

Information for Facilitators

In order for paraprofessionals to receive professional development credit and a certificate of completion for each training module, the following information must be sent to DESE/SPED

1. Sign-in sheet from specific module training. This can be found on the DESE/School Health Services website. The form requires that each participant clearly print their name, school name and have pre/post scores listed. It is not necessary to send the pre/posttests, as the scores will be on the sign-in sheet, and the evaluation is kept for your records and does not have to be submitted.
2. A cover sheet with the facilitator/trainer's name and contact information. If certificates are to be mailed to someone other than the facilitator, please provide that individuals information as well.

Information should be sent to Leah James, Arkansas Department of Education, Special Education, 4 Capitol Mall, Box 31, Little Rock, AR 72201.

To scan and email with subject line: Paraprofessional Special Health Care Needs Training to leah.james@ade.arkansas.gov.

Certificates will be mailed to the person(s) who has been designated to distribute them to the participants.

Leah James | Administrative Analyst
Arkansas Department of Education
Division of Elementary and Secondary Education
Office of Special Education
CAYSI - Children And Youth With Sensory Impairment
4 Capitol Mall, Box 31
Little Rock, AR 72201
Phone: (501) 682-4222
Fax: (501) 682-4313
Email: leah.james@ade.arkansas.gov