

**Ed. Tech.
Quick Reference
Authorization Handbook**



**M.S.A.D. No. 72
25 Molly Ockett Dr
Fryeburg, Maine 04037**

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GENERAL INFORMATION

CERTIFICATION OFFICE: 207-624-6603

Homepage: <http://www.maine.gov/education/cert/cert.htm>

RE-AUTHORIZATION FEE:

<http://www.maine.gov/doe/cert/fingerprinting/renewal-instructions.html>

Fingerprinting/Criminal History Record Check Appointments:

https://www10.informe.org/cgi-bin/dps/fingerprint/select_type.pl

RE-AUTHORIZATION REQUIREMENTS:

RE-AUTHORIZATION IS REQUIRED EVERY 5 YEARS

**3 Credits = 3 credit college course, 4.5 CEU's or 45 Contact Hours
Contact Hours = Workshops**

Ed Tech's are required to have 3 credits prior to re-authorization.

Official Transcripts must be sent certified mail.

ADDITIONAL INFORMATION

ED. TECH AUTHORIZATION COMMITTEE (ETAC)

Chair: Check with your building Principal

To ensure accurate information all Ed. Tech's must submit documentation regarding professional development to the ETAC Chair along with any other pertinent information that is vital for re-authorization

A database file is kept for all Ed. Techs and updates individual information continuously. Once individual information is received an updated database file is distributed to all Ed. Techs each spring. For those Ed Techs that are being re-authorized, the ETAC ensures that the Ed. Tech has a current updated database and copies of documentation. The ETAC signs the database cover sheet and sends it to the Ed. Tech no later than Oct. 31 of the school year. This information must be submitted along with your re-authorization application.

PROCEDURE: Educational Technician Authorization and Authorization Renewal Procedure.

REFERENCE: Department of Education Memo, Application for Ed. Tech Authorization & Criminal History Record Check (CHRC)

TIME FRAME: Ongoing

FILE LOCATION: Procedure/Ed Tech Authorization/Re-Authorization

OVERVIEW:

When an Educational Technician starts a new school year or is hired as an Educational Technician, confirmation of Authorization is an essential part of the position. Without current Authorization, your employment could be jeopardized.

This procedure defines the Authorization process for Educational Technician Authorization renewal and New Hires.

Authorization is obtained through the Department of Education.

AUTHORIZATION RENEWAL: (Required every 5 years)

It is required that you send your Authorization Renewal to the Department of Education no later than **NOVEMBER 30TH of the current school year.**

The following is what needs to be sent to the Department of Education:

1. **Official College Transcripts.** If you want your Official College Transcripts mailed back to you please write a note indicating that you want them returned to you.
2. Fill out the **Application for Educational Technician Authorization Renewal.**
3. You're Authorization **Fee.**
4. Please send the above information **certified mail** to the Department of Education.

Once you receive your current Authorization in the mail, it must be submitted to the Central Office no later than February 1 of the current school year.

Failure to submit your Authorization by this date could jeopardize your position.

NEW HIRES: Immediate processing required

Educational Technicians are classified as Educational I, II, or III. Depending on the position, each classification requires a certain amount of education. The candidate will provide documentation that will support the position qualifications. For more detail, please refer to the

Department of Education Memo. Copies of this memo may be obtained at the Central Office.

Once the position qualifications are met, the next step is to send the following to the Department of Education;

1. **Official College Transcripts**. If you want your Official College Transcripts mailed back to you please write a note indicating that you want them returned to you.
2. Fill out the **Application for Educational Technician Authorization Renewal**.
3. Your Authorization **Fee**.
4. Please send the above information **certified mail** to the Department of Education.

Once you receive your Authorization in the mail, please bring it to the Central Office so we may copy it for our records.

MAINE DEPARTMENT OF EDUCATION
 Application for Educational Technician Authorization

Please type or print sections 1 through 11.

Name	Social Security Number	Other names		Date
Mailing Address	Street Address	City / Town	State	Zip Code
Home Phone	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	Return To: Department of Education Certification Office 23 State House Station Augusta, ME 04333-0023	

EDUCATIONAL ACHIEVEMENT

High School Diploma or GED Yes No
 Years of College _____ or number of credits _____

THE FOLLOWING QUESTIONS MUST BE ANSWERED:

1. Have you ever been convicted of any crime other than a minor traffic offense? Yes No
2. Have you ever had any professional or paraprofessional certificate suspended or revoked in any state or voluntarily surrendered a professional or paraprofessional license or certificate? Yes No
3. Have you ever resigned following allegations of physical or sexual abuse? Yes No

If the answer is yes to any of the above, please attach a detailed explanation with required court documents.

Have you had your fingerprints taken as required by the Criminal History Record Check? Yes No

If yes, Where _____ Date: _____

I hereby certify that this application contains no willful misrepresentations or falsifications and that the information given by me is true and complete to the best of my knowledge and belief. I understand that my answers may be verified and that I may be declared ineligible for approval if there are any misstatements.

SIGNATURE OF APPLICANT _____ **DATE:** _____

You may elect to use M/C or VISA to pay the \$25.00 fee. Please check card type used and enter correct information.

M/C ___ VISA ___ EXPIRATION DATE ___ ACCOUNT NUMBER _____

Cardholder signature required: _____

PARAPROFESSIONAL CODES:

021 Educational Technician I
 022 Educational Technician II

023 Educational Technician III

**MAINE DEPARTMENT OF EDUCATION
APPLICATION FOR EDUCATIONAL TECHNICIAN
AUTHORIZATION RENEWAL**

Name	Social Security Number	Other names		Date
Mailing Address	Street Address	City / Town	State	Zip Code
Home Phone	Sex ____ Male ____ Female	Date of Birth	Return To: Department of Education Certification Office 23 State House Station Augusta, ME 04333-0023	

Application form must be completed and signed. All supporting material must accompany the application or it WILL BE RETURNED TO YOU.

THE FOLLOWING QUESTIONS MUST BE ANSWERED:

1. Have you ever been convicted of any crime other than a minor traffic offense? ____ Yes ____ No
2. Have you ever had any professional or paraprofessional certificate suspended or revoked in any state or voluntarily surrendered a professional or paraprofessional license or certificate? ____ Yes ____ No
3. Have you ever resigned following allegations of physical or sexual abuse? ____ Yes ____ No

If the answer is yes to any of the above, please attach a detailed explanation with required court documents.

I hereby certify that this application contains no willful misrepresentations or falsifications and that the information given by me is true and complete to the best of my knowledge and belief. I understand that my answers may be verified and that I may be declared ineligible for approval if there are any misstatements

SIGNATURE OF APPLICANT _____ **DATE:** _____

Have you had your fingerprints taken as required by the Criminal History Record Check? ____ Yes ____ No.

If yes, where: _____ When: _____

Renew	Line No.	Class	Type	Level	Authorization Codes	Expiration Date

PARAPROFESSIONAL CODES:

- | | | |
|---------------|------------------------|-------------------------|
| 021 Ed Tech I | 022 Ed Tech II | 023 Ed Tech III |
| | 024 Ed Tech II Upgrade | 025 Ed Tech III Upgrade |

**MEMO
FROM THE DEPARTMENT OF EDUCATION**

If you are currently certified in Maine as a teacher (other than vocational education or adult education), Educational specialist, or administrator, you do not need to apply for an educational technician authorization. You may serve as an Educational Technician I, II or III without further authorization, as long as you hold a valid **certificate**.

EDUCATIONAL TECHNICIAN I (ONLY)

REQUIREMENTS

Educational Technician I – High School Diploma or G.E.D.

APPLICATION PROCESS

To apply for initial authorization, you need to: (1) complete both sides of the authorization application and (2) attach an explanation of questions answered with “yes”.

INCOMPLETE APPLICATIONS WILL BE RETURNED

EDUCATIONAL TECHNICIAN II AND III.

REQUIREMENTS

Educational Technician II – 60 credits of approved study*

Educational Technician III – 90 credits of approved study*

APPLICATION PROCESS

To apply for initial authorization, you need to: (1) complete both sides of the authorization application, (2) attach an official transcript of your credits of approved study and (3) attach an explanation of questions answered with “yes”.

INCOMPLETE APPLICATIONS WILL BE RETURNED.

FINGERPRINTS

Prior to applying for a Maine evaluation or Maine certificate, you must have your fingerprints taken through a process approved by the Maine Department of Education. Information regarding general fingerprint sites in Maine is available at,

<http://www.informe.org/cgi-bin/doe/fingerprint.pl>

or by calling the Certification Office. For an approved process for having fingerprints taken outside of Maine, please call the Certification Office for a fingerprint package.

EDUCATIONAL TECHNICIAN I, II AND III

TRANSCRIPTS

Send **official** college transcript only.

***CREDITS OR APPROVED STUDY**

All credits of approved study need to be in an educationally related field. Credits of approved study may be in the form of:

1. Semester hours or Continuing Education Units (CEUs) issued by a college
2. In-service credits or in-service contact hours (not including registration, lunch and breaks) must be verified locally (submitted with a signature of a person authorized by the local superintendent)
3. Contact hours issued by other professional organizations.

Conversion of credits to approved study:

1 semester hours = 1 credit of approved study
1.5 CEUs = 1 credit of approved study
15 clock hours = 1 credit of approved study

“YES” QUESTIONS

If you answered yes to Question 1: for each conviction, attach a brief explanation stating when and what the conviction was. In all likelihood, if the conviction is more than three years older than the final discharge from the Criminal Justice system (end of all incarceration, completion of parole, completion of probation, community service, and payment of fines), attested court documents will not be requested. Exceptions to this time limit include convictions relating to harm to children. If further information is requested, you will need to provide attested copies of the Judgment and Commitment papers (including probation conditions). These documents may be obtained from the Clerk of Courts where you were convicted.

If you answered yes to Question 2: attach an explanation for each situation
If you answered yes to Question 3: attach an explanation for each situation

REMEMBER

PLEASE SUBMIT ALL OF YOUR APPLICATION MATERIALS TOGETHER IN ONE PACKAGE. INCOMPLETE APPLICATIONS WILL BE RETURNED.

YOUR PACKAGE SHOULD INCLUDE:

1. A completed and signed application
2. Credits of approved study (for Educational Tech’s II and III) Official Transcripts.
3. If you answered “yes” to questions 1, 2, or 3: court documents for criminal convictions.
4. Check or Money Order per website

If you are eligible, you will receive your authorization within 4 to 6 weeks. **However, additional time is needed to review criminal conviction information.**

If you are not eligible, you will be notified of the requirements necessary for authorization.

**CREDITS INFORMATION
FROM
THE DEPARTMENT OF EDUCATION**

DOCUMENTATION OF THE THREE CREDITS MUST BE ONE OF THE FOLLOWING:

1. Official transcripts issued by a college.
2. CEUs issued by a college or professional entity (such as American Institute for Creative Education).
3. A letter from the local teacher support system chair stating the number of recertification credits or the number of clock hours of professional development training.
4. A letter from the local educational technician authorization sign-off person stating the number of clock hours of professional development; or
5. Documentation of clock hours from a professional entity or organization.

All credits must be related to your authorization, education in general, or another educational certificate or endorsement.

Adult education courses are not acceptable, unless given recertification credits through the local Maine teaching certification support system or an approved educational technician authorization system.

**DO NOT SEND PART OF YOUR RENEWAL MATERIALS
INCOMPLETE APPLICATION PACKAGES WILL BE RETURNED**



Before you mail your application do you have the following?

- Correct name and Address
- Answered all three questions and signed the application.
- Included all three credits of approved study.
- \$25.00 check made out to the Treasurer State of Maine.

**Department of
Education**

**Certification Office
23 State House Station
Augusta, ME 04333-0023**

**Phone (207) 624-6854
Fax (207) 624-6604**

<http://www.maine.gov/education/cert/cert.htm>