

# PARAEDUCATOR TRAINING REIMBURSEMENT FP 918

School districts and ESDs that provided training to paraeducators in the 2023-24 training year between July 1, 2023, and September 1, 2024, are eligible for reimbursement. Please take the time to review all resources and FAQs provided by PESB and Education Grants Management System (EGMS).

## EDUCATION GRANTS MANAGEMENT SYSTEM

The Paraeducator Board relies on the new EGMS online platform OSPI and PESB use to manage state 2023-24 school year reporting deadlines for FP 918.

If you are **NOT** claiming reimbursement, you must indicate that in the confirmation section.

All 2023-24 school year training must be submitted **by Friday, September 20, 2024**. District reimbursement will occur on the October apportionment if submitted at that time.

Districts that submit **by Friday, August 16, 2024** (early submission) will receive Reimbursement on the **September apportionment**. and federal grants.

Reimbursement funds are provided directly to the district. FP 918 utilizes EGMS as a reporting tool, but reimburses through apportionment and not on the EGMS platform. As a reminder, districts are required to pay paraeducators for their training time.

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*Please notify us immediately if you need additional time to submit your training due to external circumstances. We are happy to accommodate you.*

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The survey questions are not required. However, your feedback is crucial in helping us shape future policy changes. Your insights will ensure our policies better address the needs of paraeducators.

## EGMS RESOURCES AND GUIDES

The most updated [EGMS resources from OSPI](#).

**EGMS OFFICE HOURS:** For questions regarding your EGMS account, EGMS access, new user training, and more visit:

- [Tuesdays \(10:00-11:00 am\)](#)
- [Thursdays \(1:00-2:00 pm\)](#)

## HOW-TO INSTRUCTIONS

FP 918 [step-by-step how-to instructions](#) can be found on the [PESB website](#).

**PESB OFFICE HOUR:** For questions regarding FP 918, training hours, reimbursement, submission dates, and more, visit:

- [Tuesdays \(3:00 pm - 4:00 pm\)](#)

## CONTACT INFORMATION

For any further questions, please contact

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# FP 918 PACKAGE OVERVIEW

This year's package is divided into three tabs, each with several sections. Below is a description of each:

## INFORMATION, CONFIRMATION, AND ASSURANCES

**INFORMATION** – General overview of the Paraeducator Reimbursement with deadlines.

**CONFIRMATION** - FP 918 includes all districts that reported having a paraeducator employed in the 2023-24 year period. This section provides an option for districts **not claiming reimbursement** to provide the reason.

**ASSURANCES** – An acknowledgment that assurances were read, understood, and agreed to. All information provided is accurate. Signed and dated.

## TRAINING VERIFICATION

**2022-23 LATE HIRE EXCEPTIONS** – Questions asking if districts had paraeducators that qualified for the exception and, if so, how many were trained in 2023-24.

**2023-24 PARAEDUCATOR TRAINING** – Questions asking how many paraeducators completed 28 hours of the FCS and how many completed 14 hours of the General Paraeducator Certificate.

## SURVEY QUESTIONS

**IMPORTANT: SURVEY PARTICIPATION** - Heading into the 2024-25 year, the Paraeducator Board is asking applicants to complete survey questions regarding paraeducator training, workgroup participation, and contracted paraeducator use to guide future board and policy decisions; while not required, your feedback is crucial in shaping policies that better address the needs of paraeducators.

**CONTRACTED PARAEDUCATORS** - Questions about contracted paraeducators hired at the district.

**TRAINING** - Questions center around the who, what, when, and how of your paraeducator training program.

Lastly, there is a question about whether or not your district would like to be included in the FCS Workgroup. This workgroup will be gathered in 2024-25 to recommend changes to the FCS. This work will lead to policy changes to be implemented state-wide by July 2025.