

Paraeducator Clock Hour Overview

Year 1

Complete 14 hours in various FCS Modules, including any synchronous hours required. **YOU MUST DOCUMENT all "classes" taken, including both online and in-person meetings, what the topics were, and what FCS Module they count towards.** You may be asked to fill out and sign a form documenting exactly what hours you completed and when, and to turn this in to the district office. **DO NOT** fill out the OSPI form saying you completed the 28 hours.

Year 2

Complete 14 hours in various FCS Modules, including any synchronous hours required. **YOU MUST DOCUMENT all "classes" taken, including both online and in-person meetings, what the topics were, and what FCS Module they count towards.** You may be asked to fill out and sign a form documenting exactly what hours you completed and when, and to turn this in to the district office.

When you have completed year 2, you should have a total of 28 hours completed. You also need to make sure you have meet the individual hour requirements for each FCS Module, as well as the 7 in-person training hours.

Turn in your class documentation/sign off sheet to the district office. You will be given a form from OSPI to sign, that you will then return to the district office for an administrator signature. This form will be returned to you so you can upload these clock hours into OSPI's eCert system. When you finally apply for your general certificate, OSPI will ask for this form as documentation of your clock hours. A copy of this form will be kept in your file.

If you hold a teaching certificate, you may also apply for the General Certificate at this time, and skip the clock hour requirements for years 3-7.

Year 3

Complete 14 official clock hours as directed. You may be asked to provide documentation that you attended or completed each class before clock hours can be granted. (You do NOT have to meet individual FCS module requirements, nor a minimum number of in-person hours.)

When prompted, pay for the clock hours you earned, then upload these clock hours into OSPI's eCert system. Please provide a copy of your Clock Hours Transcript to the district office. **You may request reimbursement for up to 14 clock hours purchased.**

Year 4

Complete 14 official clock hours as directed. You may be asked to provide documentation that you attended or completed each class before clock hours can be granted. (You do NOT have to meet individual FCS module requirements, nor a minimum number of in-person hours.)

When prompted, pay for the clock hours you earned, then upload these clock hours into OSPI's eCert system. Please provide a copy of your Clock Hours Transcript to the district office. **You may request reimbursement for up to 14 clock hours purchased.**

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Year 5

Complete 14 official clock hours as directed. You may be asked to provide documentation that you attended or completed each class before clock hours can be granted. (You do NOT have to meet individual FCS module requirements, nor a minimum number of in-person hours.)

When prompted, pay for the clock hours you earned, then upload these clock hours into OSPI's eCert system. Please provide a copy of your Clock Hours Transcript to the district office. **You may request reimbursement for up to 14 clock hours purchased.**

Year 6

Complete 14 official clock hours as directed. You may be asked to provide documentation that you attended or completed each class before clock hours can be granted. (You do NOT have to meet individual FCS module requirements, nor a minimum number of in-person hours.)

When prompted, pay for the clock hours you earned, then upload these clock hours into OSPI's eCert system. Please provide a copy of your Clock Hours Transcript to the district office. **You may request reimbursement for up to 14 clock hours purchased.**

Year 7

Complete 14 official clock hours as directed. You may be asked to provide documentation that you attended or completed each class before clock hours can be granted. (You do NOT have to meet individual FCS module requirements, nor a minimum number of in-person hours.)

When prompted, pay for the clock hours you earned, then upload these clock hours into OSPI's eCert system. Please provide a copy of your Clock Hours Transcript to the district office. **You may request reimbursement for up to 14 clock hours purchased.**

You should now have a total of 98 clock hours showing in your eCert account. **Apply for your Paraeducator General Certificate in eCert, and provide a copy of the certificate to the District Office once it is completed.** This certificate does NOT expire, and will be valid at all school districts in Washington State.

Year 8 and Beyond

You may continue to earn clock hours towards your subject matter certificate. This is not required - these are optional certificates for paraeducators who work in ELL or Special Education positions. You can also continue to earn clock hours towards your advanced certificate, which is also an optional certificate and expires after 5 years.

Purchased Clock Hours will NOT be reimbursed.