

# Special Education Paraprofessional Application in NDTech

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

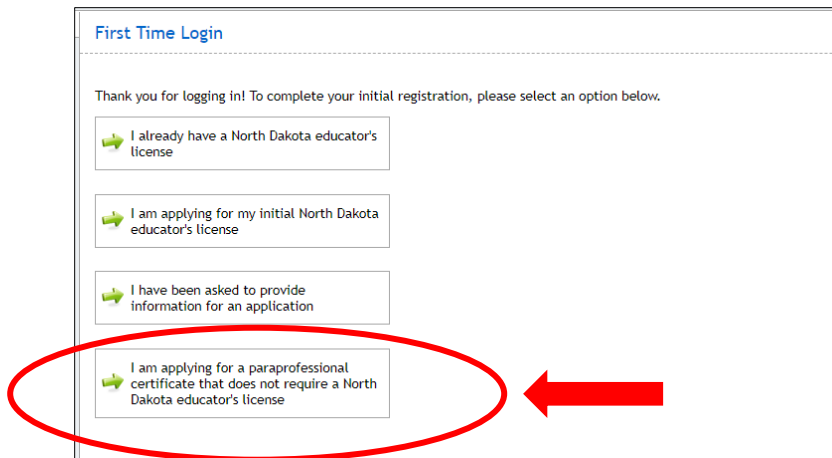
## NOTE:

This step is not necessary if you already have an NDTech account.

## First Time Login

Log into your NDTeach account.

Click “I am applying for a paraprofessional certificate that does not require a North Dakota educator’s license”

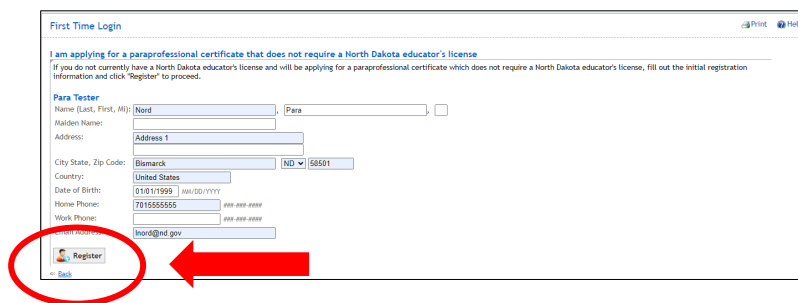


**First Time Login**

Thank you for logging in! To complete your initial registration, please select an option below.

- I already have a North Dakota educator's license
- I am applying for my initial North Dakota educator's license
- I have been asked to provide information for an application
- 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.



**First Time Login**

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

If you do not currently have a North Dakota educator's license and will be applying for a paraprofessional certificate which does not require a North Dakota educator's license, fill out the initial registration information and click "Register" to proceed.

**Para Tester**

Name (Last, First, MI): Nord Para ☐

Maiden Name:

Address:

City State, Zip Code: Bismarck ND 58501

Country: United States

Date of Birth: 1/1/1999 MM/DD/YYYY

Home Phone: 701-555-5555 AAA-AAA-AAAA

Work Phone:  AAA-AAA-AAAA

Email Address: nord@nd.gov

**Register**

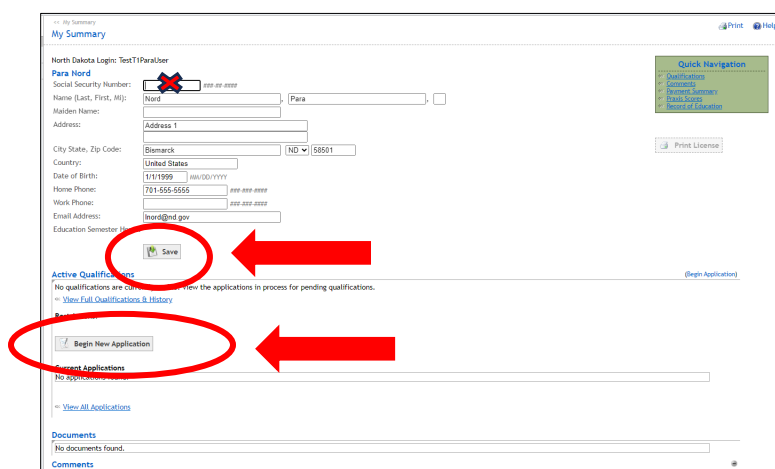
[Back](#)

## My Summary

**Note: Social Security Numbers are NOT required for Special Education 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.



**My Summary**

North Dakota Login: TestTIParabizer

**Para Nord**

Social Security Number:  XXX-XX-XXXX

Name (Last, First, MI): Nord Para ☐

Maiden Name:

Address:

City State, Zip Code: Bismarck ND 58501

Country: United States

Date of Birth: 1/1/1999 MM/DD/YYYY

Home Phone: 701-555-5555 AAA-AAA-AAAA

Work Phone:  AAA-AAA-AAAA

Email Address: nord@nd.gov

Education Semester:

**Save**

**Active Qualifications**

No qualifications are currently in process. [View the applications in process for pending qualifications.](#)

[View Full Qualifications & History](#)

**Begin New Application**

**Current Applications**

No applications found.

[View All Applications](#)

**Documents**

No documents found.

**Comments**

[Print License](#)

**Quick Navigation**

- [Qualifications](#)
- [Comments](#)
- [Documents](#)
- [Track Status](#)
- [Board of Education](#)

## Select Application Type

Click Special Education Paraprofessional Certificate

Select Application Type

This wizard will walk you through a series of questions to help determine the type of application. Click on the answer for each question. Once the application type is determined, you will be brought to the first page of the application.

Choose from one of the following options:

- Initial Educator's License - This includes: substitute licenses, teaching license, alternative teaching licenses and all other licenses.
- Teaching Permit - A teaching permit is to address documented shortage areas only. The request for a teaching permit must be initiated by a school. The applicant must have proficiency and hold minimum qualifications of four thousand hours over five years of relevant work experience in the subject area to be taught, or possess a certificate, license, or degree in the subject area to be taught. This documentation must be submitted to the Education Standards and Practices Board.
- Speech Language Pathology Paraprofessional Certificate
- Title I Paraprofessional Certificate
- Special Education Paraprofessional Certificate**
- Special Education Paraprofessional Certificate

## Create Application

Click Create Application

Create Application

You have selected to create the following application:

**Special Education Paraprofessional Certificate**

Click the Create Application button to begin the application process.

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## Sections

### Personal Information

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

Special Education Paraprofessional Certificate Application

**Cline, Christie**  
123 9th Street NW Mandan, ND 58555 Phone: (701) 701-222-4444 Email: [bbanks@nexusinnovations.com](mailto:bbanks@nexusinnovations.com)  
DOB: 01/03/2000 License Number: 000433555 License Expiration Date: 06/23/2028

**Personal Information**

Last Name:   
First Name:   
Middle Initial:   
Maiden Name:   
Address Line 1:   
Address Line 2:   
City:   
State:   
Zip Code:   
Email Address:   
Home Phone:

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**Application Summary**  
Special Education Paraprofessional Certificate  
Application ID: 0138212  
Status: Pending  
Last Worked On: 10/2/2023  
Sections:  
1. Personal Information  
2. User Information  
3. To Do Items  
4. Signature  
Actions:  
[Cancel](#)

**DPI, Office of Specially Designed Services (for Paraprofessionals)**  
Special Education Office, Department of Public Instruction 600 East Boulevard Avenue, Dept. 201 Bismarck, ND 58505-0460  
Phone: (701) 328-2277  
Website: <https://www.nd.gov/dpi/educators/credentials-and-certificates/paraprofessional-certificates>

## Unit Information

Select the appropriate unit you are employed with. When complete, click Next:

Special Education Paraprofessional Certificate Application

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DOB: 01/03/2000 License Number: 000433555 License Expiration Date: 06/23/2028

Unit Information

Please select the Unit you are employed with: Bismarck Special Ed Unit

Back Save Next

**Application Summary**  
Special Education Paraprofessional Certificate  
Application ID: 0138212  
Status: Pending  
Last Worked On: 10/2/2023

Sections  
1. Personal Information  
2. Unit Information  
3. To Do Items  
4. Signature  
Actions:  
Cancel

DPI, Office of Specially Designed Services (for Paraprofessionals)  
Special Education Office, Department of Public Instruction 600 East Boulevard Avenue, Dept. 201 Bismarck, ND 58505-0440  
Phone: (701) 328-2277  
Website:  
<https://www.nd.gov/dpi/educators/credentials-and-certificates/paraprofessional-certificates>

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

Special Education Paraprofessional Certificate Application

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DOB: 01/03/2000 License Number: 000433555 License Expiration Date: 06/23/2028

To Do Items

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

☒ I understand I can upload files after my application has been submitted.

To Do Item	Status	Attachments
Provide a copy of your Completion of Training	Not Completed	<a href="#">Attachments</a>

Back Save Next

**Application Summary**  
Special Education Paraprofessional Certificate  
Application ID: 0138212  
Status: Pending  
Last Worked On: 10/2/2023

Sections  
1. Personal Information  
2. Unit Information  
3. To Do Items  
4. Signature  
Actions:  
Cancel

DPI, Office of Specially Designed Services (for Paraprofessionals)  
Special Education Office, Department of Public Instruction 600 East Boulevard Avenue, Dept. 201 Bismarck, ND 58505-0440  
Phone: (701) 328-2277  
Website:  
<https://www.nd.gov/dpi/educators/credentials-and-certificates/paraprofessional-certificates>

**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.

Special Education Paraprofessional Certificate Application

Application section is not complete. Please verify all information has been entered.

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To Do Items

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

☐ I understand I can upload files after my application has been submitted.

To Do Item	Status	Attachments
Provide a copy of your Completion of Training	Not Completed	<a href="#">Attachments</a>

Back Save Next

**Application Summary**  
Special Education Paraprofessional Certificate  
Application ID: 0138212  
Status: Pending  
Last Worked On: 10/2/2023

Sections  
1. Personal Information  
2. Unit Information  
3. To Do Items  
4. Signature  
Actions:  
Cancel

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Special Education Office, Department of Public Instruction 600 East Boulevard Avenue, Dept. 201 Bismarck, ND 58505-0440  
Phone: (701) 328-2277  
Website:  
<https://www.nd.gov/dpi/educators/credentials-and-certificates/paraprofessional-certificates>

To do items: Click attachments to upload documentation of training being completed.

**Special Education Paraprofessional Certificate Application**

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DOB: 01/03/2000 License Number: 000433555 License Expiration Date: 06/23/2028

**To Do Items**

The following actions are required. You can upload one or more files for each of the items by clicking "Attachments" below.  
☒ I understand I can upload files after my application has been submitted.

To Do Item	Status	Attachments
Provide a copy of your Completion of Training	Not Completed	<a href="#">Attachments</a>

[Back](#) [Save](#) [Next](#)

**Application Summary**  
 Special Education Paraprofessional Certificate  
 Application ID: 01180112  
 Status: Pending  
 Last Worked On: 10/3/2023  
 Sections:  
 1. Personal Information  
 2. Unit Information  
 3. To Do Items  
 4. Signature  
 Actions:  
[Cancel](#)

DPI, Office of Specially Designed Services (for Paraprofessionals)  
 Special Education Office, Department of Public Instruction 600 East Boulevard Avenue, Dept. 201 Bismarck, ND 58505-0440  
 Phone: (701) 328-2277  
 Website: <https://www.nd.gov/dpi/educators/credentials-and-certificates/paraprofessional-certificates>

## 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.

Click "Upload"

**Provide a copy of your Completion of Training** [Close](#)

**Attach a file**

Choose the file you'd like to include for this To Do Item and click "Upload". Once you have attached all the files, click "Close" to return to the application.

[Choose File](#) No file chosen [Upload](#)

**Uploaded files**

These files are currently attached to your application and will be subject to review upon submitting the application.

File name	Actions
No files are currently attached.	

## Signature

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

This step also submits your application for review by NDDPI.

**Signature**

By clicking the button below to sign the application, the application will proceed to processing.

Typed Signature:

Date Signed: 10/03/2023 HH/DD/YYYY

[Sign Application](#)

**Application Summary**  
 Special Education Paraprofessional Certificate  
 Application ID: 01180112  
 Status: Pending  
 Last Worked On: 10/3/2023  
 Sections:  
 1. Personal Information  
 2. Unit Information  
 3. To Do Items  
 4. Signature  
 Actions:  
[Cancel](#)

DPI, Office of Specially Designed Services (for Paraprofessionals)  
 Special Education Office, Department of Public Instruction 600 East Boulevard Avenue, Dept. 201 Bismarck, ND 58505-0440  
 Phone: (701) 328-2277  
 Website: <https://www.nd.gov/dpi/educators/credentials-and-certificates/paraprofessional-certificates>

You can log out of your application and log in to your NDTech account to finish or upload additional documentation later.

Click on Special Education 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 want 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.

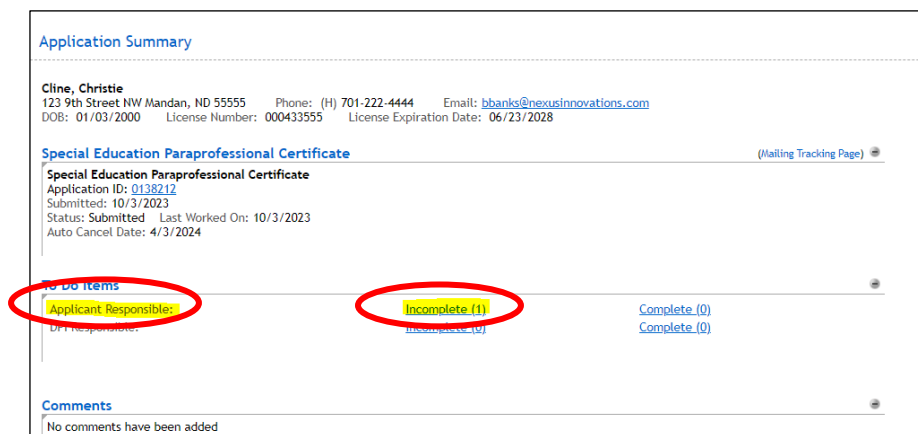
To upload attachments, click on To Do Items, which takes you to the screen to click Attachments and upload any necessary documents.



## 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:

**Application Summary**

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**Special Education Paraprofessional Certificate** (Mailing Tracking Page)

**Special Education Paraprofessional Certificate**  
 Application ID: [0138212](#)  
 Submitted: 10/3/2023  
 Status: Submitted Last Worked On: 10/3/2023  
 Auto Cancel Date: 4/3/2024

**To Do Items**

Applicant Responsible: [Incomplete \(1\)](#) [Complete \(0\)](#)  
 DPI Responsible: [Incomplete \(0\)](#) [Complete \(0\)](#)

**For Applicant - Incomplete**

Description	Responsible	Status
<a href="#">Provide a copy of your Completion of Training</a>	Applicant	Incomplete

**Comments**  
 No comments have been added

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:

**Application To Do Item**

To Do  
 Provide a copy of your Completion of Training

[Back](#)

To upload documents, click on “To Do Items” in the yellow box to the right.

**File Upload**

File Name	Document Type
<a href="#">test.docx</a>	Paraprofessional Supporting Documents

**History**

Date	User	Comment
10/2/2023 3:48:19 PM	Cline, Christie	Created with application submission.

**Application Summary**  
 Special Education Paraprofessional Certificate  
 Application ID: [0138212](#)  
 Submitted: 10/3/2023  
 Status: Submitted  
 Last Worked On: 10/3/2023  
 Auto Cancel Date: 4/3/2024

**Sections**

- 1. [Personal Information](#)
- 2. [Unit Information](#)
- 3. [To Do Items](#)
- 4. [Signature](#)

**Actions:**  
[Cancel](#)

## Actions

### Cancel

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

**Application Summary**

**Special Education Paraprofessional Certificate**  
 Application ID: [0138213](#)  
 Status: Pending  
 Last Worked On: 10/3/2023

**Sections**

- 1. [Personal Information](#)
- 2. [Unit Information](#)
- 3. [To Do Items](#)
- 4. [Signature](#)

**Actions:**  
[Cancel](#)

Click Cancel again to confirm:

**Cancel**

Cancel the application. The application must go through a cancelation approval by the issuing agency.

**Cline, Christie**  
 123 9th Street NW Mandan, ND 55555 Phone: (H) 701-222-4444 Email: [bbanks@nexusinnovations.com](mailto:bbanks@nexusinnovations.com)  
 DOB: 01/03/2000 License Number: 000433555 License Expiration Date: 06/23/2028

Click [Cancel](#) again to confirm the status change.

[Cancel](#)

**Application Summary**  
 Special Education Paraprofessional Certificate  
 Application ID: [0138213](#)  
 Status: Pending  
 Last Worked On: 10/3/2023