**PARAEDUCATOR WITH ASSOCIATE DEGREE TO CERTIFICATION CHECKLIST**

To complete your application file for the Para Certification program, you will need to submit the following documents to Luzerne Intermediate Unit 18, Attn: Dr. Jessica Jacobs, 368 Tioga Avenue, Kingston, PA 18704. The necessary forms can be found on our website, www.liu18.org, under the Special Education Certification Tab, or by clicking **on the blue portion below.**

( ) Completed LIU 18 Para Certification Application Form. [**Application**](https://www.liu18.org/wp-content/uploads/2025/01/application_cert_para2024.docx)

( ) ***Official College Transcripts*** showing receipt of a associate degree, mailed directly to **Luzerne Intermediate Unit 18, Attn: Dr. Jessica Jacobs , 368 Tioga Avenue, Kingston, PA 18704**, **in a college-sealed envelope** or electronically to [jjacobs@liu18.org](mailto:jjacobs@liu18.org)

( ) [LEA Letter of Confirmation](https://www.liu18.org/wp-content/uploads/2025/01/sample_employment_verification_letter.docx)

( ) [**PDE-6004**](http://wordpress.iu17.org/wp-content/uploads/2013/01/PDE-6004.pdf)This form must be completed by all new hires and is also used for current employees to report an arrest or conviction of offenses enumerated under 24 P.S. § 1-111 (e) and 24 P.S. § 1-111 (f.1) within 72 hours of the arrest or conviction. [PDE-6004](http://liu18.org/forms/arrest_conviction_form.pdf)

***( ) A check for $10 made payable to LIU18***

***( ) 2 Letters of Reference from District Personnel***

***( ) One-page personal essay that answers the question, “Why do want to become a teacher in special education?***