Paraeducator Online Training Information

Registration and testing process

1. Register for the course via Sourcewell Access the registration here.
2. Once registered you will receive a confirmation email with additional details.
3. We (Sourcewell Education Department) will then add you to the Master teacher course.
    a. You will receive an email from Master teacher detailing how to log in for the first time.
4. The course includes access to over 151 courses.
    a. The courses listed under Meeting Title I Requirements are recommended to be taken prior to the two assessments. No courses are required to take the assessments for certification but they are highly encouraged.
    b. Course access is available for 1 year after being added to the system. This allows the rest of the courses to be used for Professional development at a later time.

    MEETING TITLE I REQUIREMENTS: Courses marked with TITLE I prepare paraeducators to complete the Title I compliance assessments. All others enhance subject-based skills. Learning objectives for these courses can also be found below.

    Supporting Instruction

    i. 118 TITLE I Supporting Instruction: Reading
    ii. 119 TITLE I Supporting Instruction: Writing
    iii. 120 TITLE I Supporting Instruction: Mathematics

    Reading Skills

    iv. 130 TITLE I Reading Comprehension: Narrative Texts
    v. 131 TITLE I Reading Comprehension: Informative Texts
    vi. 132 TITLE I Reading Comprehension: Decoding Language and Utilizing Layout

    Writing Skills

    vii. 133 TITLE I Writing Fundamentals: Parts of Speech and Effective Sentences
    viii. 134 TITLE I Writing Fundamentals: Mechanics of Writing

    Mathematics Skills

    ix. 135 TITLE I Mathematics: Understanding the Basic Skills
    x. 136 TITLE I Mathematics: Fractions, Decimals, and Percentages
    xi. 137 TITLE I Basic Algebra
    xii. 138 TITLE I Basic Geometry
    xiii. 139 TITLE I Basic Data Analysis
5. Once the user is ready to take the two assessments for certification they must work with their designated proctor to schedule a testing time.
6. The proctor will provide the user with a code to take the assessments.

7. Once the proctoring session is complete, you will receive a certification or your proctor can access your certification. Any questions, please email education@sourcewell-mn.gov

Frequently asked questions

1. **Are there any requirements prior to taking the test? e.g. they have to complete a module....**
    a. No, there are no requirements to take the assessments however we highly encourage reviewing the courses suggested by Master teacher under the Meeting Title I Requirements section.

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2. **Do testers sign up through the Sourcewell site or the ParaEducator site?**
    a. Testers will register through Sourcewell, access the paraeducator online registration here. Once registered you will receive a confirmation email detailing the next steps. We will then add each user to the Master Teacher site and an invitation email to the course will be sent.
3. **Is it all online or do they come to us to take a proctored test?**
    a. All of the courses are online, but the test must be proctored in person – which can be done at your school! Currently, Sourcewell is not hosting any proctoring sessions. For school proctoring, please refer to step 5 above.
4. **If they complete a module, are they able to print a CEU noting their completion?**
    a. They are able to print a transcript with their credit/hours listed. To do so follow the steps outlined below.
        i. To view your completed course certificates or to print off your transcripts, click on **My Transcripts** in the left navigation under your paraeducator course.
        ii. You can view each course certificate by clicking **View** under each course listed.
        iii. To print off the completed list of your courses, click on **Download Transcript** in the upper right corner of the screen.
5. **What is the cost?**
    a. $70 per user within a Region 5 School District.
    b. $90 per user outside of Region 5.

6. **Is there a Region 5 discount and does Comprehensive Support discount apply?**
    a. The current agreement with Master Teacher is for courses to be provided at the rate of $65/user for one year of unlimited access to the modules. This offering is not eligible for Comprehensive Support discounts.
7. **Once purchased for an individual, how long is it open for them to access?**
    a. 1 Calendar year from the date they registered.
8. **Is there a group rate purchase price if we were to use ParaEducator for the continuous learning of our current paras?**
    a. The current agreement with Master Teacher is for courses to be provided at the rate of $65/user for one year of unlimited access to the modules. This offering is not eligible for bulk user discounts.