Sanford School Department
Educational Technician Authorization Committee Rationale

Revised November, 2019

Educational technicians are vitally important to accomplishing the mission of our school system. To that end, the Sanford School Committee authorizes the implementation of a local Educational Technician Authorization Committee. The most important function of the Educational Technician Authorization Committee is to ensure that approval of clock hours is given for appropriate workshops and adult education classes that enhance the capacity of an educational technician to perform the essential functions for which he/she is employed.

Every five years, each educational technician, regardless of educational preparation, must be reauthorized by the State in order to maintain employment. Forty-five clock hours of professional development are required for reauthorization. The Maine Department of Education recognizes two methods for reauthorization:

- Pass a three-credit university or community college course

  Or

- Obtain CEUs (Continuing Education Units) from a college or professional entity

**Educational Technician Authorization Committee**

**Authorization Committee:** The Authorization Committee is composed of two educational technicians and one administrator. Educational technicians will be nominated for a two-year term and will receive a $500.00 stipend per year for organizing, tracking and preparing for approval the documentation of required clock hours for each eligible educational technician.

If more than two educational technicians express interest in committee membership, a ballot will be circulated to the membership and the educational technician receiving the most votes will be asked to serve.
**Timelines and Steps in the Authorization Process**

**September/October:** The Educational Technician Authorization Committee will meet, review the reauthorization process, review educational technician membership and meet with all renewing educational technicians. In the event an educational technician is hired after September 1st, a designated Educational Technician Authorization Committee Member will meet with the new hire, assist the new hire in obtaining initial authorization and explain the local process.

**November-January:** The Educational Technician Authorization Committee will meet, review all documentation and recommend approval for authorization for renewing educational technicians as appropriate to the Maine Department of Education. A majority vote of the Educational Technician Authorization Committee is necessary to approve staff development work and appropriate adult education classes.

**Education Technicians Responsibility:**
After the Educational Technician Authorization Committee recommends their approval, each educational technician must log in to the Maine Educator Information System (MEIS) to apply for reauthorization and to pay the required fee.

[https://www.maine.gov/doe/cert/renewals](https://www.maine.gov/doe/cert/renewals)

Educational technicians will review this process annually and the majority, subject to approval of the Sanford School Committee, will vote any recommendation for change.