

Teacher Assistant Training Program Requirements

The following requirements must be met in order to receive your "Certificate of Completion". This document states that you have successfully completed the Teacher Assistant Training Program approved by the Rhode Island Department of Education:

Attendance: All sessions must be attended in order to receive your certificate. You must sign-in at each session on the attendance sheet. If you miss a class, it must be made up by the end of the next semester (two classes maximum). Students who can provide documented proof (transcript or certificate) of successfully completing a computer course may be exempt from the Computer Technology module. No other exemptions apply. The instructor reserves the right to not allow students into class who show up late.

Participation: All sessions require individuals to actively participate in group discussions, activities and projects.

Job Shadow: You must complete 3 hours (minimum) of job shadowing a TA. A reflective essay relating to the TA curriculum must also be completed. You are required to keep a copy (hard copy or electronic) of the completed job shadow form and reflective essay.

Assessments: All but one session have a take-home or in-class assessment. You must have an average grade of at least 70% and complete all assignments. Take-home assessments must be handed in at the beginning of the next class session. Assessments that are not handed in at this time will be considered late and assessed a 5 point deduction off the total score for each class session it is late. You are required to keep a copy (hard copy or electronic) of all completed assessments.

Final Exam: The final exam will cover information from all the sessions and the exam grade must be at least a 70%.

Successful Completion: You must meet each of the above requirements in order to be eligible for a "Certificate of Completion." Certificates are mailed within 2-3 weeks of final exam. Please note exam scores **cannot** be given over the phone. Students who do not meet all of the above requirements will not be considered eligible for a "Certificate of Completion."

Contact Information: Valerie Serpa – 401-333-7282 or vserpa@ccri.edu.
Fax – 401-333-7237

Storm & Emergency Cancellations: Lincoln – 401-333-7171
Warwick – 401-825-2344