



Carbon Lehigh
Intermediate Unit #21
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Dear Paraeducators:

Please read the attached form carefully. If you wish to submit coursework **other than courses in the TOPS series** for credentialing consideration, you must fill out this form for **each** additional course you submit.

It is important to note the necessity to submit this completed form **together with** the verification of course or workshop completion. **Please make a photocopy of the form and all verifications for your file.** The Credentialing Review Committee will meet three times a year to review all paperwork submitted. The schedule for submission has been indicated on the form.

The Credentialing Committee will then return the form to you, indicating approval/disapproval and the standards that have been met by your course work. **Photocopy the form with the approval noted, giving the original to your supervisor and keeping the photocopy in your file.**

Please make sure you have read and completed the entire form, **up to but not including** the section under "Committee Use."

Yours in education,

Educational Consultants

"CLIU is a student-centered education agency committed to Excellence through Service."

Paraeducator Credential of Competency Form
(for submission of course work other than TOPS workshops)

Name: _____ **Today's Date:** _____

Home Address: _____

Home Phone: _____ **Work Number:** _____

Email: _____ **Job Position:** _____

Job Assignment/Location: _____

Supervisor: _____

Course/Workshop Title: _____

Date of Completion: _____

Location of Course/Workshop: _____

Name of Instructor: _____

Course/Workshop Description/Syllabus: _____

☐ **Verification of Course/Workshop Completion**
(CPE Tracker Form, Copy of Certificate of Attendance, Copy of Transcript)

Submission of review is conditioned on:

- ☐ Completed Form
- ☐ Required Documentation
- ☐ Verification of Attendance
- ☐ Submission of Packet by the following dates:
 - o Classes taken in the Fall semester – no later than January 31st
 - o Classes taken in the Spring semester – no later than April 30th
 - o Classes taken in the Summer semester – no later than September 30th

Please send to:

Terrie Geisel, Educational Consultant
Carbon Lehigh Intermediate Unit, 4210 Independence Drive, Schnecksville, PA 18078
Or Interooffice mail (CL01)

Committee Use:

- ☐ **Approved – Standard** _____ **Essential Knowledge/Skills** _____
- ☐ **Not Approved**

Signature/Committee Chairperson: _____ **Date:** _____