

RICERT TA Implications for TA Training Programs - January 16, 2007

RICERT TA is a part of the RI Teacher Certification (RICERT) system related to teacher assistants (TAs). RIDE has established this computer-based system to track the qualifications, assignments and professional development of district personnel, including TAs. Beginning in 2006-07, this system will be used by all school districts, educational collaboratives, state operated programs, charter schools and private schools for children with disabilities. Only these entities can access the system. Implications for pre-employment TA training programs are as follows.

Include information on the RICERT TA system in your TA Training Programs to provide program participants with a basic awareness of this system. Resources are available on the TA website at www.ritap.org/ta, click on Resources webpage and then click on RICERT TA webpage. Resources include:

1. RICERT TA Fact Sheet
2. PowerPoint entitled Awareness Session for TAs on RICERT TA - intended for training at the awareness/overview level.

Enter participants in your training program into the system after they have successfully completed your program. You can do this if you are a school district, educational collaborative, state operated program, charter school or private school for children with disabilities. If you are not one of these, you might choose to work out an arrangement with one so that you could enter your program graduates into the system. Here is how you might do that:

1. You will enter the individual into the RICERT TA system by adding them to a roster of a school. This roster placement will only be temporary as you will remove them from the roster after the system has generated a Statement of Qualification for the individual as described below. In order to enter an individual on a school roster, the individual will need an email address. You could use that individual's email address or, for this purpose, you could use an email address in your district/program. Entering them into the system will generate an email to that email address,
 - a. Sending them their RICERT TA login ID number and password (first three letters of their last name, first three letters of their first name and 123) and
 - b. Instructing them to complete their Qualification Worksheet.
2. Have the individual complete the Qualification Worksheet or help them do it or do it for them (with their input). Assuming that they have successfully completed your TA Training Program the following applies.
 - a. If they have not yet passed the ParaPro, they will qualify as a Non-Instructional TA (assuming they are of good moral character, have high school diploma/GED and do not have 2 years of college or an Associates Degree or better).
 - b. If they have passed the ParaPro or if they have 2 years of college or an Associates Degree or better, they will qualify as an Instructional TA (assuming they are of good moral character and have high school diploma/GED).
3. You/a designated district/program representative will verify their Qualification Worksheet. Qualification Worksheet verification result in the RICERT TA system emailing them a Statement of Qualification that will also be available for accessing through their Profile.
4. Then, remove them from the roster on which have placed them.
5. As a result of these steps, the individual will be "in the system" and will have a Statement of Qualification.
 - a. Until they are employed, the individual:
 - i. Should put their login ID and password in a place where they won't lose it as they will need it to access the system.
 - ii. Can update their Profile. For example, if they did not use their own email address to carry out the steps above (e.g., if they used an email in the TA Training Program), they should update their email address in the Profile. They may also want to change their password or otherwise edit the Profile as needed, e.g., change in address, name, etc.
 - iii. Can keep their PD activities up-to-date.
 - b. When they are employed, the employing district/program can search the system to access their profile. This should facilitate the hiring process both for the individual and the employer