

CTE Paraprofessional Requirements

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Michigan CTE paraprofessionals are required to hold a high school diploma (or equivalent), regardless of their assignment. The Michigan Department of Education (MDE) does not issue a certificate or license for CTE paraprofessionals. Additionally, the MDE provides a document for the appropriate [Utilization of Noncertified Personnel](#). Please consult this document for details on how a paraprofessional may assist in the educational process for students.

A CTE paraprofessional is defined as an employee who provides instructional support in a CTE program. CTE paraprofessionals will assist in activities such as:

1. Provide one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher.
2. Assist with classroom management.
3. Assist with such tasks as organizing instructional and other materials.
4. Provide instructional assistance in a classroom or laboratory.
5. Provide support when completing program specific research projects.
6. Provide instructional support services under the direct supervision of a teacher.

The MDE recommends LEA/ISD employed CTE paraprofessionals demonstrate program specific experience and/or knowledge. Where appropriate it is also recommended that the CTE paraprofessional possess the related industry certification for the state-approved CTE program. The Office of Career and Technical Education recommends consideration of the following when hiring a CTE paraprofessional:

- **Academic Knowledge:** The paraprofessional receives the appropriate career readiness credential level for the CTE state-approved program.
- **Safety:** A strong understanding of safety training and practices specific to the program.
- **Work Experience:** Although there are no requirements of work experience hours, work experience in the program area is valuable. If the CTE paraprofessional has 4000 hours of recent and relevant experience, the district may request an Annual Career Authorization for the CTE paraprofessional, which allows them to substitute teach in the program.

CTE paraprofessionals who substitute in the absence of the CTE teacher must have an active [Annual Career Authorization](#) or work under a valid [Daily Substitute Permit](#). More information can be found in the specific [CTE: Substitute Teachers guidance](#). Additional requirements for the employment of a paraprofessional may be determined by the employing school district, public school academy, or non-public school.

All other staffing/substitute teaching special circumstances should be directed to the appropriate [CTE program consultant](#).