

Awareness Session For Teacher Assistants on RICERT TA

In this session, you will:

- Learn **key facts** about this system.
- Get a **basic orientation** to this system (your district/program will provide you in-depth training on how to use this system).
- Learn **about resources to help you use RICERT TA.**

What is RICERT TA?

- It 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 & professional development (PD) of district personnel, including TAs.

Why was the RICERT TA system established?

- **State & federal requirements** make it necessary for RIDE & school districts to ensure that all personnel, including TAs, are qualified & that they participate in ongoing PD.
- This system will be an **effective & efficient way for maintaining data** on meeting these requirements at the local & state level as required by law.

How will the system operate?

- **Districts/programs will initiate use** of this system for each TA it employs, working with TAs to confirm key information on a TA Profile.
- **After confirming the TA Profile, each TA will complete a qualification worksheet.** This is TA qualification information with which currently employed TAs are already familiar. There are no new qualifications – only entering the qualifications TAs already meet into this computer-based system.
- **The district will verify each TA's qualifications.** For currently employed TAs, this information is already on file in the district and will be easy to verify. Information can be added for new hires at the time of employment.

How will the system operate?

- 4. Each year, districts will confirm each TA's assignment/** where the TA is working & how that position is funded. Because districts already use RICERT to report similar data on teachers, the transition to TA reporting should be relatively easy.
- 5. Each TA will establish a PD portfolio within the system.** As each TA completes PD, the TA will enter this information into this computer-based system. The TA will identify the nature of the PD, key learnings, & how the PD applies to their job assignment. TAs can also indicate PD interests. If the TA so desires, he/she can add information on PD they have taken in the past (2005-06 or earlier) & thereby establish a comprehensive individual PD portfolio. This portfolio will always be in place through the RICERT TA system for them to add to as desired. Even if the TA leaves the district, he or she will be able to access the portfolio from a computer – in another district, from home, etc.

What are benefits of RICERT TA for RIDE & school districts/ programs?

Access to a simple, efficient & more accurate method for collecting, maintaining & reporting TAs' data for both documentation & planning purposes, e.g., for monitoring legal requirements, completing reports, & planning PD for TAs & those with whom TAs work.

What are benefits of RICERT TA for Teacher Assistants?

- Get an **official RIDE “Statement of Qualifications”**
- Have **simple & efficient way to maintain their own personal profiles and qualification information.**
- Have **easy-to-use resource to communicate TA PD interests** to their building, district & the state.
- Have a **PD portfolio** as a resource to TAs who seek another position or further their own professional growth. RICERT TA information can be a foundation for building a CCRI portfolio.
- **All TAs will need to be given an email address & access to a computer.** Email addresses for TAs will provide a means for districts & for RIDE to expand communication directly with TAs.

When will this go into effect?

- Over the **2006-07** school year, **RIDE will train district teams** composed of a district representative such as the TA Contact, Information & Technology staff, & Human Resources staff **who, in turn, will work within their districts to fully implement this system.**
- **TAs cannot begin to use this system until the district starts putting it in place.**

Here is how the system will work from a TA's perspective.

- **Districts/programs will provide TAs training on system use.** How this will done will likely vary from district to district.
- The district will **make sure all TAs have email addresses & a software program called Adobe Reader** that TAs will need in order to be able to download letters/documents that the RICERT TA system will email to TAs.
- The **district will get things started by entering initial Profile** information on each TA into the system on the rosters for each of their schools. This will result in the **system sending the TA a letter that tells the TA's login Id & password & what to do next.**



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminister Street
Providence, Rhode Island 02903-3400

Peter McWalters
Commissioner

Wallace David
123 Oaklawn
Middletown, RI 02840-

September 22, 2006

Dear Wallace David:

The district or program in which you are employed has entered a teacher assistant profile and qualification worksheet on your behalf. Your profile will provide you with a mechanism to document your professional development activities; identify your professional development needs; document your postsecondary education and identify any licenses that you hold. In addition to your profile, there is a qualification worksheet that you will need to complete within the next 10 days.

To access your teacher assistant profile and qualification worksheet on the Rhode Island Department of Elementary and Secondary Education's website, follow the instructions below:

Using Internet Explorer Version 6.0 or higher, enter the address exactly as it appears



Select the hyperlink [Teacher Assistants](#)

Enter your Login ID and password as shown below. After your initial login, you may change your password; the system will remember it.

Your Login ID: 68
Your Password: DavWal123

Select the hyperlink [Qualification Worksheet](#) located in the upper right hand corner of your Teacher Assistant Profile.

Once you have completed your qualification worksheet, please be sure to press the SUBMIT button on the Qualification Worksheet. This will alert your district or program that your qualification worksheet is ready for review.

If you have any questions or concerns, or need assistance in completing your qualification worksheet, please contact:

Barrington Public Schools
Anne DeFanti- 245-5000 x303- DeFantiA2pbsmail.org

Be sure to keep a copy of this letter containing your login ID and password, so that you can continue update your professional development activities in the future.

Office of Teacher Preparation, Certification and Professional Development
Telephone (401) 222-4600 Fax (401) 222-2048 TTY (800) 745-5555 Voice (800) 745-6575

The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability.

Once you get this letter...

- Put this letter in a safe place.
- Access RICERT System at <http://www.eride.ri.gov/RIDE/>.
- This takes you to a webpage that says “Welcome to the RICERT Website”.
- Once there, click on Teacher Assistants.
- Let’s take a look.

Welcome to the RICERT Website

To proceed, please select one of the following options:

[Public Access](#)

[Teachers,](#)

[Schools/Administrators](#)

(All teachers currently holding a RI teaching certificate, Schools, IPlan Contractors, IPlan Reviewers, and RIDE Staff)

[New Teachers](#)

(Not currently certified in RI)

[Teacher Assistants](#)

[I forgot my password](#)

The teacher certification system requires that you have Adobe Acrobat Reader version 5.0 or above on your system.



Clicking on “Teacher Assistants” on the “Welcome” page takes you to the login page. Click on teacher assistant & enter your login Id & Password.

Login

Login Type	<input type="text" value="TEACHER ASSISTANT"/>
Login Id	<input type="text"/>
Password	<input type="password"/>

Login

Cancel

[I forgot my password](#)

**This will take you to another box where
you will click on TA Menu.**

- Find Teachers**
- TA Menu**
- Log Off**

When you click on TA Menu, this takes you to the Menu...that looks like this.



- Click on **My Profile** to review & edit the information that the district has already entered for you (see example in next slide).
- You can only download **My Statement of Qualification** AFTER the district has verified your qualifications. This comes later in the process...not at the beginning.

Ellen Baker
Teacher Assistant Profile

Personal Information Qualification Level: INSTRUCTIONAL TA [Qualification Worksheet - VERIFIED](#)

*First Name	Ellen	MI	*Last Name	Baker
*Email	Ellen@comcast.net			
SSN				
*Date of Birth	10/12/1953 (mm/dd/yyyy)	Gender	FEMALE	
Race/Ethnicity	WHITE			
*Address	17 Ayrault St.			
City/State*/Zip	Newport	RI	02482	9999
Telephone				
*Password	*****	*Confirm Password	*****	

I hold a currently valid teaching certificate(s) with the State of Rhode Island, and I would like to reference these credentials.

Your RI-CERT Login ID

[Save](#)

My Assignments

Working With Students	School	Year	Q
In Title I Schoolwide Program	Barrington Middle School	2006-07	INSTRUCTIONAL TA

My Professional Development Activities

Check	Title of Activity	Start Date	Prof Dev Hours	Verified
<input type="checkbox"/>	Character Education through Creative Education	01/10/2006	2	<input type="checkbox"/>
<input checked="" type="checkbox"/>	RIB: USING GUIDED READING, LIT. CENTERS, LIT CIRCLES FOR READING SUCCESS (3-6)	01/12/2006	5	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Session 9-Finding Free Educational Resources	03/01/2006	10	<input type="checkbox"/>
<input type="checkbox"/>	Using Understanding by Design to Meet Grade Level Expectations at the Middle Level	04/28/2006	28	<input type="checkbox"/>

[Add New Activity](#) [Remove Checked Activity\(ies\)](#)

My Professional Development Interests

Check	Professional Development Interest
<input type="checkbox"/>	Diverse Learning Needs
<input type="checkbox"/>	How to work with my teacher
<input type="checkbox"/>	Middle School Reform

[Add PD Interest](#) [Remove Checked PD Interest\(s\)](#)

My Post Secondary Education

Check	State	Year	University	Degree Attained	# Credits
<input type="checkbox"/>	RI	2000	ROGER WILLIAMS UNIVERSITY	BACHELOR	

[Add Degree](#) [Remove Checked Degree\(s\)](#)

My Licenses

Check	Issued By	Year	License
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[Add License](#) [Remove Checked License\(s\)](#)



What to do on the Profile page...

- √ **Check your “Personal Information”** at top of Profile to make sure it is correct. You can change information at any time, for example, if you get a new address, a new email – even a new name.
- √ You can change your password. It must be at least 8 characters that include both letters & numbers & there can be no spaces – for example, 1234ride. Use a password that will be easy for you to remember & make a note of it along with your login ID in a place that you won't forget so that you will be able to get to it when you need it.
- √ **Once you have confirmed your Profile information with changes as needed, click on SAVE.**

What to do on the Profile page...

Additional items on the Profile are:

- ✓ ***Qualification Worksheet - We'll get to this later.***
- ✓ ***My Assignments – You do not need to enter anything here.***
Your district/program will enter your assignment information each year. The system will save this information from year to year so that over time, your profile will show your work history.
- ✓ ***My Professional Development Activities***
- ✓ ***My Professional Development Interests***
- ✓ ***My Post Secondary Education***
- ✓ ***My Licenses***

Adding to My Professional Development (PD) Activities

- Click on **“My Profile”** & then on **“My Professional Development Activities”**. This takes you to a screen (See next slide) where you can enter information **EACH TIME** you engage in a PD Activity. **Complete the information required & click SAVE.**
- **To help you** fill out information on each of your PD Activities, there is a handout called, **“Worksheet for PD Activity Documentation on RICERT TA”** that is located on the TA website at www.ritap.org/ta, go to Resources webpage & then RICERT TA.
- **My PD Activities has a box for “Verified”**. This box will be checked by someone in your district/ program assigned to verify PD that you took, for example, by your providing a copy of your training certificate or other documentation. Find out who in your district/program will be doing PD verification & what documentation you need to provide.

Ellen Baker

Professional Development Activity

ID No. 7

RIDE-approved PDA #

Maintaining your portfolio may help you obtain credit for prior learning at CCRI.
Please refer to the Teacher Assistant website [Teacher Assistant Website](#) for further details.

*Category	<input type="text"/>	*Topic	<input type="text"/>
*Title of Professional Development Activity	<input type="text"/>		
*Briefly describe the Prof Dev Activity	<input type="text"/>		
* Briefly explain how the knowledge/skills learned in this professional development activity can be used in your Teacher Assistant assignment	<input type="text"/>		
Total # of Prof Dev Hours	<input type="text" value="0"/>	<input type="checkbox"/>	This activity was completed before the school year 2005-06
Beginning Date of Activity	<input type="text"/> (mm/dd/yyyy)	<input type="checkbox"/>	Verified
Ending Date of Activity	<input type="text"/> (mm/dd/yyyy)		
<input type="button" value="Save"/> <input type="button" value="Previous"/> <input type="button" value="Cancel"/>			



Completing My Qualification Worksheet

- ✓ **Accessing the “Qualification Worksheet”** - You will see the words “Qualification Worksheet” in the upper right hand corner of your Profile. Click on these words to access this worksheet.
- ✓ **Complete your Qualification Worksheet.** This should include the top 11 items. You need to complete all items, although for some items you may click on “No” if this does not apply to you. Then, IF YOU HAVE completed at RIDE Approved TA Training Program, there is a section on the Worksheet for you to click on the name of the program & enter the year you completed this program. When done, click on SUBMIT.

Maurice M. Masters

My Qualification Worksheet

ID No. 46

*1.	I attest that I am of good moral character	Unknown
*2.	I have been employed (without employment interruption) as a Teacher Assistant or Other Paraprofessional in a Rhode Island school district since (mm/dd/yyyy)	
*3.	I have a high school diploma or GED	UNKNOWN
*4.	I have completed a RIDE-Approved TA Training Program (identify which program below)	Unknown
5.	I am certified as a TA in the following state:	
*6.	I hold an associate's or a bachelor's degree AND have completed coursework or training that covers knowledge and skills articulated in RIDE Teacher Assistant Standards .	Unknown
*7.	I have completed at least 2 years of study at an institution of higher education.	Unknown
*8.	I have obtained an associate's or higher degree	Unknown
9.	I have passed an academic assessment	
*10.	I am proficient in English and a language other than English	Unknown
11.	I hold a license as an Other Paraprofessional.	

Qualification Level: UNDETERMINED **Verification Status:** IN PROCESS **Responsibility:** Cranston - Calvert School

RIDE Approved TA Training Program

Check	Program	Year Completed
<input type="button" value="Add Approved Program"/> <input type="button" value="Remove Checked Program(s)"/>		
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Previous"/>		

My Postsecondary Education

Issued By	Year	University	Degree Attained	# Credits

My Licenses

Issued By	Year	License



Verifying Qualifications & Getting Your Statement of Qualification

- ✓ If your district/program has documentation for the items you submitted on your Qualification Worksheet, it will **VERIFY** that your Qualification Worksheet is correct. Verifying will cause the **RICERT TA System to send you an email attaching a “Statement of Qualification” from the RI Department of Education**. Download this statement & save it. You can also download your Statement of Qualification from the TA menu option “My Statement of Qualification”.
- ✓ If your district/program does not have documentation for the items on your Qualification Worksheet, it will **DENY** that your Qualification Worksheet is correct. Denying will cause the **RICERT TA System to send you an email telling you what you need to do to correct this situation by working with your administration to be able to verify your qualifications**.

Statement of Teacher Assistant/Instructional Qualifications

Peggy Hayden

Hampden Meadows School

September 27, 2006

The qualifications of the above named individual have been verified by his/her employing school district/educational program as complying with the following requirements recognized by the Rhode Island Department of Education for teacher assistants and other paraprofessionals. Verified qualifications are checked below.

INSTRUCTIONAL TEACHER ASSISTANT

This person is qualified to be an Instructional Teacher Assistant - Provides instructional or other direct services related to the school's curriculum to students (and/or their parents/legal guardian) under the supervision and direction of the classroom teacher or other appropriately certified professional staff. This includes those who (1) provide one-on-one instructional reinforcement (referred to as "tutoring" in Title I programs) if such is scheduled at a time when a student would not otherwise receive instruction from a teacher, (2) assist with classroom management, such as by organizing instructional materials, (3) provide instructional assistance in a computer laboratory, (4) provide instructional support in a library or media center, (5) provide instructional assistance along with acting as a translator, or (6) provide instructional support services under the direct supervision of a highly qualified teacher. Because teacher assistants provide instructional support, they should not be providing planned direct instruction, or introducing to students new skills, concepts, or academic content.

Checked qualifications have been verified:

Be of good character

High school diploma OR general equivalency

Completion of a Teacher Assistant Training Program approved by the Rhode Island Department of Education (RIDE) IF hired AFTER Jan. 1, 1999. Three (3) exceptions to this particular qualification:

Teacher Assistants hired before January 1, 1999 do not need to meet this qualification OR

Certification as a Teacher Assistant in another state OR

Hold an associate's degree or bachelor's degree and have completed coursework or other training that covers the knowledge and skills needed for entry level instructional Teacher Assistants as articulated in RIDE Teacher Assistant Standards.

One of the following three (3) requirements:

Completed at least two (2) years of study at an institution of higher education OR

Obtained an associate's or higher degree OR

Met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment: knowledge and ability to assist in instructing, reading, writing, and mathematics; OR reading, writing, and mathematics readiness. (ParaPro is the state recognized assessment with a passing score of 461 required.)

Resources to Help You Use RICERT TA

RICERT TA Resources are available on the TA Website at <http://www.ritap.org/ta>. Click on the Resources webpage & find RICERT TA. When you click on RICERT TA, it will take you to a webpage where you will see various materials to download:

★RICERT TA Fact Sheet

★RICERT TA Manual with many resources such as:

- Step-by-step instructions for what administrators & TAs need to do
- Frequently Asked Questions (FAQs) & Tips for Administrators & for TAs
- Pictures known as “Screen Shots” of what you will see on the computer as you do each task to make it easy for you to follow the instructions
- Copies of letters/documents that the system will email to TAs such as the RIDE TA “Statement of Qualification” so that you can see how nice this will look.

Resources to Help You Use RICERT TA

- ★ **Quick References for RICERT TA – 1 is for administrators & 1 is for TAs.** You will need the RICERT TA Manual to learn to use the system at first, but these short “quick references” will help you understand the key tasks you need to do & refer you to the appropriate Manual section for each task.
- ★ **Worksheet for PD Activity Documentation on RICERT TA –** This handout has step-by-step instructions for how TAs will log on to the RICERT TA System through a computer & enter documentation of PD activities into the system. While the Manual has clear instructions for this, the worksheet is a “shortcut”. Filling out the worksheet at the time of an actual PD activity will help TAs become familiar with information they need to enter into the computer & will be an easy reminder of how to log on to the system.
- ★ **Other resources to support you in using RICERT TA - such as this PowerPoint.**

Other Help

- **The system itself will not let you make many mistakes.** That is, if you do something wrong, it will send you an error message that will tell you what you did wrong & what you need to do to fix it. For example, if you enter a date 03/11/06, it will give you an error message & tell you that years should be 4 digits...03/11/2006. **HOWEVER, if you enter information about yourself that is wrong, the system has no way to know that & will accept what you enter.** For example, if you spell your name wrong or enter incorrect information about your qualifications, the system will not know that this is wrong & it will stay in the system that way until someone corrects it. **Check your work before you save or submit.**
- Throughout the system, you will see **“Help”** on some pages. Click there.
- The manual is really straight forward. Follow it step-by-step. If you have questions, **ask someone in your district for help.**

What are people saying about RICERT TA?

Administrators

- Very user-friendly program & consistent with TCI reporting.
- Need coordinated effort between HR/administration, TAs & TA leaders to properly implement locally.
- Train in small groups with hands-on training at computers.
- Year 1 is a learning curve.
- Ultimately, will cut down on time spent with everything centralized in one place – TA qualifications & PD in a unified system.

Others

- Seems straight-forward.
- Will assist in serving members' needs

TAs

- Recognizes the professionalism of TAs.
- Will help me keep track of PD I have done & would like to take.
- Like anything “new” – Don't fret.

GOOD LUCK