



## Special Education Technician Frequently Asked Questions

### Special Education Technician Responsibilities

#### **What does a special education technician do?**

A special education technician works under the supervision of a licensed special education teacher. Because Technicians have formal training in special education, they may be responsible for the following: (a) conduct academic and behavioral screenings following specified screening protocols developed by the supervising special education teacher; (b) perform documented tasks developed by the supervising special education teacher; (c) document student progress toward meeting goals/objectives and report this information to the supervising special education teacher; (d) assist the supervising special education teacher with regulatory paperwork as directed; (e) participate in multidisciplinary team meetings with a special education teacher or a special education provider; (f) prepare materials, assist with scheduling, and maintain space or equipment; and/or (g) complete other duties as assigned by the supervising special education teacher in consultation with the local administrator.

Technicians cannot be a teacher of record; consequently, they may not complete the following: (a) make independent decisions regarding changes to a student's individualized education program (IEP); (b) conduct and interpret evaluations consisting of standardized diagnostic test/formal assessments unless otherwise qualified to do so, and/or (c) disclose confidential information orally or in writing unless authorized by the supervising special education teacher.

**Am I still a paraeducator?** No, you will no longer be a paraeducator. Your title will be a Special Education Technician.

### Application

**How do I apply to the Special Education Technician Program?** Prior to starting the application, please read the *Special Education Technician Admission Requirements, Decisions, and Instructions* document. You can access the admission application at <https://certificationcentral.education/special-education-technician-application/>

The admission requirements include:

1. Certification Central (CC) is an enroll anytime program with no deadlines. After you submit the completed application, you will be notified of our admission decision within 1 week.
2. You must have earned a high school diploma or an equivalency. Verification needs to be submitted.

3. You must pass a Criminal History Record Check (no older than 3 months) or submit a copy of your current ND's Educator Professional License (expired license can't be accepted). Regarding the background check, do this right away as the process can take a while. Use the following link to download and print the Non-Criminal Justice Request for Criminal History Record Information. The top part is already filled out. Be sure to read through the instructions carefully and include the \$15 fee.  
<https://certificationcentral.education/wp-content/uploads/2024/04/BCI-Background-check-request-form.pdf> The criminal history report will be mailed directly to Certification Central, and we will notify you of receipt. It typically takes 7-10 business days to process
4. You need 2 professional letters of recommendation that speak to your experiences or interests in the field of special education. Please avoid submitting references from friends and family. You will collect these letters then submit them when you complete the application.
5. You will write a 2-page essay that answers the following questions:
  - What experiences have you had working in an educational setting?
  - Why do you want to become a special education technician?
6. There is no entry exam.

**What is the application deadline?** Certification Central is an enroll anytime program, thus there are no deadlines. After your application is submitted, it will be reviewed within one week.

**What are the admission decisions?** After reviewing your application, an admission decision will be made to include one of the following:

1. **Full Admission to the Program:** This means you will have access to all training modules in the program with no restrictions.
2. **Provisional Admission to the Program:** This means you will be permitted to take one training module. You must complete this module with a rating of Proficient (4.0) then you will earn full admission to the program.
3. **Denied Admission to the Program:** This means you did not meet the requirements of the program. You will be provided with the reason for the denial.

## Cost

**What is the cost of this program?** The total cost of this program is located on the Certification Central website. CC has an easy-to-understand flat rate. Go to our Special Education Technician webpage- <https://certificationcentral.education/special-education-technician/> to see the most recent program cost.

**Are there additional fees?** No, there are no additional fees. The textbooks are not included in this flat rate.

**Do I have to pay the full program cost before I can start?** No, you have the following options:

- Pay full amount prior to beginning program.
- Pay prior to starting each module.
- My employer is partnering with me. Invoice both of us at the start of each module.
- I will be using a scholarship that I have already received.

**Do I qualify for financial aid?** Federal financial aid does not apply to CC.

**Do I order my own textbooks?** Yes, you order the required textbooks on your own from an online company of your choosing.

### **Modules/Coursework**

**Does this program have traditional courses?** CC has modules that are equivalent to traditional courses with credit/unit equivalencies.

**Who teaches these modules?** Our modules were developed by current or former special education teachers, administrators, and diagnosticians who have graduate degrees.

**How many modules can I take at one time?** You take one module at a time. This program is self-paced rather than semester based. You advance to the next module in the sequence.

**Do I have to register for each module?** No. After you meet the competencies of a module, you will be sent the link for your next module by emailing [jenni.sateren@certificationcentral.education](mailto:jenni.sateren@certificationcentral.education).

**Is this program online?** CC's program is entirely online thus making it accessible from anywhere.

**How are labs and practicum conducted?** CC is a practice-based program to make you career ready. Each module has you connecting knowledge, skills, and dispositions taught in these modules to real-life contexts through the completion of a lab. You can use your job as a laboratory of practice to complete these hours as long as your supervisor/administrator affords you this opportunity. If you are currently not working in the field, you will still complete hours following a traditional format for field experiences. You are required to find your own placement(s).

**Are there specific requirements, such as years of experience, for my lab mentor?** You will identify a special education teacher or technician to serve as your mentor for the labs. While having someone with experience is ideal, there are no specific requirements of your mentor regarding years of experience.

**How long does it take to complete this program?** This is a self-paced program that does not have temporal barriers, such as semesters. You can go as fast or as slow as you choose. Those with special education experience may find this program accelerated through the demonstration of proficiencies at a faster pace than those without experience.

**May I transfer in courses taken from another training program?** The best way to determine transfer credit is to have your transcript(s) reviewed. Please contact [katherine.terras@certificationcentral.education](mailto:katherine.terras@certificationcentral.education) to request this review.

**Which browser works best for accessing this program?** CC uses Canvas as our learning management system. Begin by using your preferred browser, such as Google Chrome. If you encounter problems, the first thing you should do is try a new browser, like Firefox.

**Where do I get my textbooks required for the modules?** You can choose to order your textbooks online from a publisher/company of your choice.

**Is there a deadline for completing the program?**

CC's program is self-paced. You can complete the program on your own schedule, but CC will develop a timeline upon your request. However, if you have been awarded a scholarship, you are expected to make continual progress that is meaningful. If you are inactive for at least six months, based on the detailed user analytics available in Canvas, you will be administratively dropped from the program. You have the option to re-apply but will not be re-issued a scholarship.

### **Transcript/Certificate of Completion**

**When I graduate will I receive a transcript?** When you complete your program of study, you will receive a competency-based transcript documenting your proficiency in each module comprising your program of study. It is similar to a traditional transcript, and you will submit it to NDDPI as part of your certificate application.

**When I complete this program will I be a special education technician?** You will be eligible to apply for a special education technician certificate of completion through ND DPI.

**Please note:** You may only use the title of Special Education Technician after you receive the certificate of completion.

**Do I need to take any examinations?** No.

**If I go through this program and become a special education technician in ND, may I use it in another state?** The role and title of a special education technician is unique to ND. Other states may have a similar title/position; however, there is no direct crosswalk.

**Will these credits transfer into a special education program?** We have a partnership with Minot State University to have the technician credits transfer into their bachelor's program in special education. Visit [www.ndspedpipeline.org](http://www.ndspedpipeline.org) for more information.

### **Advising**

**Will I be assigned an advisor?** Jenni Saterén will serve as your academic advisor. If you have questions about the special education technician program, please direct them to her at [jenni.sateren@certificationcentral.education](mailto:jenni.sateren@certificationcentral.education).