



Project PARA

Completing & Accessing Certificates for Title I, SPED, and/or Early Childhood Training








In March 2022, Project PARA began a transition to Canvas, a new course management system. Completed through a multiphase process, this transition is being completed through a partnership between the University of Nebraska-Lincoln, the Educational Service Unit Coordinating Council, and the Nebraska Department of Education. **This document provides instructions on how to access certificates - now known as digital badges in Canvas - once Title I, SPED, and/or Early Childhood training has been completed by para participants.**

Project PARA does not offer a single, overall certificate for the entire program. Instead, Project PARA offers three certification achievements: one for Title I, SPED, and Early Childhood each. In Canvas, certification requirements are the same as the previous system, however certificates are now presented as digital badges that are sent via email to the participant.

1. To complete the required training and earn a digital badge, participants must view/complete all assigned components of the training. This includes the unit pre-test, lessons, activities, post-tests, and evaluations. Once all assigned components of Title I, SPED, and/or Early Childhood training have been viewed/completed, participants can complete the Certificate Completion Form associated with each training.

Note: *If a participant has skipped ahead to the tests in a unit module or only completed the unit module pre-test, then they have missed viewing all of the prerequisite pages prior to the test, and the Title I, SPED, or Early Childhood Certificate Completion Forms will be grayed out and remain unavailable (see image below). If unit module material titles appear black and bold, the unit has been unlocked. If there's a green checkmark to the right of the title, the module or page has been completed. If the unit module material titles appear gray, the unit's prerequisite(s) has/have not been met. Additionally, participants need to score at least a 69% on all post-tests in order to pass each module.*

 Lesson 2.7: The Role of Paraeducators in Small Group Instruction
 Lesson 2.8: Maintaining Learner Involvement
 Lesson 2.9: Keeping Students Actively Involved in Group Activities
 Lesson 2.10: Use of Classroom Rules & Procedures
 Lesson 2.11: Monitoring Students' Performance and Providing Feedback
 Activity 1: Classroom Space 0 pts
 Posttest: Organization and Management of the Classroom 21 pts
 Evaluation: Organization and Management of the Classroom

Module 3: Developing Instructional Skills		Complete All Items
 Introduction: Developing Instructional Skills	View	<input type="radio"/>
 Pretest: Developing Instructional Skills	59 pts	
 Lesson 3.1: Rationale for Tutoring & Tutor Training		
 Lesson 3.2: Tutoring Responsibilities		
 Lesson 3.3: Preparing for Tutoring		
 Lesson 3.4: Reading and Using the Lesson Plan		
 Lesson 3.5: Encouraging the Student		

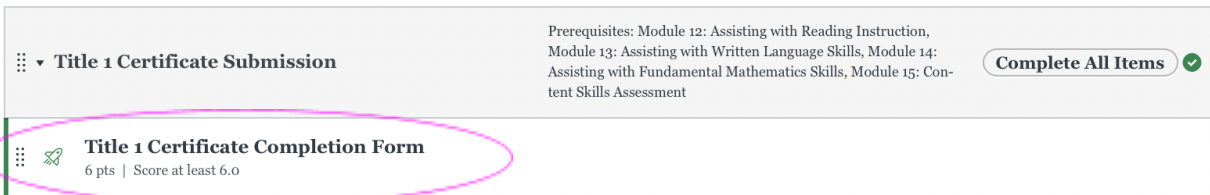


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2. Once a para has viewed/completed/passed all unit modules associated with the Title I, SPED, and/or Early Childhood training, the Certification Completion Form will unlock and become available for submission.

The Certificate Submissions appear on the Modules page and display similar to the image below. Participants will need to click on this.



⋮ ▾ **Title 1 Certificate Submission** Prerequisites: Module 12: Assisting with Reading Instruction, Module 13: Assisting with Written Language Skills, Module 14: Assisting with Fundamental Mathematics Skills, Module 15: Content Skills Assessment **Complete All Items** ✓

⋮ ✨ **Title 1 Certificate Completion Form**
6 pts | Score at least 6.0

4. After clicking on the appropriate Certificate Submission module, participants will need to fill out the questions that follow and select 'Yes' or 'No' to confirm their completion of the required training modules.

Started: Apr 20 at 1:33pm
Quiz Instructions
When you complete all the requirements for the Title I certificate, please complete and submit this form for certification!

Did I complete the following modules:

Question 1 1 pts

Assisting with Reading Instruction

Yes

No

Question 2 1 pts

Assisting with Written Language Skills

Yes

No

Question 3 1 pts

Assisting with Fundamental Mathematics Skills

Yes

No

Question 4 1 pts

Content Skills Assessment for Reading

Yes

No



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4. Once all questions in the certification submission form have been answered, participants will need to click the “Submit Quiz” button at the bottom (pictured above).

5. After submitting the completed certification form, the system will initiate a confirmation email that will be sent to the participant. This email will notify the participant of the digital badge they just earned (pictured below). Participants can either forward this email as confirmation to their supervisors or print the email off.

Congratulations, you earned a badge!

Title 1 - Project PARA

Title I of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind (NCLB) Act, is designed to help disadvantaged children reach high academic standards. One area addressed is properly prepared paraprofessionals and the important roles they perform in improving student achievement when reinforcing and augmenting a teacher's effort in the classroom. NCLB requires paraprofessionals to meet higher standards of qualification and ensures that students receive quality instructional support. Paraprofessionals working in a program supported with Title I funds may meet these rigorous standards of quality through formal training and State or local academic assessment of knowledge and the ability to assist in the instruction of reading, writing, and mathematics.

Issued by:

Educational Services Unit Coordinating Council

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Note: *While the certification requirements remain the same, certificate documentation presents differently. This is a major change and update from the old system. New certification is presented as a digital badge and documentation is presented as an email confirming a participant has completed the training.*