



## Special Education One on One Aide

### Highly Qualified Training

The Every Student Succeeds Act (ESSA) requires Special Education Aides to be highly qualified or become highly qualified. The Coatesville Area School District's process is that you must become highly qualified during your first 60 days of work.

Highly Qualified Special Education Aides will have completed an Associate's Degree or completed (48) post-secondary credit hours. Transcripts can be unofficial but must have the name of the school and your name on them. They should be scanned and forwarded to Kaitlyn Edwards at [edwardsk@casdschools.org](mailto:edwardsk@casdschools.org).

Special Education Aides that are hired without college credits will need to complete 10 Credential Competency Standards and an application will need to be submitted to the state by the Special Education Department.

The 10 Credential Competency Standards can be completed by:

- Visiting: <https://pattan.framewelder.com/>
- Click: "Create Account" on the top right
- Enter in your first name, last name, email address, password
- Click "I'm not a robot," complete image request and click "verify"
- Click "Create Account" (*an email will be sent verifying your email address*)
- Click "Login" on the top right corner
- Scroll to the bottom to *Bureau of Special Education Paraprofessional Credential of Competency Training Series* and click "View Available Sessions"

At the end of each video, you will receive a certificate of completion. Once you have watched all 10 videos, you can email all of your certificates to Michelle Robinson at [robinsonm@casdschools.org](mailto:robinsonm@casdschools.org).

Although Michelle Robinson is responsible for generating your application, you will need to complete the cover page. She will prompt you to do so when the time comes. She will then forward it to PDE for processing. Generally it takes 4 to 6 weeks for processing and the certificate will be sent to your home address. It is your responsibility to get a copy of the Highly Qualified Certificate to Michelle Robinson which can be emailed to her at [robinsonm@casdschools.org](mailto:robinsonm@casdschools.org).

*\*If you have any questions throughout this process you can reach Michelle at (610)466-2400 X82432 or by email at [robinsonm@casdschools.org](mailto:robinsonm@casdschools.org).*