - **Early Learning**
 - If entering high school, you must submit a high school diploma or high school student transcript.
 - Early Learning must submit their official college transcript, when-and-whereby or via mail directly from the institution to the Department of Education. College transcripts uploaded into the application are not considered official and will not be accepted toward certification.
 - **Other Education**
 - If CEI Education must submit their official transcript through their official or send it directly to Licensure & Certification.
- Click **Save & Add** to continue.

Add Education

Education	School ID	City	State	Degree	Start Date	End Date	Class	Source	Submitted	Documents	View Details	Actions
Showing 1 of 0 records												

Save & Next

Figure PAR-EDU-01: Paraeducator Education Bar

If **Education** data has already been entered in DEEDS and is shown listed in the **Education** table, then adding additional information is optional. However, if the **Education** table is blank, then the user is required to add **Education** information. Any data that can be entered as proof of **Education** is encouraged and will support the subsequent review and approval process. If additional education information is not needed, click the **Save & Next** button to continue and [skip](#) to the next step. Otherwise, follow the instructions in this section to **Add Education** information.

Click the **Add Education** button.

Figure PAR-EDU-02: Paraeducator Add Education Form

Education form is presented below the instructions for entering education related information specific to the Paraeducator application request. The required fields are designated with a red * and include: **Institution, City, State, Degree** and **Start Date**. Dropdown lists are provided for **State** and **Degree**, offering valid options to choose from. The **Start Date** entry field requires **YYYY** format.

Enter the **Institution** where the degree was obtained. Note that while typing, the information is auto-filling with appropriate choices. Select the correct Institution from the list. Enter the remainder of the **Education** information in the entry fields.

Click the **Save** button to save the new **Education** data or click the **Cancel** button to dismiss any changes. Either option will exit edit mode. Validation is performed with the **Save** operation to ensure that all required fields have been populated. If data is not entered for required fields, then an error is displayed in a red banner at the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the banner.

If data is saved, a new record is added to the **Education** table at the bottom of the window.

Institution	School ID	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Dismissed	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	2005	2009	Physical Science				<input checked="" type="checkbox"/>	

Figure PAR-EDU-04: Paraeducator Education Table

Optionally, the **Used toward Application** checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

If the information is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate. To delete the information, click the trash can icon in the **Actions** column.

Click the **Save & Next** button.

The **Education** bar is designated with a green V to signify that the step has been completed.

Coursework

The **Coursework** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

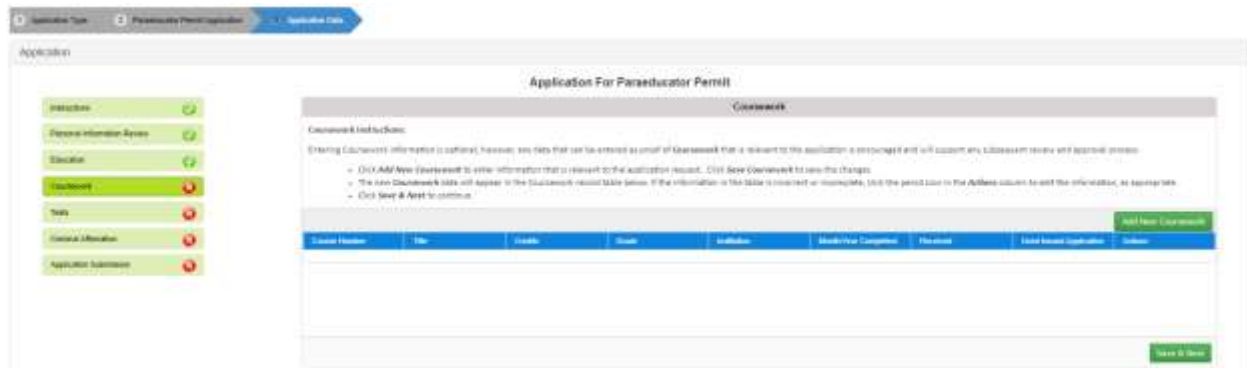


Figure PAR-CWK-01: Paraeducator Coursework Bar

Entering information in this step is optional; however, any data that can be entered as proof of **Coursework** that is relevant to the Paraeducator Permit request is encouraged and will support the subsequent review and approval process. If additional coursework information is not needed, click the **Save & Next** button to continue and [skip](#) to the next step. Otherwise, follow the instructions in this section to **Add Coursework** information.

Click the **Add New Coursework** button.

The screenshot shows a form for adding coursework. It has several input fields: 'Title *', 'Course Number *', 'Credits *', 'Institution *', 'Remarks', 'Month/Year Completed *' (with a placeholder 'MM/YYYY'), and 'Grade *'. The asterisks indicate required fields. At the bottom right, there are two buttons: 'Save Coursework' (green) and 'Cancel' (red).

Figure PAR-CWK-02: Paraeducator Add Coursework Form

Coursework form is presented for entering coursework related information specific to the Paraeducator Permit application request.

Enter the coursework information in the entry fields. The required fields are designated with a red * and include: **Title**, **Course Number**, **Month/Year Completed**, **Credits**, **Grade** and **Institution**. The **Month/Year Completed** entry field requires **MM/YYYY** format. When the cursor is in the **Month/Year**

Completed field, a monthly calendar is presented for selection/specification of the Month and Year that the coursework was completed. Enter the **Institution** where the coursework was completed. Note that while typing, the information is auto-filling with appropriate choices. Select the correct **Institution** from the list.

Click the **Save Coursework** button to save new coursework information or the click **Cancel** button to cancel the add operation. Either option will exit edit mode.

If data is saved, then the new coursework information entered is displayed at the bottom of the window in the **Coursework** table.

Course Number	Title	Credits	Grade	Institution	Month/Year Completed	Relevant	Used toward Application	Actions
MAT159	Integral Algebra/Calculus	3	B	WILMINGTON UNIVERSITY	FALL15		<input type="checkbox"/>	 

Figure PAR-CWK-03: Paraeducator Coursework Table

Optionally, the **Used toward Application** checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

If the information is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.

Click the **Save & Next** button.

The **Coursework** bar is designated with a green v to signify that the step has been completed.

Tests

The **Tests** bar is highlighted and designated with a red X to signify that the step has not yet been reviewed. All information on the Tests bar is read-only. If **Test** data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank.

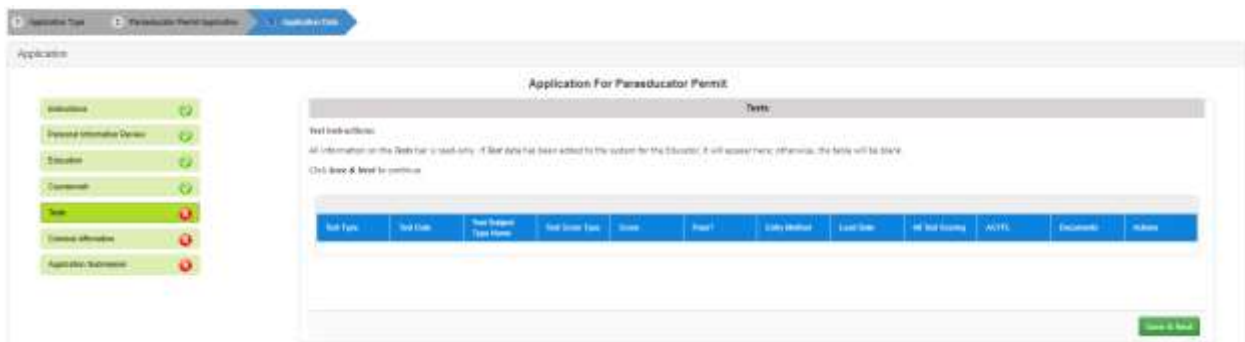


Figure PAR-TST-01: Paraeducator Tests Bar

Click the **Save & Next** button.

The **Tests** bar is designated with a green v to signify that the step has been completed.

Criminal Affirmation

The **Criminal Affirmation** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

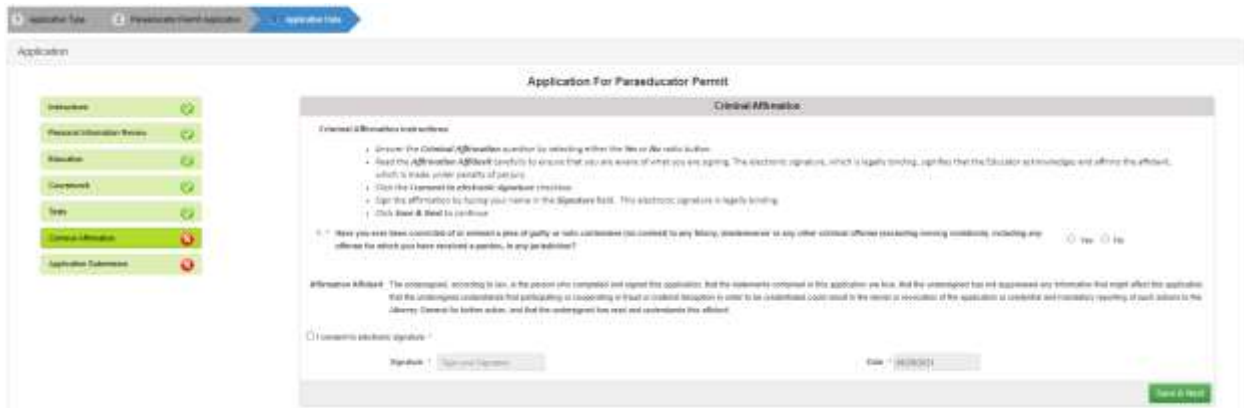


Figure PAR-CRI-01: Paraeducator Criminal Affirmation Bar

One question related to criminal background is displayed. Answer the question by selecting either the **Yes** or **No** radio button. The question is a mandatory field and must be answered to move forward.

The Affirmation Affidavit states: ***The undersigned, according to law, is the person who completed and signed this application, that the statements contained in this application are true, that the undersigned has not suppressed any information that might affect this application, that the undersigned understands that participating or cooperating in fraud or material deception in order to be credentialed could result in the denial or revocation of the application or credential and mandatory reporting of such actions to the Attorney General for further action, and that the undersigned has read and understands this affidavit.***

The electronic signature, which is legally binding, signifies that the Educator acknowledges and affirms the above statement which is made under penalty of perjury. The ***I consent to electronic signature*** checkbox is a mandatory field and must be checked to continue.

Sign the affirmation by typing your name in the **Signature** field. The **Date** field is auto-populated with the current date and is a read-only field.

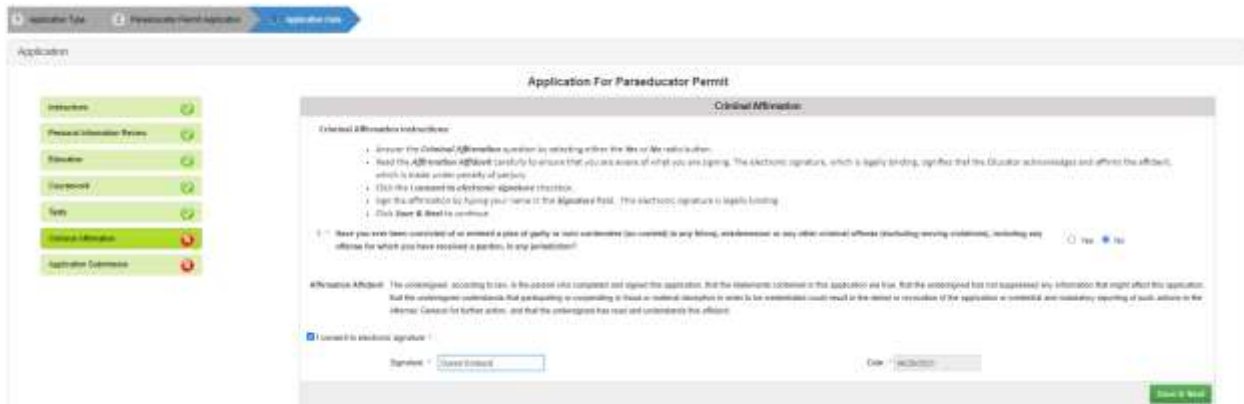


Figure PAR-CRI-02: Paraeducator Criminal Affirmation Form Completed

Click the **Save & Next** button.

The **Criminal Affirmation** bar is designated with a green V to signify that the step has been completed.

Application Submission

The **Application Submission** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

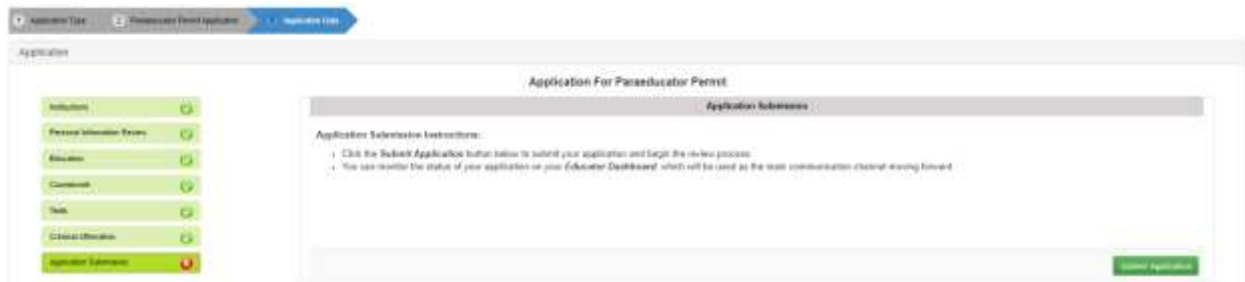


Figure PAR-APS-01: Paraeducator Application Submission

The **Paraeducator Permit Application** Process is complete, in that all the required information has been supplied and the application is ready for submission.

Optionally, you can review the information provided within the individual steps by clicking on the corresponding green bars.

You can monitor the status of your application by clicking **View My Applications** button on the **Educator Dashboard**. The **View My Applications** page will be used as the communication channel going forward.

Click the **Submit Application** button to complete the application process.

Confirmation of the application submission is presented along with additional information:



Figure PAR-APC-01: Paraeducator Application Submission Confirmation

In addition to the on-screen confirmation, an email is sent to the user. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us containing information about the Paraeducator Permit application submitted.

Click the **Back To Dashboard** button.

Application Tracker

Educator is directed back to the **View My Applications** page. The new **Paraeducator Permit** application is shown:



Figure PAR-APT-01: Paraeducator Application Tracker – In Progress Status

Note that the **Application** banner is green to signify that this step has been completed and the status appears as **Completed**. The **Intake** banner is yellow to signify that this step is in progress and the status appears as **In Progress**. From this point forward, status can be monitored via the **View My Applications** button on the **Educator Dashboard**. The Application Tracker is comprised of five banners: **Application**, **Intake**, **Quality Review**, **Analyst Review**, and **Finalize**. These banners are used to represent the various stages that an application may go through. Not all application types will be required to go through each of the stages, but all of the banners will always be present for completeness. It is important to note that the progression will always move from left to right and will never move backwards. The Paraeducator Permit Application progress can be monitored through this tab.

The **View My Applications** tab will show the last three (3) applications that have been submitted. In the event that there are more than three, click the **More** button to see more applications.

To the right of the Application Tracker are the details of the **Paraeducator Permit** application submitted in the previous steps. **Paraeducator Permit** is displayed in the **Application Type** column along with the **Submitted Date**. A **View Application** link is provided in the **View PDF** column, allowing the user to view and print a pdf version of the application details that were submitted. Although this is not necessary, it can be useful for reference. Additionally, a **Withdraw** button is provided so that the application can be withdrawn at any time.

Click the **Home** button to move back to the **Educator Dashboard** home page.

View Credentials

From the **Educator Dashboard**, click the **View My Credentials** button on the right.

Scroll down to the **Paraeducator Permits** section to see the following:



Figure PAR-VMC-01: Paraeducator View My Credentials - Application Pending

Note that the **Permit** appears at the top of the section and shows a status of **Application Pending**.

Once the **Paraeducator Permit** application has been submitted, the application is directed to the DDOE Licensure & Certification (L&C) team for review and approval. Depending on the qualifications, the requester will receive either one, two or all three of the **Paraeducator Permits** (Service, Instructional, Title I). If the requirements are met for either a Title I or Instructional permit, then all three permits will be issued. In the event that all three are not issued, the user will need to reapply using the same process outlined above.

From this point forward, all communication is done through the **View My Applications** page on the **Educator Dashboard**. The educator can monitor status and respond to deficiencies, as raised by the DDOE L&C team.

Deficiencies

When the **Paraeducator Permit** application is reviewed by the DDOE L&C team, there may be deficiencies identified that need to be resolved. The important thing is to respond to these deficiencies as quickly and completely as possible. When a deficiency is raised, the educator will be informed in three ways:

- An email will be sent to the educator primary email address to notify that there is a deficiency in the application that needs to be resolved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with the Subject **DDOE – Deficiencies in Application**.
- A **Respond to Deficiency** button appears on the **Educator Dashboard** home page.
- A Deficiency is listed on the **View My Applications** page of the **Educator Dashboard**.

On the **Educator Dashboard**, there is a new red **Respond to Deficiency** button that appears on the right side of the page under the menu options. This **Respond to Deficiency** button is an immediate indicator that a deficiency has been raised and action is required by the Educator in order to move forward with the application process.



Figure PAR-DEF-01: Paraeducator Dashboard Respond to Deficiency Button

Click the **Respond to Deficiency** button or Click the **View My Applications** button, as either choice will direct the user to the **View My Applications** page.



Figure PAR-DEF-02: Paraeducator Application Tracker with Deficiency Raised

Note that the color of the **Intake** banner has changed to red and the status has changed to **Deficient**. Additionally, there is an **Action Required** stamp below the Application Tracker as an alert that action is required. Refer to the **Deficiency Details** table below the Application Tracker for details regarding the deficiency raised. A brief description of the deficiency is listed in the **Deficiency Name** column and a brief description of the required action is listed in the **Notes** column. The date that the deficiency was raised is shown in the **Date** column. Read the **Notes** to determine how to fix the problem and ensure that the required action can be achieved at the current time. The user will need to supply additional information and/or evidence specific to the issue raised within the deficiency.

Click the **Respond to Deficiency** button directly above the **Deficiency Details** table and below the Application Tracker banners. Attention will be focused on the **Deficiency** section at the bottom.

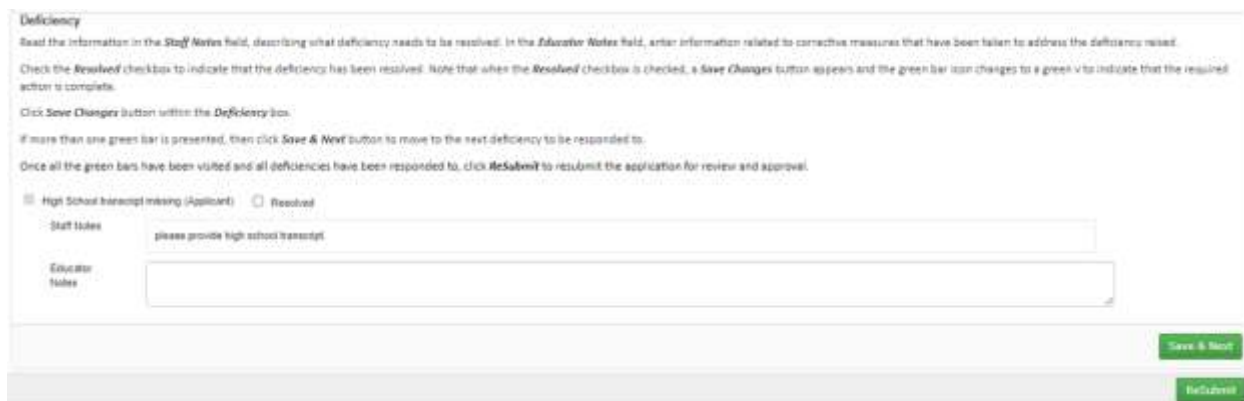


Figure PAR-DEF-03: Paraeducator Respond to Deficiency Action

Educator is directed to the section of the application where there is a deficiency. The green bar is designated with a red x to indicate that the issue is unresolved. In this example, there was a deficiency raised in the **Education** information provided with the application.

In the **Educator Notes** field, enter information related to how the deficiency described in the **Staff Notes** has been resolved. Check the **Resolved** checkbox to indicate that the deficiency has been addressed.

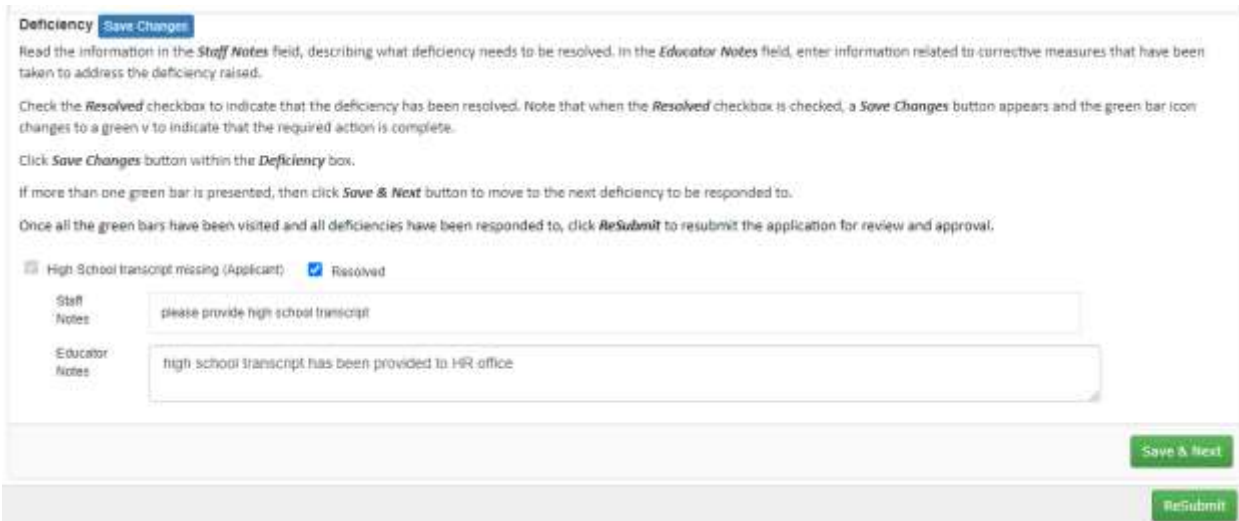


Figure PAR-DEF-04: Paraeducator Respond to Deficiency Resolution

When the **Resolved** checkbox is clicked, the **Save Changes** button is enabled. Click the **Save Changes** button within the **Deficiency** box.

Note the icon on the green bar has changed to a green V to indicate that the required action is complete.

Click the **ReSubmit** button.



Figure PAR-DEF-05: Paraeducator Resubmit Application Confirmation

Confirmation message is displayed thanking the educator for resubmitting the application and providing information regarding how to monitor the application going forward. Click the **Back to Dashboard** button.

Click the **View My Applications** button to view the Application Tracker.



Figure PAR-DEF-06: Paraeducator Application Tracker after Deficiency Addressed

Note that the color of the **Intake** banner has changed to yellow and the status has changed to **In Progress**. This status has changed because the deficiency has been addressed and the application has been put back into the Intake queue for review by the DDOE L&C team. The **Deficiency Details** are still

shown in the **Deficiency** table; however, the **Respond to Deficiency** button and **Action Required** stamp are both gone, indicating that no further action is needed at this time.

Application Complete

Once the deficiencies, if raised, have been resolved and the application has been approved by the DDOE L&C team, the information on the **View My Applications** page will change to:



Figure PAR-CMP-01: Paraeducator Application Tracker after Permit Issued

An email will be sent to the educator primary email address to notify that the application has been approved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with information regarding the approval of your **Paraeducator Permit Application**.

Click **View My Credentials** button on the **Educator Dashboard** and scroll down to **Paraeducator Permits** Section.



Figure PAR-CMP-02: Paraeducator Credentials after Permit Issued

The top section of the **Paraeducator Permits** Credentials shows the **Paraeducator Permit** details. The bottom section of the **Paraeducator Permits** Credentials shows the specific **Paraeducator Permit** that was issued. The specific permit type is displayed in the **Class** column. There are three (3) **Paraeducator Permits** that can be obtained: Service, Title I and Instructional. In the example shown, the Educator has been issued **Paraeducator Instructional** and **Paraeducator Service** Permits.

One of the most important things to note in the **Paraeducator Permits** Credentials information is the **Expiration Dates**. The Paraeducator Permit shows an **Expiration Date** five (5) years from the **Effective Date**. The **Paraeducator Certificates**, however, do not have an **Expiration Date**, and the **Expires** column is blank. The **Expiration Date** is tied to the Paraeducator Permit and will need to be Renewed in five (5) years. Permits expire, but Certificates do not expire. For more information on the renewal process, refer to the Renewals User Guide.

Print Credentials

Once the Paraeducator Permit has been issued, the Permit can be printed. Click the **View My Credentials** button or the **Print My Credentials** button on the **Educator Dashboard**, as either option will take you to the **Credentials** page. At the top of the page is a **Print and Download Credentials** section:



Figure PAR-PC-01: Paraeducator Print Credentials Form

Click the down arrow of the **Select a License** dropdown list.



Figure PAR-PC-02: Paraeducator Print Credentials License Options

The list of options displayed is limited to the credentials that have been issued to the educator. Select the **Paraeducator Permit** option corresponding to the permit issued in the previous sections. Click the down arrow to the right of the **Select a Document Type** dropdown list.



Figure PAR-PC-03: Paraeducator Print Credentials Document Type Options

The list of **Document Type** options displayed is limited to the certificates that can be printed for the Paraeducator Permit credential selected in the **Select a License** list. Select the **Wall Certificate for Paraeducator** option from the list.



Figure PAR-PC-04: Paraeducator Print Credentials Selection

When both options have been specified, the **Generate** button is enabled. Click the **Generate** button. A pdf version of the certificate is downloaded to the **Downloads** folder of the educator's computer. Go to the Downloads folder and locate newly generated credential file. Open pdf file to view contents:



Figure PAR-PC-05: Paraeducator Permit Wall Certificate

A wall certificate of the **Paraeducator Permit**, suitable for framing, has been downloaded to the educator computer.

During the credential selection process described above, a number appeared in the **Select a License** dropdown list next to the permit name, in this example: **Paraeducator Permit – 235817**.

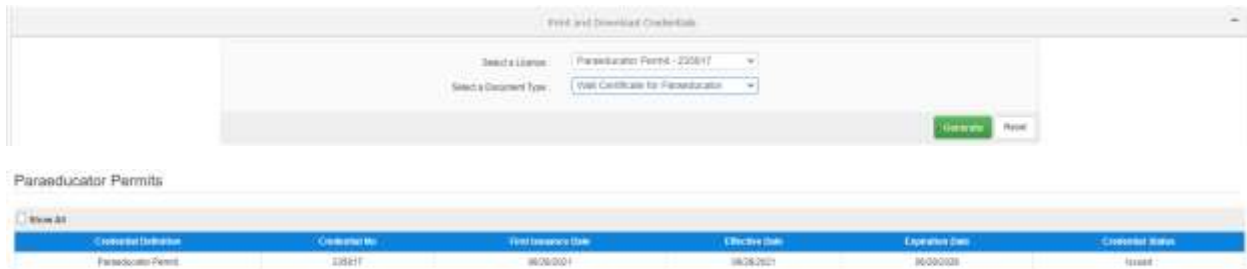


Figure PAR-PC-06: Paraeducator Permit Identification Number

This number associated with the permit is the identification number of the credential issued to the educator. Note that the **Paraeducator Permits** table on the **View My Credentials** page lists **235817** in the **Credential No** column, which corresponds with the credential selected for printing.

Reapply for Additional Paraeducator Permits

To obtain additional **Paraeducator Permits**, beyond what has been issued, the educator will need to Reapply. The exact same steps that were followed in applying for the first **Paraeducator Permit** will be followed in applying for additional **Paraeducator Permits**. Start at the [Apply for Paraeducator Permit](#) section of this user guide and follow the steps through to the [Application Complete](#) section.

Once the additional Paraeducator Permits have been obtained, the information on the Applications page will be updated to reflect the completion status of the Applications. Click **View My Applications** button on right-hand side of the **Educator Dashboard**.



Application Type	Submitted Date	View PDF
Paraeducator Permit	8/23/2021	View Application
Paraeducator Permit	8/23/2021	View Application

Figure PAR-RAP-01: Paraeducator Application Tracker - Additional Permits Issued

Note that the **Application Type** is **Paraeducator Permit** for both applications. There is no distinction in the **Application Type** since the Educator applies for a **Paraeducator Permit** and not specifically for one of the Paraeducator Certificate Types (Service, Instructional, Title I).

Additionally, the Credentials page will be updated to reflect the new information. Click **View My Credentials** button on right-hand side of the **Educator Dashboard**. Scroll down to **Paraeducator Permits** Section.

Paraeducator Permits

Show All

Credential Definition	Credential No.	First Issuance Date	Effective Date	Expiration Date	Credential Status
Paraeducator Permit	25495	07/20/2021	07/26/2021	07/23/2026	Issued

Paraeducator Certificates

ID	App. Complete?	When	Status	Class	Area	Issued	Effective	Expires	Renewed
25447	Yes	07/20/2021	Issued	Paraeducator Title I		07/22/2021	07/22/2021		No
25446	Yes	07/20/2021	Issued	Paraeducator Instructional		07/20/2021	07/20/2021		No
25495	Yes	07/20/2021	Issued	Paraeducator Service		07/26/2021	07/26/2021		No

Figure PAR-RAP-02: Paraeducator View Credentials - Additional Permits Issued

All three (3) individual permit types: **Paraeducator Title I**, **Paraeducator Service** and **Paraeducator Instructional** are listed in the **Class** column of the **Paraeducator Certificates** table. As noted earlier, the Paraeducator Permit has an **Expiration Date** but the **Paraeducator Certificates** do not. Permits expire, but Certificates do not expire.

Congratulations! The Paraeducator Permits have been successfully issued.

Paraeducator Permit Renewal

Paraeducator Permits need to be renewed every five (5) years. To renew a Paraeducator Permit, the educator is required to log 15 clock hours during the term of the permit. For more information on the renewal process, refer to the [Renewals User Guide](#).