My name is Dr. Denise Uehara, and I am a faculty member at the University of Hawai‘i at Mānoa Center on Disability Studies. A federal grant is helping to support the Hawai‘i Paraprofessional Training Institute from 2014-2017, and my staff and I are conducting an evaluation of the Institute during this time period. In addition to meeting federal data reporting requirements, the evaluation is assessing the Institute’s program development and service delivery components to strengthen project performance and ultimately project impact. All research and evaluation activities are being conducted between December 2014 and September 2017. You are being asked to participate because you are enrolled in the Hawai‘i Paraprofessional Training Institute or have recently obtained a certificate of completion.

Thank you for agreeing to participate in this research project. We are administering surveys and conducting interviews and observations as part of this research project. We are also asking Hawai‘i Paraprofessional Training Institute staff at Leeward Community College to provide us enrollment and tracking information which will be used during the evaluation and to meet federal reporting requirements.

**Information (data) to be collected**

In order to evaluate the Hawai‘i Paraprofessional Training Institute and meet federal reporting requirements, the following is the type of information we will collect from you or about you.

1. **Demographic information** – We will ask you to participate in surveys to capture information about you such as your age, gender, ethnicity, race, employment status, veteran status, and zip code. We estimate this survey to take 10 minutes to complete.

2. **Program status information** – With your permission, each semester of your participation in this research project, we will ask LCC staff to provide us the following information on your status at LCC and in the Hawai‘i Paraprofessional Training Institute: whether you are still enrolled at LCC and in the Institute, which and how many LCC credits you have completed and the grade given for each class, which and how many Institute requirements you have met, the status of your progress towards attaining a certificate of completion, and the location and status of your internship, practicum, or field placement.

3. **Feedback about the Institute** – Each semester of your participation in this research project, we will ask you for feedback about the Hawai‘i Paraprofessional Training Institute. For example, we will ask you what you thought of each class and the extent you feel it is preparing you to work as an educational or behavioral paraprofessional or aide. We will also ask you about your barriers to success, comfort level working in the field, readiness to work in the field, and satisfaction with Institute activities and supports. We estimate it will take 20 minutes to participate in the survey or group interview each semester.
CONSENT TO PARTICIPATE IN RESEARCH PROJECT:
Evaluation of the Hawai‘i Paraprofessional Training Institute

Benefits and Risks
There is no direct benefit to you for participating in this research project. However, the results may help improve the Hawai‘i Paraprofessional Training Institute and benefit future students.

There is little or no risk to you participating in this research project. If, however, you become uncomfortable by any of the questions you are asked, you may skip the question, take a break, or stop participating in the survey or interview. You may also withdraw from the research project altogether.

Confidentiality and Privacy
I will keep all information you provide me in a safe and secure location in my office at the University of Hawai‘i Mānoa. All data will be kept strictly private and used only to conduct the evaluation, report on the project, and meet federal reporting requirements. All of your information will be kept confidential to the extent allowed by law. In other words the information collected will be used only by me and the University of Hawai‘i staff who work on this project, although legally authorized agencies, such as the University of Hawai‘i Human Studies Program, have the right to review research records. Your name will never be associated with your survey or interview responses or used when results of this project are reported.

Voluntary Participation
Your participation in this research project is voluntary. At any time, you may stop participating in this project. If you decide to stop participating, there will be no penalty or loss of benefits to you. Your choice to participate or not participate in this research project will not affect your rights in the Hawai‘i Paraprofessional Training Institute.

Questions
If you have any questions about this project, please contact me, Denise Uehara, via phone (808) 956-7662 or email (duehara@hawaii.edu). If you have any questions about your rights as a research participant, you may contact the University of Hawai‘i Human Studies Program, via phone at (808) 956-5007 or email (uhirb@hawaii.edu).

If you agree to participate in this project, please sign and date the following signature page and keep this portion of the consent for your records.
I have read and understand the information provided to me about being in the research project, *Evaluation of the Hawai‘i Paraprofessional Training Institute*.

☐ I give permission for Hawai‘i Paraprofessional Training Institute staff at Leeward Community College to provide Denise Uehara and her staff enrollment and tracking information which will be used during the evaluation and to meet federal reporting requirements.

My signature below indicates that I agree to participate in this research project.

Your Name (Print): ________________________________________________

Your Signature: ________________________________________________

Date: ________________________________________________