

**Application Guidelines  
for the  
Paraprofessional Education Statewide Model Curricula**

On May 16, 2003 the Illinois Community College Board granted approval for an A.A.S. degree and Certificate program in “Paraprofessional Education” as statewide model curricula available to all community colleges in Illinois. These programs were developed by a Paraprofessional Task Force convened by ICCB and the Illinois State Board of Education (ISBE), which included representatives of both the K-12 community and higher education. The goal of the Task Force was to make recommendations on how the State could meet new paraprofessional educator requirements as directed in the federal “No Child Left Behind” (NCLB) legislation.

The resulting degree and certificate curricula address those requirements and incorporate American Federation of Teacher (AFT) paraprofessional standards, as well as components of the Illinois Articulation Initiative (IAI) wherever possible. The curricula have been defined broadly enough so that students at all levels of education and employment may be accommodated, but also narrow enough to prepare students for meeting State and Federal requirements for working in the classroom. Furthermore, the statewide model curricula will allow students from across the state to transfer more smoothly between institutions if necessary.

Following are guidelines to be used when applying for approval to offer the A.A.S. and Certificate in Paraprofessional Education. A copy of the Task Force Final Report and the sample curriculum charts can also be found on this website. Colleges who wish to offer these programs will be required to apply for permanent approval by providing the information described below.

**1. Form 20 - Request for Permanent Program Approval.** The entire application is not required. *Send only the following sections:*

- Form 20 Cover page including appropriate signatures, note “statewide” classification, PCS/CIP “ 1.2/13.1501 ”.
- Part A: 1. Curriculum Description (all parts)
- Part A: 3. Chart B-Enrollment projections (data can be used from existing enrollments if available)
  
- Part B: 2. Curriculum Information (all parts). Please note Chart C should be complete and include college-specific course info (course prefix/#, titles and credit hours), please note (\*) all IAI courses. **Please describe in detail how the college plans to address cultural diversity in this program (either through a specific course or integrated across the curriculum).** Attach copies of articulation agreements with specific baccalaureate institutions if the college intends for students to apply any of the career and technical coursework towards a four-year program at another college or university. **Please include a copy of the college’s proposed catalog description of this curricula in this section.**

- Part B: 3. Education and Skill Requirements. Please describe the college's plans for assessing specific learning outcomes (see those outlined on page 4 of the Task Force's Final Report). (i.e., What will students know and be able to do upon completion, and how will the college know it?)
  - Part B: 4 and 5. Please note 5 b. may not be applicable.
  - Part B: 6. *Required only for colleges requesting approval for new programs.* This section is not required where the college is replacing existing curricula with the statewide model.
  - Additional Information: If the college plans to allow credit for prior learning to apply towards the certificate and/or the degree, please provide the following:
    - Maximum number of credit hours that may be applied towards the program, and
    - Method by which the credit for prior learning will be assessed
2. **Form 22 - Curriculum addition/revision form** for updating the Curriculum Master File to reflect the addition of a new program(s) or the revision of an existing program's curriculum prefix/#, title(s) or credit hours.
  3. **Form 11 - Course addition request forms** for updating the Course Master file *for each new course the college is not currently offering for these programs.*
  4. **Form 12 - Course revision form** for updating the Course Master file to reflect any changes in course prefix/#s, titles or credit hours for courses offered in these programs.

Please note that applications will be reviewed on an individual basis by both ICCB and Illinois Board of Higher Education (IBHE) staff and recommendations for approval will require action by both Boards. *Colleges interested in offering these curricula should apply as soon as possible.* Contact ICCB Program Staff for deadlines on submitting applications or for any questions regarding the application process.