

# Updates to the Personnel Record Form (PRF) School Year 2025-26

## State Department Certificate Expiration Notification Update

- **What's Changing:**

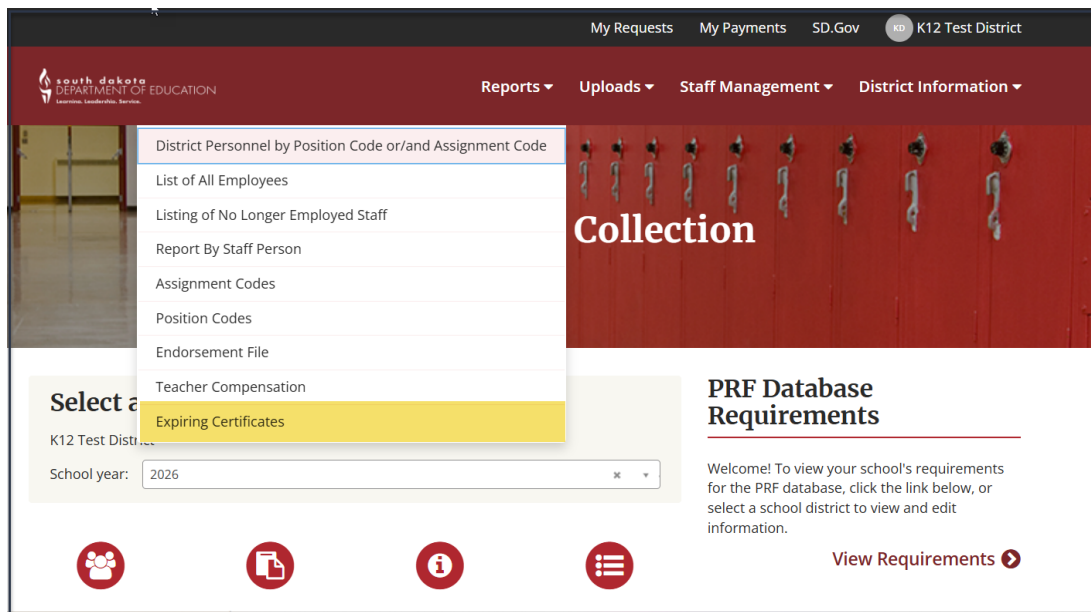
The State Department will no longer send mailing lists of expiring certificates to districts.

- **New Process:**

A certificate expiration report is now available directly on the district portal.

- **Action Required:**

You can access this report to identify staff members with certificates expiring on July 1, 2026.



- **Why This Matters:**

This change:

- Enables direct and immediate access to expiration data
- Reduces reliance on the certification office
- Aims to streamline and improve efficiency in tracking certifications

- **Recommendation:**

Visit the district portal to locate the report and review the staff who will need to renew.

The earliest recommended renewal date is January 1, 2026, to avoid losing a year on the renewal cycle.

### **What's Changing for Paraprofessionals?**

- The **ParaPro test** is being updated to the new **ParaPathways**.
- During the **transition period**, candidates can choose to take **either** test.
- Both tests meet **federal requirements** for paraeducators working in Title I-supported programs.

### **Important Notes**

- **Not all paraeducators** are required to take this test.
- Passing the test is NOT required for certification.
- For questions about federal para qualifications, contact Jordan Varilek at [jordan.varilek@state.sd.us](mailto:jordan.varilek@state.sd.us).

### **Incentives (Sept. 1 – Dec. 31, 2025)**

- **Free testing** for all candidates.
- Free Interactive Practice Test included.
- **District and candidate incentives** available for early participation