

## ParaPro Test FAQs

1. What are the minimum requirements to apply for para-educator (EA) position?
  - a. Forty-eight semester credits of 100 or higher level courses from a regionally accredited institution of higher education recognized by the Hawaii Department of Education. The 48 credits may be from various program or academic subject areas. In addition, 6 of the 48 credits must have been for math and English courses at the 100 level or higher. Or,
  - b. An Associate in Arts (AA) or Science (AS) degree from a regionally accredited institution recognized by the Hawaii Department of Education. The credits earned for the degree must have been for courses that are 100 level of higher.
  - c. **A certificate with a minimum score of 459 on the Para-pro Assessment provided by the Educational Testing Service (ETS).**
  
2. How do I study for the Para-pro Test?
  - a. Para-pro Assessment Study Guide
    - i. Purchase to download study guide, ets.org/Para-pro
    - ii. Borrow from public library
  - b. Sample 15 question test, ets.org/Para-pro
  
3. What do I do if I need accommodations, i.e., extended time, ELL?
  - a. Para-pro Assessment Bulletin
  - b. Call: toll free 1-866-387-8602
  - c. Test taker will apply with Accommodations Dept. , Accommodations Dept. will notify test center of accommodations and instructions
  
4. Who/when do I get official results from the Para-pro test?
  - a. ETS will mail to the home, official results 2-3 weeks after the test.
  
5. What happens if I misplace my official Para-pro Test results?
  - a. Call 1-800-772-9476, Monday-Friday, 8:00 am -7:45 pm, EST

\*There will be a fee for additional score reports.\*
  
6. What are my next steps after passing the Para-pro test?

Apply online: [www.hawaiipublicschools.org](http://www.hawaiipublicschools.org)

\*Must be at least 18 years of age to apply\*

7. Who/where do I call if I have questions regarding how to apply or about my application to DOE?

Classified/Support Services Personnel Recruitment: 808-441-8411

8. Are calculators allowed in the test?

No calculators

9. How long is the test and do I need to stay the whole time?

The test is 2 ½ hours long, however, test taker may leave as soon as test is complete.

10. What's included in the test?

Reading – comprehension

Writing – grammar, punctuation, word usage, spelling, verb tense, etc.

Math – up to pre-algebra

11. When is the next Para-pro Test and how do I register?

- a. Beginning November 1, 2014, administering of the Para-pro Test will fall under Community School for Adults (McKinley CSA & Waipahu CSA).
- b. Contact the following for more information on test date and registration procedures:

McKinley CSA-McKinley Campus: Faye Furukawa (VP) 808-594-0540

McKinley CSA-Kauai Campus: Lance Jyo (VP) 808-274-3390 or 808-837-8466

McKinley CSA-Maui Campus: Kurt Ginoza (VP) 808-873-3082

Waipahu CSA-Waipahu Campus-Gordon Lum (VP) 808-528-957

Waipahu CSA-Wahiawa Campus-Corinne Fujieda (VP) 808-305-3200

Waipahu CSA-Windward Campus-Mark Tanji (VP) 808-254-7955

Waipahu CSA-Hilo Campus-Chad Okinaka (VP) 808-974-4100

Waipahu CSA-Kona Campus-Chad Okinaka (VP) 808-313-3032

12. How much does it cost to take the test?

McKinley: A fee of \$70.00 (to include a \$20.00 enrollment fee-cash and money order only) will be assessed at the time of registration.

Waipahu: A fee of \$70.00 (to include a \$20.00 enrollment fee-cash and money

order only) will be assessed at the time of registration.

13. Is there a refund if I don't pass the test or if I am not able to attend?

McKinley: Test fee is non-refundable

Waipahu: Test fee is non-refundable