

**Other Paraprofessionals
Completing Their Qualification Worksheets on RICERT TA – April 3, 2007**

As the RICERT TA system operates now, if you are entering qualification worksheet information on “other paraprofessionals”, you must take special steps to ensure that the system operates appropriately. That is, you must answer "negatively" to Questions 4, 5, and 6 and indicate that the person was employed on or after 01/01/1999. Responding positively to any one of the three items (4, 5, or 6) or indicating that the person was employed prior to 01/01/1999 will result in the individual being qualified by the system as an Instructional TA...even if you indicate that the individual is an other paraprofessional in item 11 on the Qualification Worksheet. In effect, the system "kicks" the qualification worksheet to what it sees as the "highest qualification level" which it sees as the Instructional TA.

RIDE needs to modify the system on this issue through a process we refer to as enhancements. We cannot project when this might be done. BUT, in the meantime, here is how you can enter information for other paraprofessionals on qualification worksheets.

Qualification Worksheet Items - Appropriate entries for Other Paraprofessionals

1. Moral Character - **MUST BE YES**
2. Employment date - **MUST BE 01/01/1999 or thereafter**
3. High School/GED - **MUST BE HS or GED**
4. RIDE Approved Training Program - **MUST BE NO**
5. TA in another state - **MUST BE LEFT BLANK**
6. Completed associates or higher and training consistent with TA standards - **MUST BE NO**
7. At least 2 years college - CAN BE YES OR NO
8. Associates degree or higher - CAN BE YES OR NO
9. Passed academic assessment - CAN BE YES OR NO
10. English and another language - CAN BE YES OR NO
11. Other Paraprofessional - AS APPROPRIATE

If you qualify someone as an Instructional TA and assign him or her as an other paraprofessional, the system will give you an exception report as you finalize your roster for submission to RIDE. Therefore, you need to use the above guidance in completing the qualification worksheet so that the individual will both be qualified as an other paraprofessional and be assigned in the same capacity.

We appreciate your ongoing support for RICERT TA.