

DEPARTMENT OF URBAN EDUCATION
APPLICATION FOR PARAPROFESSIONAL FIELD-BASED PD 1 or PD 2 PLACEMENT

Return completed form to: *Department of Urban Education • University of Houston-Downtown*
Commerce Street Building, Suite C440 • Houston, TX 77002-1001 • 713 221-2749 • Fax 713-226-5294

Application Deadlines: **March 15** (Fall Admission) **October 15** (Spring Admission)

Please PRINT CLEARLY all requested information

1. Name _____ UHD ID# **900** _____ Gatormail: _____ @gator.uhd.edu
2. Seeking paraprofessional field-based placement for _____ PD 1 or _____ PD 2
3. Certification Area _____ EC-6 Generalist _____ EC-6 Bilingual Generalist _____ 4-8 Generalist _____ Secondary
4. Location of PD 1 or PD 2 Coursework _____ UHD _____ LSC-NW _____ LSC-Kingwood
5. School of Employment _____ ISD _____ Grade/Content Assignment _____
6. Paraprofessional's signature _____ Date _____

(Signature verifies that all information submitted is accurate and correct)

Important! UHD approval for **PD 1 or PD 2 paraprofessional placement** will **not** transfer to exemption from Student Teaching.

It is highly recommended that preparatory and academic courses be taken **before** beginning the PD Semesters. Admission to the Professional Development semester is approved by the advisor/coordinator of the Urban Education Department. **Eligibility Criteria** for paraprofessional field-based placement in **Professional Development Semesters 1 and 2 (PD 1 & PD 2)** include:

- Teacher candidate must submit the required forms the semester **before** the intended Professional Development placement semester.
- Teacher candidate must be currently employed as an instructional certified teacher's aide in a TEA accredited school and remain in a teacher's aide assignment during the duration of the PD 1 and/or PD 2 work.
- The work assignment must be in the certification subject area and certification grade level of the teacher candidate's degree plan. A minimum of 60 clock-hours of field-based work must be arranged within that certification area for the proposed semester.
- Teacher candidates in approved outlying areas will be required to video their lessons and submit the videos to their PED 4380/4381 field experience instructor.
- **PD 1:** Teacher candidate must meet **PD 1** prerequisites. Please see your advisor to verify your eligibility.
- **PD 2:** Teacher candidate must meet **PD 2** prerequisites. Please see your advisor to verify your eligibility.

Professional Development 1 and Professional Development 2 require concurrent enrollment in specific courses, as well as completion of pre- and co-requisites. A minimum of 60 clock-hours of field-based experience per semester at 6 hours per week for 10 weeks is required for **PD 1 and PD 2**. This application applies to **PD 1 and PD 2 only**.

Requirements for PD 1 and PD 2 Teacher Candidates:

A teacher candidate must be able to teach **two** lessons in **PD 1** and **two** lessons in **PD 2** **in his/her certification area** while being observed by a PED 4380/4381 field experience instructor. Additional work with children in collaboration with the classroom teacher and UHD faculty may be required for all PD 1 or PD 2 courses. A teacher candidate in an approved outlying area will be required to video his/her lessons and submit the videos to his/her PED 4380/4381 field experience instructor.

Requirements for PD 3, Student Teaching:

A full semester, full-day **student teaching** experience (**15 weeks or 75 days**) is required by the state.

Instructions for returning this form:

Teacher candidates who are eligible teacher aides must submit the following items to the Department of Urban Education for each semester seeking this placement:

- The application for paraprofessional field-based *PD 1 or PD 2* placement
 - A current copy of the district contract indicating the assignment as an instructional aide
 - The principal's verification of educational teacher aide status and agreement to support form which indicates the name of the school, grade, assignment(s), a general description of the work with teachers and students (individual, small group, whole group), and verification that a minimum of 60 clock-hours per semester at 6 hours per week for 10 weeks will be arranged during the semester.
-

Notification of acceptance via Gatormail pending review of your application.

_____ Date received by UE office and SIGNATURE of RECEIPT: _____

(revised 10/1/12)