

Two Years of Study at an Institution of Higher Education Option

U.S. Department of Education Guidance

The U.S. Department of Education has provided guidance for identification of what is considered an institution of higher education. This guidance is from Section 101(a) of the Higher Education Act (HEA) and applies to the statutory language on the educational preparation of Title I paraeducators.

Higher Education Act (HEA) Criteria Section 101(a)

The definition of an “institution of higher education” is an educational institution in any state that:

- 1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate;
- 2) is legally authorized within such state to provide a program of education beyond secondary education;
- 3) provides an educational program for which the institution awards a bachelor’s degree or provides not less than a two-year program that is acceptable for full credit toward such a degree;
- 4) is a public or other non-profit institution; and,
- 5) is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation by such an agency or association that has been recognized by the Secretary for the granting of pre-accreditation status, and the Secretary has determined that there is a satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

Washington Guidelines

Based on recommendations of the advisory task force, OSPI has determined that:

- 72 quarter or 48 semester credits constitutes two years of study at an institution of higher education
- study must consist of classes at 100 level and higher
- official (or a copy of official) transcript(s) must be used for documentation
- credits from more than one institution may be used
- there is no time limitation on credits

Guidelines and Directions for Verifying Two Years of College

Credits used to meet the Paraeducator Title I option of two years of study at an institution of higher education must be from an institution that meet the five criteria set by the Higher Education Act (HEA) criteria of Section 101(a).

College credit must be verified from official (or a copy of official) transcript(s) that reflect an accumulation of 72 quarter or 48 semester credits. Completion of this verification process should be recorded on the ***Record of Verification of NCLB Title I Paraeducator Requirements*** Form SPI 1581 (1/04). (See Data Collection and Recordkeeping Section)

Listed below are information on and instructions for:

- A list of institutions that meet the five Higher Education Act criteria;
- Instructions for completion of a process for out-of-state public four year colleges/universities and community colleges;
- Other private four-year and two-year colleges and universities;
- Private vocational-career schools in Washington State, and out-of-state technical or private vocational-career colleges,
- Foreign colleges and universities and
- Out of business institutions

1. List of two- and four-year institutions that meet the Higher Education Act (HEA) criteria

- Verify credits from official (or copy of official) transcript(s)
- Complete ***Record of Verification of NCLB Title I Paraeducator Requirements***

Washington Public Four-year College and Universities

*Central Washington University
Eastern Washington University
The Evergreen State College
University of Washington
Washington State University
Western Washington University*

Washington Public (Two-year) Community and Technical Colleges

*Bates Technical College
Bellevue Community College
Bellingham Technical College
Big Bend Community College
Cascadia Community College
Centralia College
Clark College
Clover Park Technical College
Columbia Basin College
Edmonds Community College
Everett Community College*

*Grays Harbor College
Green River Community College
Highline Community College
Lake Washington Technical College*

*Lower Columbia College
North Seattle Community College
Olympic College
Peninsula College
Pierce College - Fort Steilacoom
Pierce College - Puyallup
Renton Technical College
Seattle Central Community College
Shoreline Community College
Skagit Valley College
South Puget Sound Community College
South Seattle Community College
Spokane Community College
Spokane Falls Community College
Tacoma Community College
Walla Walla Community College
Wenatchee Valley College
Whatcom Community College
Yakima Valley Community College*

Other Institutions

*Antioch University Seattle
Bastyr University
Brigham Young University-Idaho
Chapman University
City University
Columbia College of Missouri
Cornish College of the Arts
Embry-Riddle Aeronautical University
Golden Gate Baptist Theological Seminary
Golden Gate University
Gonzaga University
Grand Canyon University
Heritage College
Mars Hill Graduate School
Moody Bible Institute
Northwest Baptist Seminary
Northwest College of the Assemblies of God
Northwest Graduate School of the Ministry
Northwest Indian College
Nova Southeastern University
Oklahoma Baptist University
Pacific Lutheran University
Puget Sound Christian College
Saint Martin's College
Seattle Pacific University
Seattle University
Trinity Lutheran College
University of Puget Sound
Walla Walla College
Whitworth College*

2. Out-of-State Public Four-Year Colleges/Universities and Community Colleges

- Be sure the institution is a public state institution, not a private institution that uses the word “state” in their title.
- Verify credits from official (or a copy of official) transcript(s).
- Complete *Record of Verification of NCLB Title I Paraeducator Requirements*.

3. Other Private Four-Year and Two-Year Colleges/Universities

- The college/university must meet the five Higher Education Act criteria.
- Verification of the five requirements requires completion of the *Institutional Verification of Higher Education Act Criteria* form.
- Verify credits from official (or copy of official) transcript(s).
- Complete *Record of Verification of NCLB Title I Paraeducator Requirements*.

4. Private Vocational-Career Schools in Washington State, and Out-of-State Technical or Private Vocational-Career Colleges

- The school must meet the five Higher Education Act criteria.
- Verification of the five requirements requires completion of the *Institutional Verification of Higher Education Act Criteria* form.
- Note that many private vocational-career schools are classified as “for profit” and, therefore, do not meet the Higher Education Act Criteria No. 4. In addition, many institutions may be licensed in Washington State but may not be accredited.
- Verify credits from official (or copy of official) transcript(s).
- Complete *Record of Verification of NCLB Title I Paraeducator Requirements*.

5. Foreign Colleges and Universities

- To validate credits from a foreign college, the foreign transcript must be translated and evaluated for equivalency to U.S. Standards on a course-by-course basis.
- See list of Credential Evaluation Agencies under Associate Degree Option.
- Verify credits from the report provided by the Credential Evaluation Agency.
- Complete *Record of Verification of NCLB Title I Paraeducator Requirements*.

6. Out-of-Business Institutions

- Only an associate degree or higher will be accepted, since there is no way to verify the Higher Education Act Criteria with out-of-business institutions.