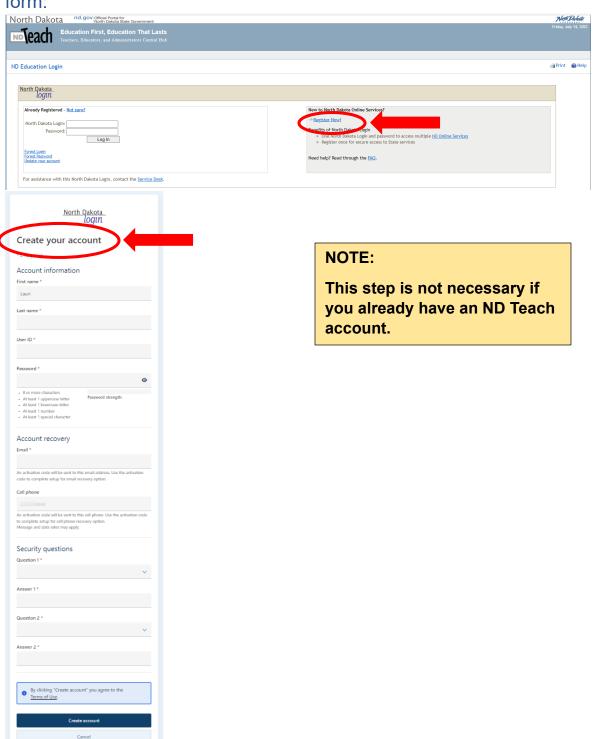
# **Title I Paraprofessional Application in ND Teach**

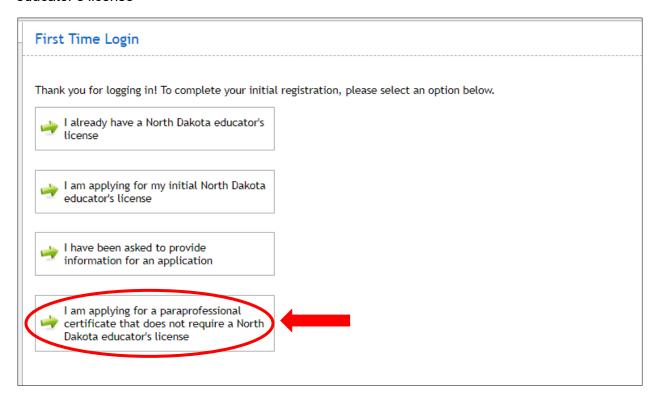
Create a New ND Login Account and Complete the Create Your Account form:



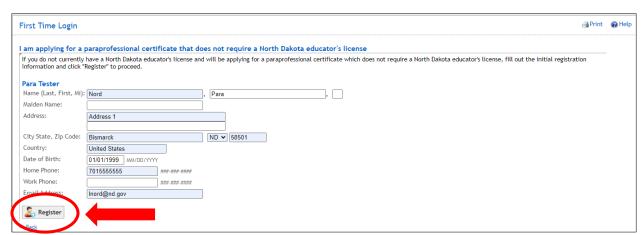
### First Time Login

Log into your ND Teach account.

Click "I am applying for a paraprofessional certificate that does not require a North Dakota educator's license"



Complete all information in this section and click Register.

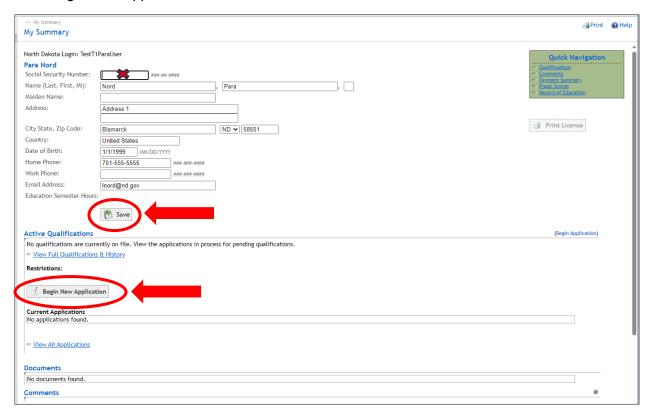


### My Summary

Note: Social Security Numbers are NOT required for Title I Paraprofessional applications, so you do not need to complete that field.

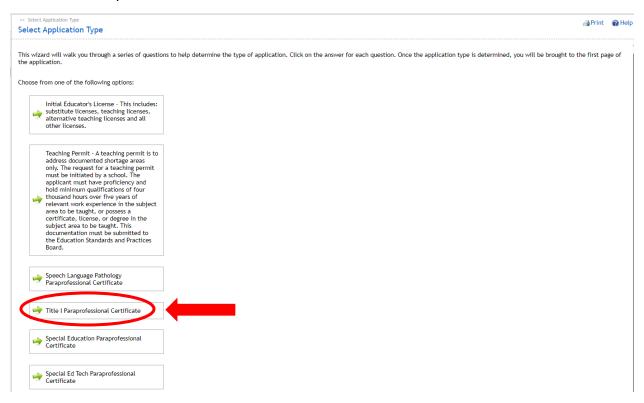
Verify all other information is correct; update if necessary and click Save.

Click Begin New Application.



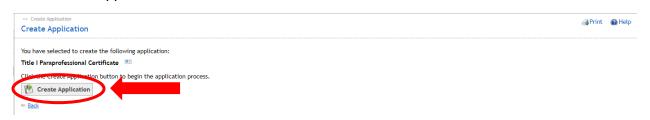
## **Select Application Type**

### Click Title I Paraprofessional Certificate



## **Create Application**

### **Click Create Application**



### **Sections**

### **Personal Information**

Verify your information; make changes if necessary. When complete, click Next:



#### **School Information**

Click Yes or No (this step is required).

If Yes, then complete all additional information requested. When complete, click Next:



### **Teaching License**

Click Yes or No (this step is required).

If Yes, enter the TL number.

If No, answer Yes or No to "Do you have a minimum of 48 semester hours of college credit or a passing score from one of the state-approved assessments?"

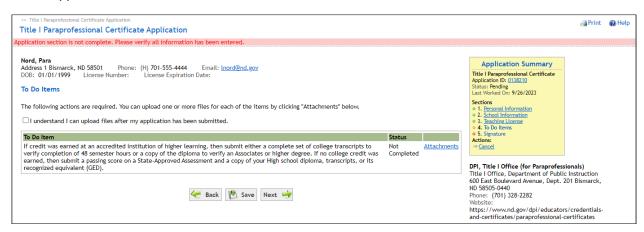




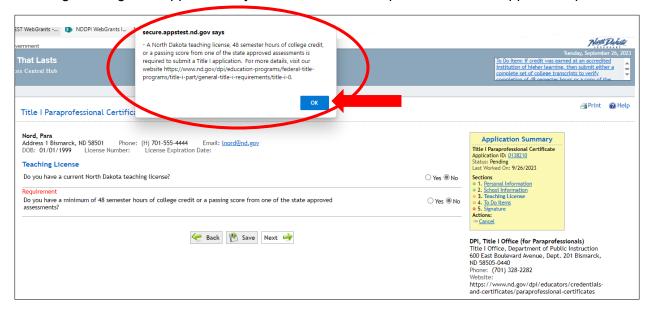
If Yes, you must click "I understand I can upload files after my application has been submitted" (this step is required).

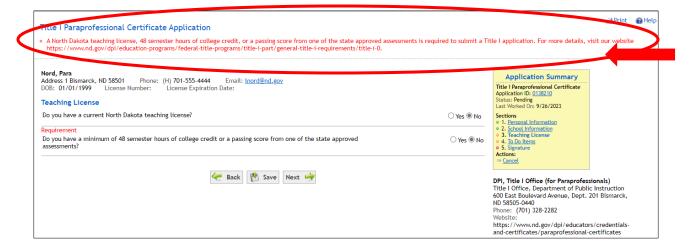


**Note:** If you do not click "I understand I can upload files after my application has been submitted", the error message highlighted in red is displayed at the top of the page. Once you click the checkbox beside "I understand I can upload files after my application has been submitted", the error message will disappear.



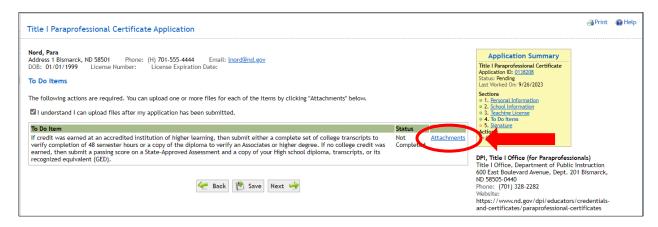
If No is selected, and you attempt to click Next, an alert will appear. When you click "OK", the following message will appear, and you will not be able to proceed with the application process:



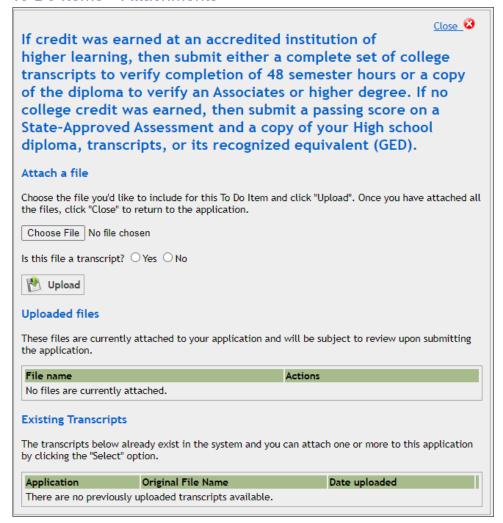


#### To Do Items

#### **Click Attachments:**



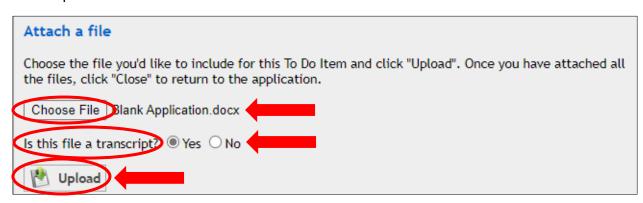
#### To Do Items – Attachments



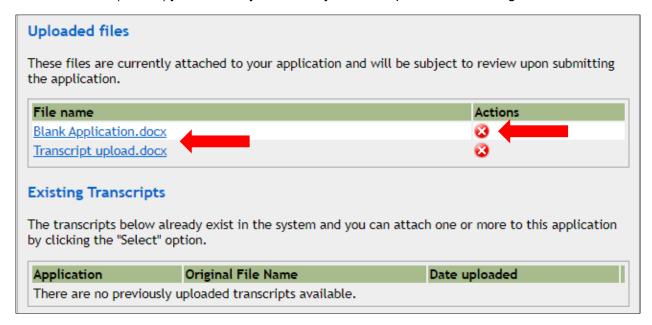
Click Choose File and select the file you wish to upload. You can upload multiple files, but they must be uploaded one at a time.

Answer Yes or No to "Is this file a transcript?"

Click "Upload".



When the file is uploaded, it will appear under the Uploaded Files section, and there will also be a delete button (red "x") just in case you realize you have uploaded the wrong file.



Once you have attached all the files, click "Close" to return to the application. Click Next.

Note: If you have completed other applications and have uploaded transcripts, you will be able to select them to add to a new application.

If your supporting documentation is not available to you at the moment, you can upload it at a later date.

### Signature

Sign your application by typing your name and clicking Sign Application.

This step also submits your application for review by NDDPI.

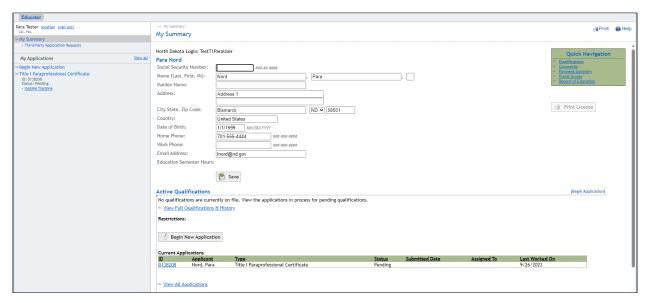


You can log out of your application and log in to your ND Teach account to finish or upload additional documentation at a later time.

Click on Title I Paraprofessional Certificate in the left panel, and it will bring up your My Summary page.

Under Current Applications, you see applications and the status of each.

Click on the ID number of the application you would like to complete, and it will return you to your application.



### **Application Summary**

If you have started an application but haven't completed it, you can go to the Application Summary and click on any of the sections listed to upload attachments, revise, or review your application.

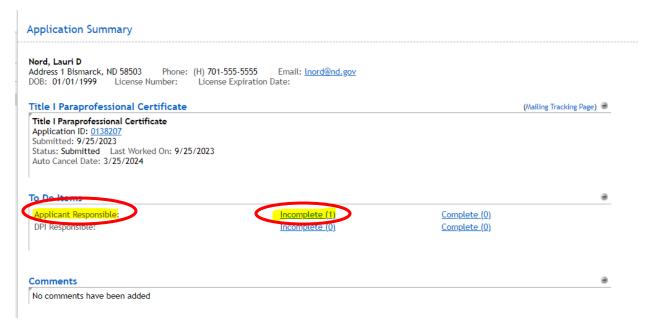
To upload attachments, click on To Do Items, which takes you to the screen to click Attachments and upload any necessary documents.



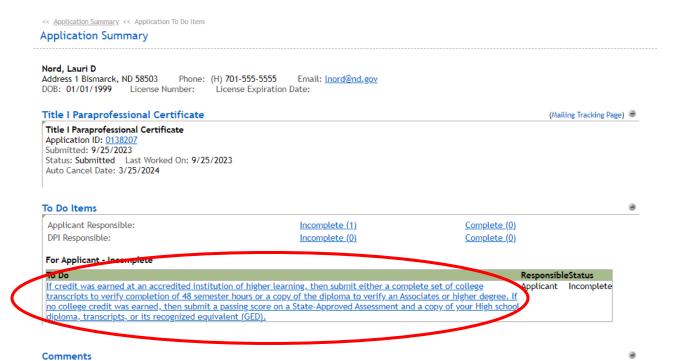
### Application Summary – Applicant Responsible and DPI Responsible

Please note the To Do Items list Applicant Responsible and DPI Responsible information.

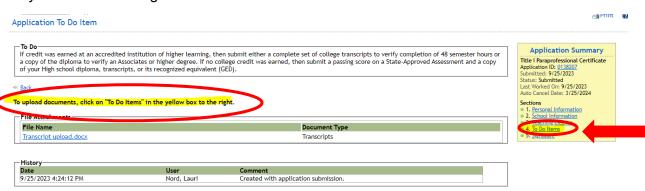
If Applicant Responsible shows *Incomplete (1)* status, please note this simply is an indicator that information has been submitted but NDDPI still needs to review and approve the application.



If you click on the Incomplete item, you see a description of the item that needs to be submitted:



If you click on the hyperlinked description, you will be instructed to click on the "To Do Items" in the yellow box to the right:



Click on Attachments to complete the upload:

No comments have been added

#### Title | Paraprofessional Certificate Application

Address 1 Bismarck, ND 58503 DOB: 01/01/1999 License Phone: (H) 701-555-5555 Email: <u>lnord@nd.gov</u>

License Number: License Expiration Date:

#### To Do Items

The following actions are required. You can upload one or more files for each of the items by clicking "Attachments" below.

 $\ensuremath{\overline{\square}}\xspace I$  understand I can upload files after my application has been submitted.

If credit was earned at an accredited institution of higher learning, then submit either a complete set of college transcripts to verify completion of 48 semester hours or a copy of the diploma to verify an Associates or higher degree. If no college credit was earned, then submit a passing score on a State-Approved Assessment and a copy of your High school diploma, transcripts, or its recognized equivalent (GED).



### **Actions**

### Cancel

You have the option to cancel your application by clicking Cancel:



### Click Cancel again to confirm:

