



May 2014

Oklahoma State Department of Education  
Special Education Paraprofessional Training Provider Annual Application

Name of Local Education Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email address of Contact Person: \_\_\_\_\_

Office Number: \_\_\_\_\_

*The Code of Federal Regulations (CFR), Section 300.156 states that (a) "the State Education Agency (SEA) must establish and maintain qualifications to ensure that personnel necessary to carry out the purposes of this part are appropriately and adequately prepared and trained, including that those personnel have the content knowledge and skills to serve children with disabilities."*

*CFR, Section 300.207 states that "the LEA must ensure that all personnel necessary to carry out Part B of the Act are appropriately and adequately prepared, subject to the requirements of 300.156 and section 2122 of the ESEA. The LEA assures that it will identify local needs of personnel to ensure that they are appropriately and adequately trained to provide services to students with disabilities."*

Structure of Planned Special Education Paraprofessional Training (ex. Schedule: all day, evenings, weekend):

Dates of the Planned Special Education Paraprofessional Training (include start date and planned completion date):

Name and Qualification of Instructor(s):

The Special Education Paraprofessional Training must include the following competencies:

- Historical and Legal Foundations of Special Education;
- Job, Professional, and Ethical Responsibilities;
- Individualized Education Program Process and Participation;
- Disability Awareness;
- Interaction and Communication Strategies; and
- Behavior Strategies, Data Collection, and Progress Monitoring



**If this application is accepted, I acknowledge that our responsibilities include:**

1. Providing training that meets the required competencies.
2. Maintaining documentation to demonstrate that each participant has received training in each competency area.
3. Ensuring that participants understand that completion of the Local Education Agency (LEA) training does not qualify for the state paraprofessional registry.

Program Contact:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

**Preferred Submission Method:**

Submit completed application electronically to: [Special.Ed@sde.ok.gov](mailto:Special.Ed@sde.ok.gov)

**Alternative Forms of Submission:**

Fax: 405-522-1590 (attention: Special Education Paraprofessional Training)

Mailing Address:

OSDE: Special Education Services  
SPED Paraprofessional Training  
2500 N. Lincoln Blvd Suite 510  
Oklahoma City, OK 73105-4599

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For Office Use Only:

Application Approved or Denied (Circle One) for \_\_\_\_\_ school year.

Signature of OSDE Personnel: \_\_\_\_\_

Date of Approval: \_\_\_\_\_