

Please refer to the following information regarding required training for the EA & PCA role.

**Paraprofessional Highly Qualified
(applies to ALL instructional EAs)**

Districts are required to have **EA & PCAs** who work with students and provide instructional support to be Highly Qualified in order to access Federal Special Education and/or Title I funding for positions.

The Federal Office of Special Education Programs (OSEP) and the Minnesota Department of Education (MDE) Finance Department has provided districts with updated guidance.

This guidance clarifies Paraprofessionals (EA's/PCA) must meet the *highly qualified criteria* as required under the Federal Law: Individuals with Disabilities Education Act

(IDEA) [34 C.F.R. § 300.156\(b\)](#) and MN Rule 8710.9000 (<https://www.revisor.mn.gov/rules/8710.9000/>)

To be considered *highly qualified an individual must have*

- an AA Degree or higher:
 - Transcripts and/or Diploma is on file with Northfield Human Resources
 - Unofficial Transcripts are accepted
 - Transcripts must show completion of 60 credits towards the AA degree.

OR

- Documentation that you have passed a reading, math and writing test that is approved by the state.
 - **At this time the only test that is allowed is the ParaPro test.**
 - The District must have a certificate on file that you have passed and met proficiency requirements.
 - Please send a copy of your transcripts, diploma or Para Pro test to Jordan Streiff
 - Para Pro testing will be offered on a quarterly basis, please watch out for a separate email regarding sign up.

PCA Certification

(applies only to EAs working in special education positions)

All PCAs are required to be PCA certified by the Department of Human Services.

There is a NEW PCA Certification as of 2021.

The certification test is required to be taken only **one time upon hire or if your job title has changed from gen ed EA to PCA**, not annually.

- If you have previously completed the NEW training, please send a copy of your certificate to the Special Services Office.
- After completion please send a copy of your certificate to the Special Services Office or to Jordan Streiff. jstreiff@northfieldschools.org (**DO NOT** forward the email with the certificate, must send a pdf copy)
- Questions regarding PCA Certification can be directed to Teresa Rome. trome1@isd77.org
- **Plases access the instructions here:**

[PCA Study Guide](#)

[PCA Certification Test](#)

Vector Training

All Special Education Staff are required to complete the following trainings:

- Bloodborne Pathogen Exposure Prevention (20 mins)
- Child Abuse: Mandatory Reporting (32 mins)
- FERPA: Confidentiality of Records (14 mins)
- Bully Prevention (50 mins, taken once every 3 years)
- **Restraint and Seclusion (22 mins) (*SpEd Specific training*)**

You can access Vector from the Staff Portal on the district website, or through this [link](#).

- Your username and password are both first initial last name
- must watch video till end (through long pause at end) to receive credit

Safety Care Training (previously CPI)

- Training is required yearly.
- Sign Up emailed directly to you from facilitator, Kelley Foehrkolb
- sign up for a “Refresher” training if previously trained and current certification within the last year.
- If this is your first time taking Safety Care, you will need to sign up for an “Initial” training.
- Questions Regarding Safety Care training can be directed to Kelly Foehrkolb.
- ALL PCAs are required to be certified.
- **An email will be sent once additional training dates have been determined**

CPR/1st Aid & Body Mechanics Training

CPR/1st Aid & Body Mechanics training is required for ALL PCAs. (Certification is good for 2 years.)

- Body Mechanics Training is required only for new staff.
- If you have completed your CPR training elsewhere, please send a copy of your certificate to the Special Services Office.
- **An email will be sent once additional training dates have been determined**

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