

PDP Application Checklist

✓ Please use this checklist to ensure a complete application:

REMEMBER: Initial Application is due anytime during the year, but must reach us by December 31st to be considered for May certification. Renewal applications must be submitted by December 31st of the year prior to expiration.

Have you enclosed:

- Your completed application?** Page 8 of this packet. Be sure to fill out completely.
- The **appropriate fee?** See fee schedule on Page 5 (make checks payable to NCATA PDP). NCATA **cannot** review applications without fee enclosed.
- Your **membership dues?** Please be sure to keep your membership current to avoid a delay in your approval. You can join online at www.teacherassistants.org or send in a membership application (available on the web site) if you have not already joined NCATA.
- An **official transcript?** ALL college courses must be documented by an Official Transcript. Official transcripts must be requested from your college and be sent to NCATA in their original, unsealed envelope. No student copies accepted (though applicants can include the original, unsealed envelope with their PDP application). (Note that continuing education courses taken through a community college do not have to be documented by an Official Transcript. They are usually characterized by having no letter grade, but recorded in units or clock hours. This type of transcript or record of courses taken may be mailed with your other documentation.)
- An **education form?** This form **MUST** be completed if applying for INITIAL admission OR if your educational information has changed (for example, if you have received a degree since your initial application).
- Acceptable CEU/Contact Hour(s) Documentation?** This might include:
 - Continuing Education History Reports** WITH your principal's signature, title, and date. Check with your school or district's central office to get a copy of your continuing education history report.
 - Individual Certificates of Completion** for each course (if History Report is not available). **Each document must include credit hours earned, signature of instructor or principal, and teacher assistant's name.** Do not send documents that do not show hours earned. Use the Certificate of Completion worksheet on page 10 if you don't have certificates for all of your courses.Attach **copies** (not originals) of all documentation. All documents submitted become a part of the applicants permanent file maintained by NCATA – they will not be returned.
- All **signatures** needed for application and certificates of completion/history reports.
- Mail the complete application along with application fee to:**
NCATA Professional Development Plan
PO Box 893
Lewisville, NC 27023.

A receipt of application & fee is emailed to you. Other notification is sent if application is incomplete.

For those submitting INITIAL applications, be sure to include:

- Your **Effective Teacher Training** Documentation or Alternative Course(s) Documentation (Required only when you initially apply.) See acceptable alternative subjects for ETT on page 2.
- A copy of your **High School Diploma**, GED, or other proof of graduation. (Not required for college level certificates. (Required only when you initially apply.)

Professional Development Plan Application

Personal Information - Please Print All Information

Last Name		MI	First name	
Address			Maiden Name	
City	State	Zip	Last 4 Digits SSN #	
Home Phone ()		Cell Phone ()		NCATA Membership #
Primary Email Address*			Membership must be current to maintain an active certificate.	
(*NOTE: this is our primary way to communicate with you - please use an email where we can reach you all year long)				

Employment Information

School System Name		District	County
School Name			
Address	City	State	Zip
Name of Principal			
Name of Superintendent			
Name of Personnel Director			

Certificate Application

<p>■ If you are applying for ADMISSION you must complete the Education Form along with the information listed below.</p>	
<p>Application For:</p> <p><input type="checkbox"/> Initial/Admission (select if this is your first time submitting hours to NCATA for PDP certification.)</p> <p><input type="checkbox"/> Upgrade (select if you are applying for a certificate at least one level above your current certification.)</p> <p><input type="checkbox"/> Renewal (done every five years to keep current certificate active - requires 64 contact hours during last 5 years.)</p>	
<p>Type of Certificate: College Level Certificates</p> <p><input type="checkbox"/> Baccalaureate</p> <p><input type="checkbox"/> Instructional Associate - Level III</p> <p><input type="checkbox"/> Instructional Associate - Level II</p> <p><input type="checkbox"/> Instructional Associate - Level I</p>	<p>Teacher Assistant Certificates</p> <p><input type="checkbox"/> Advanced</p> <p><input type="checkbox"/> Intermediate</p> <p><input type="checkbox"/> Standard</p>
CEU/Contact Hours Submitted	College Credit Hours Submitted
<p>If applying for RENEWAL or UPGRADE, please list type of PDP Certificate you NOW hold and the year the certificate was issued: Certificate _____ Year Issued _____</p>	
<p>Please make check payable to NCATA and mail before December 31st with application to: NCATA Headquarters Attn: PDP; PO Box 893, Lewisville, NC 27023</p>	<p>Office Use: Check #: Amount:</p>

Application fee is non-refundable. NCATA does not process applications without fee.

Education Form

- This form **MUST** be completed if applying for **ADMISSION OR** if your educational information has changed (for example, if you have received a degree since your initial application).
- All documents submitted become a part of the applicants permanent file maintained by the Administrator of the Professional Development Plan.

Section 1- High School

Documentation of High School Education is required for the Standard, Intermediate, Advanced, TA Certificate, and Instructional Associate Certificates. Please indicate which form of documentation has been included:

- | | | |
|--|--|------------------------------|
| <input type="checkbox"/> Copy of Diploma | <input type="checkbox"/> Transcript from High School | <input type="checkbox"/> GED |
|--|--|------------------------------|

Section 2 - College

- Official transcripts are required for documentation of any college level credit hour courses or continuing education units (CEUs). You can request an official transcript from your College or University. It should be sent to NCATA in its original, sealed envelope.
- You can use official transcripts from any educational institution from any time period.

Name of College or University		Dates Attended	
Street Address	City	State	Zip
Degree		Year Awarded	
Name of College or University		Dates Attended	
Street Address	City	State	Zip
Degree		Year Awarded	

Section 3 - Work Experience

- Please list work experience as a Teacher Assistant in North Carolina. Record in **REVERSE** chronological order, beginning with the current year. If more space is needed, please make copies of this form.

School System	Name and Address	Employed: From/To - Mo./Yr.

Certificate of Completion

This form is to be used **ONLY** if a certificate of attendance is not given for an in-service education or continuing education course/workshop. Please **DO NOT** use this form if you already have a certificate of attendance. If more than one is needed, please make copies.

This is to certify that the teacher assistant named below has successfully completed an In-service/Continuing Education program offered by:

Sponsoring Agency or School	
Title of Course/Workshop	
Brief Description of Course/Workshop	
Date Enrolled: (Required)	Date Completed: (Required, even if same day)

Name of Instructor (Required)	Instructor Title (Required)
Verifying Instructor Signature (Required)	Date

Name of Teacher Assistant	Position
Last 4 Digits SSN #	Date

Instructional Hours (Actual Clock Hours) _____

NOTE: The Professional Development Plan accepts only 6 hours of continuing education per academic day. Even if the Course/Workshop credits you with one (1) CEU or 10 Hrs., the plan will only count 6 hours.

Bus Driver Training: NCATA will accept classroom hours for bus driver training, with certificate of attendance. Up to 15 hours accepted.