

Estimated <u>Max.</u> Hrs of Credit	Para Training Opportunities & Workshops	Evidence/Verification person
<b>Mandatory 1.5 hrs</b>	Beginning of the year orientation session with supervising teacher: Must include: para expectations, confidentiality, protocol for absences, building policies, etc. Occurs annually. <b>Orientation including confidentiality must be claimed every year on the training log.</b>	Para Expectation form
<b>Mandatory 1.5 hrs</b>	USD 305 Training Video: Blood borne pathogens, Bullying, Harassment, & Confidentiality	USD 305 will verify
<b>Mandatory .5 hr</b>	Emergency Safety Intervention (ESI) training and quiz on the CKCIE website	Supervisor will verify
<b>Mandatory 1.25 hr</b>	Suicide Prevention Among Teens video (1 hour video + quiz) – <a href="http://www.myinfinitec.org/">http://www.myinfinitec.org/</a>	Print out certificate
<b>Mandatory for new paras 1.5 hrs</b>	Frontline Time Clock & Attendance meeting – <b>New</b> paras have to attend this training with the USD 305 staff.	USD 305 will verify
<b>Hours may vary</b>	Participating in a school-guided “book study” (1 hr credit per chapter & discussion)	3 sentences per chapter
<b>4 hrs (1 hr = 1 para log hr)</b>	Classroom Observation for specialized training (teacher prior approval)	Supervisor’s signature
<b>4 hrs (100 pages = 1 hr)</b>	Read book(s) approved by supervisor or check out books from CKCIE front office. Training log should include title, author, and how many pages in the book.	Supervisor’s signature & attach a brief written summary
<b>14 hrs (1 hr = 1 para log hr)</b>	Attend Local District Inservice – Topics related to job ( <b>be specific on the topic description on training log</b> )	Principal/Superintendent
<b>College Credit Earned</b>	<b>“College hours in subjects related to the special education service provided may be substituted for inservice hours.”</b> (per KSDE guidelines). <u>Report as college credit hours earned, not as staff development hours on the para log.</u> Education majors may use classes taken during their employment in the current school year.	Unofficial transcript (includes student’s name, university’s name, semester date & credit hrs earned)
<b>6 hrs</b>	New Para Orientation Day (new paras only) – Required by KSDE for all new paras.	Coordinator
<b>1 hr</b>	“Put Reading First Booklet” – located on CKCIE website-paraeducator page	Paragraph write up
<b>4 hrs (1 IEP = 1 hr)</b>	With parent & teacher approval, attend up to 4 students’ IEP meetings (must work with student)	Supervisor’s signature
<b>4 hrs (2 hr = 1 para log hr)</b>	Application level: Develop a project from workshop attended for student use	Supervisor’s signature
<b>10 hrs (length of video rounded to .25 hr)</b>	DVDs that are related to education that can assist you as a para. (CKCIE front office has a few to check out.)	Supervisor’s signature
<b>10 – 15 hrs (length of module/test rounded to .25 hr or the amount of credit stated on module.)</b>	<b>Online Trainings Available -</b> Infinitec: <a href="http://www.myinfinitec.org/">http://www.myinfinitec.org/</a> OCALI Autism Internet Modules: <a href="http://www.autisminternetmodules.org">http://www.autisminternetmodules.org</a> CKCIE para trainings – link found on the CKCIE website <a href="https://www.305ckcie.com/home">https://www.305ckcie.com/home</a> CCC Framework: <a href="https://www.cccframework.org/self-study-modules/">https://www.cccframework.org/self-study-modules/</a> TASN: <a href="https://www.ksdetasn.org/search/resources">https://www.ksdetasn.org/search/resources</a> Greenbush: <a href="https://www.greenbush.org/educator-professional-development/tools-resources/paraprofessional-webinars/">https://www.greenbush.org/educator-professional-development/tools-resources/paraprofessional-webinars/</a>	List each separately. If there is a certificate, post-test or worksheet, print and attach it.
<b>1 hr</b>	Review of student IEPs, accommodations/modifications/student schedules	Supervisor will verify
<b>Depends on length of class</b>	MANDT – <b>must be required for position and pre-approved by coordinator</b>	MANDT Instructor
<b>MISC</b>	MIS security videos (2 trainings videos = .25 hr) Include titles/dates on the log.	