



# Professional Development Plan

## Teacher Assistant Certificates (Continuing Education Hours)

- Standard Certificate
- Intermediate Certificate
- Advanced Certificate

## College Level Certificates

- Instructional Associate Certificate - Level I
- Instructional Associate Certificate - Level II
- Instructional Associate Certificate - Level III
- Baccalaureate Certificate

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# North Carolina Association of Teacher Assistants Professional Development Plan

## Purpose

The Professional Development Plan is a process for teacher assistants to reach their full potential as instructional assistants contributing to student achievement. It provides a way for teacher assistants to track their continuing education throughout their career. The curriculum focuses on practical training essential for teacher assistants to contribute to student achievement.

## Certificates

Seven certificates are offered to encourage teacher assistants to seek further education. These certificate levels may be pursued in progressive steps.

- The **College Level Certificates (Baccalaureate & Instructional Association Certificates Levels 1-3)** are for teacher assistants that have continued their education through college courses. Official transcripts of college courses that have been successfully completed will be accepted for these certificates.
- The **Continuing Education Certificates (Standard, Intermediate, and Advanced)** are for teacher assistants that have obtained hours of instruction in various subjects that apply to their position as a teacher assistant. All forms of instructional hours in the approved areas will be accepted for completion of these three certificates.
- **Re-certification** is required every five years. Sixty-four (64) contact hours (4 semester credits) from approved programs and earned within the last five years are required for re-certification of any certificate. The sixty-four (64) contact hours (4 semester credits) may be used to meet requirements for subsequent certificates.

## Effective Teacher Training

The continuing education certificates have a one time requirement of 30 hours of Effective Teacher Training. If the 30-hour ETT Course is not offered by your local school system or through your local community college, the following alternative is acceptable:

- Classroom Management (10 clock hours)
- Child Development (10 clock hours)
- Instructional Techniques (10 clock hours)

The applicant must state and show verification of the alternative courses if the ETT Course has not been completed. Substitution of subject area for this alternative is not permitted. Certificates will not be issued without verification of successful completion of ETT or alternates. ETT is not required for Levels I, II, III or Baccalaureate Certification.

## Course Requirements

For those pursuing the college level certificates, courses should be consistent with the Pre-Major Associate in Arts Articulation Agreement in Elementary Education, Middle Grades Education and Special Education (A110P). It is wise to select your courses from the Pre-Major Associate in Arts Articulation Agreement courses found on the PDP page of the NCATA web site:

[www.teacherassistants.org](http://www.teacherassistants.org).

Note that not all community college courses transfer to the university. Nor will all community college courses count towards an Associate Degree for Teacher Assistants. Check with your community college for information.

NCATA helps teacher assistants maximize credit for their education. In the past, NCATA has worked with community colleges to establish programs specifically for teacher assistants. NCATA will continue to provide guidance so teacher assistants can make the best choices to further their careers. NCATA will continue to offer high quality courses for teacher assistants and encourage the community colleges and school districts to offer courses. NCATA has successfully facilitated communication between the university and community colleges that may lead to a larger variety of colleges that will transfer to the university.

## Education Verification

**To be eligible for PDP certification, NCATA requires proof of education.** For community college or university classes, an official transcript from an accredited college or university is required to verify semester and quarter credit courses. A transcript issued to the student is not acceptable.

For continuing education classes, in-service training or other staff development workshops, a course certificate must accompany the application to verify attendance and indicate successful completion. Acceptable documentation for a course/workshop must clearly state ALL of the following:

- Your Name
- Course Name & Sponsoring Agency
- Date(s) of Course
- Clock Hours of Instruction
- Signature and Title of Instructor or Administrator (this must be an original signature)

The title and signature of the instructor and/or an authorized official of the sponsoring agency must appear on this document. Use the Certificate of Completion worksheet included with this packet if you do not have certificates for all of your courses.

Courses of questionable academic benefit must be approved prior to being submitted. Complete the "Course Justification" form found on the PDP page of [www.teacherassistants.org](http://www.teacherassistants.org) in order to have this course considered for PDP credit.

# Certification Levels & Requirements

All certificates require at minimum a high school diploma or GED and Effective Teacher Training or equivalent. Additional requirements for each level appear below.

<b>Teacher Assistant CEU Certificates</b>		
<b>Certificate Level</b>	<b>Minimum Continuing Education (CEU) or Contact Hours Required (includes 30 hours ETT)</b>	
<b>Standard Certificate</b>	129	These CEU hours do not need to be college-level courses, though they can be. Most "real" hours, CEU credits (normally = 10 real hours), and transcripts from years past are acceptable.
<b>Intermediate Certificate</b>	228	
<b>Advanced Certificate</b>	426	
<b>College Level Certificates</b>		
<b>Instructional Associate Certificate - Level I</b>	18	English Math Reading OR Writing Communications
<b>Instructional Associate Certificate - Level II</b>	48	Level I requirements plus: Technology
<b>Instructional Associate Certificate - Level III</b>	60	Level II requirements plus: Intro to Education Three (3) Psychology or Sociology
<b>Baccalaureate Certificate</b>	Baccalaureate Degree plus 30 contact hours* of required courses (shown at right).	Degree in education is preferable, but a baccalaureate (4-year) degree in any field is now accepted for certification. Courses should include: <ul style="list-style-type: none"> <li>• Basic Childhood Development or Psychological Development in Childhood</li> <li>• Reading &amp; Writing Methods</li> </ul> *The 30 contact hours is waived if the teacher assistant holds a current teacher certificate.

### CEU or Contact Hour Conversion

<b>Education Type</b>	<b># Contact Hours</b>
1 semester hour (college)	16
1 quarter hour (some colleges)	11
1 unit CEU credit	10

# Administration

The Professional Development Plan is administered by the North Carolina Association of Teacher Assistants (NCATA). NCATA's PDP Committee is made up of a state committee chair person, and representatives from each of the eight districts state-wide. Committee members are members of NCATA and hold active PDP certificates. The Committee reviews all PDP applications and confirms educational requirements.

Once approved, applicants must renew their certification every 5 years in order to remain active in the PDP program. They are also required to pay their NCATA membership dues each year. Applicants may also choose to upgrade to a higher level of certification any time after their initial acceptance into the program.

# Application Procedure

1. **Submit application.** Applications may be printed from NCATA's web site at [www.teacherassistants.org](http://www.teacherassistants.org) or you may request an application by calling 800-979-2077 or emailing us at [ncata@teacherassistants.org](mailto:ncata@teacherassistants.org).
2. **Deadline Date(s):**
  - **Initial Application for Certificate** is due anytime during the calendar year. To be considered for May certification, applications must be received no later than December 31.
  - **Renewal Application** is due December 31 of the year prior to renewal deadline (Example: Renewal year 2009, application must be received by December 31, 2008 or late fee is applied.)
3. **Send completed application with the following:**
  - Attach copies (not originals) of verifying documents.
  - Attach payment of appropriate application fees

<b>Application Fees (as of December 31, 1999)</b>	<b>NCATA Members</b>
Initial Certification Application Fee	\$55.00
Subsequent Upgrade &/or Renewal Certificate Fee	\$45.00
Renewal Late Fee (in addition to renewal fee, for those not renewing during the appropriate year.)	\$30.00

# Course Topics

Art	Discipline Techniques	Manipulation	Methods
At-risk Children	Educational Psychology	Mathematics Methods	Remediation-basic skills
Audio/Visual	English/Grammar	Mental Retardation and	Science
Basic Technology	Health	Physical Disabilities	Stress Management
Problem-solving	History	Music	Teaching Problem-Solving
Children- Special Needs	Learning Disabilities	Philosophy	
Composition	Learning Styles	Physical Education	
Computers/Technology	Library Science	Psychology/Sociology	
Cooperative Teaching	Literature	Reading	
CPR	Mathematics	Reading/Writing	

# PDP Certification Process 2009

## January - December 2008

- NCATA members send PDP applications to NCATA Office by December 31, 2008.
- NCATA office prepares 2009 applications for review by PDP Committee. Staff will send acknowledgment postcard to applicants within 10 business days of receipt of application. Staff also notifies applicants if their application is considered incomplete.

## September 2008

- PDP Committee reviews 2009 applications (1<sup>st</sup> meeting)
  - If approved, applicants are notified and choose to receive certificate at Annual Conference in May 2009 or have certificate mailed to them after the conference.
  - If denied, applicants are notified and may correct or update their application and resubmit for PDP Committee review at 2<sup>nd</sup> or 3<sup>rd</sup> meeting.

## November 2008

- PDP Committee reviews 2009 applications (2<sup>nd</sup> meeting)
  - If approved, applicants are notified and choose to receive certificate at Annual Conference in May 2009 or have certificate mailed to them after the conference.
  - If denied, applicants are notified and may correct or update their application and resubmit for PDP Committee review at 3<sup>rd</sup> meeting.

## February 2009

- PDP Committee reviews 2009 applications (3<sup>rd</sup> and final meeting)
  - If approved, applicants are notified and choose to receive certificate at Annual Conference in May 2009 or have certificate mailed to them after the conference.
  - If denied, applicants are notified but are not eligible to resubmit until the following certification year.

## March 2009

- NCATA sends notices to PDP certificate holders up for renewal in 2010, those whose PDP certification is in jeopardy because they have failed to pay their membership dues, and those now considered inactive because they did not renew their PDP certificate the prior year. This is the ONLY notice they will receive.

## May 2009

- Approved certificate holders receive certificates at the 2009 NCATA Annual Conference.
- Any certificates not picked up at the Conference are mailed to their recipients in mid-May.

## June 2009

- NCATA sends a letter to Superintendents with list of all 2009 Active PDP Certificate holders in their LEA.

## August-September 2009

- Some LEAs distribute PDP incentives or stipends to active certificate holders (not all LEAs do this). NCATA does NOT provide any monetary reward for certification. This is done only at the local level, and is entirely up to each LEA.

# 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 31<sup>st</sup> 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](http://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 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 should 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.

An acknowledgment of receipt will be mailed within 10 working days. 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 #	
Home Email Address			Membership must be current to maintain an active certificate.	
Work Email Address				

## Employment Information

School System Name		District	County
Address	City	State	Zip
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><b>Application For:</b></p> <p><input type="checkbox"/> <b>Initial/Admission</b> (select if this is your first time submitting hours to NCATA for PDP certification.)</p> <p><input type="checkbox"/> <b>Upgrade</b> (select if you are applying for a certificate at least one level above your current certification.)</p> <p><input type="checkbox"/> <b>Renewal</b> (done every five years to keep current certificate active - requires 64 contact hours during last 5 years.)</p>			
<p><b>Type of Certificate:</b></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><b>College Level Certificates</b></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> </td> <td style="vertical-align: top;"> <p><b>Teacher Assistant Certificates</b></p> <p><input type="checkbox"/> Advanced</p> <p><input type="checkbox"/> Intermediate</p> <p><input type="checkbox"/> Standard</p> </td> </tr> </table>		<p><b>College Level Certificates</b></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><b>Teacher Assistant Certificates</b></p> <p><input type="checkbox"/> Advanced</p> <p><input type="checkbox"/> Intermediate</p> <p><input type="checkbox"/> Standard</p>
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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 31<sup>st</sup> with application to:</p> <p style="text-align: center;">NCATA Headquarters Attn: PDP PO Box 893 Lewisville, NC 27023</p>	<p><b>Office Use:</b></p> <p><b>Check #:</b></p> <p><b>Amount:</b></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	
Description or Title 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.