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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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August 7, 2003

(X) Action Required

( ) Informational

## MEMORANDUM NO. 61-03M LEARNING AND TEACHING

TO: Educational Service District Superintendents  
Chief School District Administrators  
School Principals  
District Personnel Officers  
District Title I Program Coordinators

FROM: Dr. Terry Bergeson, State Superintendent of Public Instruction

RE: Educational Testing Service (ETS) Testing Procedures for  
Paraprofessionals to meet Title I Requirements

This memorandum follows Memorandum 43-03M to provide updated information to school districts in the ongoing process to assist paraprofessionals in meeting the Title I requirements. This communication will focus on information related to the ETS ParaPro Assessment. This assessment will be beneficial in its use for newly hired (after January 8, 2002) Title I or Title I schoolwide paraprofessionals who assist with instruction and do not meet the Title I requirements through two years of study at an institution of higher education or hold an associate's degree.

Educational Testing Service (ETS) offers two options for paraprofessionals to take the ParaPro Assessment:

- 1) Online through individual school districts, or
- 2) Paper/pencil at ETS testing centers. (Locations are listed on page 4.)

The cost of the assessment, regardless of the option selected, is \$40.00 per test. Title I funds can only be used for costs associated with this requirement for Title I or Title I Schoolwide paraprofessionals hired on or before January 8, 2002. Paraprofessionals hired after January 8, 2002, are responsible for costs associated with this requirement for employment eligibility. General procedures

for each ETS ParaPro testing option are identified in this memorandum.

### **Assistance for School Districts and Paraprofessionals**

Educational Service Districts (ESDs) are developing workshops to assist school districts and paraprofessionals to meet the Title I requirement through the ETS process. The workshops will be available late fall. Until that time, paraprofessionals who would like assistance and need to meet the Title I requirement before the workshops are available have at least two options to study for the assessment. One option is to use the ETS ParaPro Study Guide. Access to the study guide could be provided to potential “new hire” paraprofessionals by the school district through a lending system or purchased by the para. The cost of the study guide is \$25 and can be ordered at ETS.org. Another option is to access the free online information and sample assessment, “Test at a Glance,” located at <http://ets.org/parapro/pdfs/0755.pdf>. Both can be used as a diagnostic tool for the para to determine additional areas of study, if needed. In addition, ESDs are preparing to assist school districts and paraprofessionals to meet the Title I requirement through the Portfolio Assessment process. This process is tailored for paraprofessionals who have experience assisting with instruction in the classroom. Details about this process will be forthcoming by the first part of September.

## **PROCEDURES FOR PARTICIPATING IN THE ETS PARAPRO ASSESSMENT**

### **ETS ParaPro Internet-Based Assessment Instructions for School Districts**

Educational Testing Service (ETS) has Washington’s school district information in their database ready for access. ETS has provided the following instructions to access the online option. **It is crucial that these instructions be followed to ensure the most efficient and expedient access to this online process.** If you have questions about these procedures, please contact [parapro@ets.org](mailto:parapro@ets.org).

**School District Contact Information:** The ETS database is populated with one contact name per district—the school district superintendent. Although a process is provided to correct this information before opt-in, it is recommended that this person, or their designee, go through the opt-in process using that person’s name for best results. Only use the “Incorrect Data” button if the e-mail address is incorrect. Other contact information changes can be made as needed after the opt-in process is completed.

**How to Opt In:** School districts may begin the initialization process by navigating to <https://ibt.ets.org/optin> . *This is the only time you will use this website.* **Please note that this operation will need to be completed in one session.** When prompted, enter “**parapro**” for the user name and “**parapro\$optin**” for the password (without the quotes).

Once you have logged in, perform the following actions:

- Select your state from those available in the drop down list.
- A drop down list of available districts will appear. Select your school district. If your district does not appear, please contact Sue Lisk at OSPI by e-mail [slisk@ospi.wednet.edu](mailto:slisk@ospi.wednet.edu) or call 360-725-6340. Sue will immediately contact the appropriate people at ETS with your school district information.
- Click “**OK**” on the pop-up box confirming your selection (or click **Cancel** to select a different school district).
- Verify that the contact information is correct, paying close attention to the e-mail address listed. If this information is correct, click the **Enroll** button. A username and password will be sent to you via e-mail.
- If this information is incorrect, click the **Incorrect Data** button for more information.

**How to Access the ParaPro Assessment Administration Web site:**

- Once you receive your username and password you may access the secure ParaPro Assessment Administration Web site.
- Navigate to the secure Web site at <http://ibt.ets.org/parapro>. You will be taken to the ParaPro Welcome Page. Click **I Agree** or **I Do Not Agree** on the disclaimer page. Links to Administration and Candidate Testing will appear when you click **I Agree**.
- Click on **Administration** to be taken to the School District Administrator Log-in page.
- Use the username and password you received by e-mail to login.
- The first time you login, you will see a Services Agreement. At the bottom, click **I Accept** if you accept the terms of the Services Agreement and wish to participate in the Internet-based delivery of the ParaPro Assessment.
- Update all required contact information on the next screen and click **Submit**.

- Click **Main Menu** link at the top of the page.
- The initialization process is now complete, and you may use the ParaPro Assessment Administration system.
- To return to the ParaPro Assessment Administration Web site in the future, navigate to <http://ibt.ets.org/parapro> and use the username and password provided to you in the e-mail. You will be taken directly to the Main Menu.

**How to Prepare Individual Workstations for Candidate Testing:** To prepare each workstation you must download and run the INSTALLATION PROGRAM from the ETS ParaPro Assessment Administration Web site. This installation program will install the Sun's Java Runtime Environment 1.4 (JRE), which includes Java Web Start (JWS) as well as the ETS iBT driver.

To access the installation program:

- Navigate to <http://ibt.ets.org/parapro>. You will be taken to the ParaPro Welcome Page. Click **I Agree** or **I Do Not Agree** on the disclaimer page. Links to Administration and Candidate Testing will appear when you click **I Agree**.
- Click **Candidate Testing** and follow the instructions on that page.
- Refer to [www.ets.org/parapro](http://www.ets.org/parapro) for technical tips.

### **ETS ParaPro Assessment Paper/Pencil Testing Site Information**

The ETS ParaPro Assessment can also be taken as a paper/pencil process at one of six sites in Washington. These sites are:

Bellingham	Western Washington University
Ellensburg	Central Washington University
Seattle	University of Washington
Spokane	Gonzaga University
Vancouver	Evergreen High School
Walla Walla	Whitman College

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The next two (2) testing dates and registration deadlines are as follows:

<b>Registration Deadline</b>	<b>Testing Dates</b>
August 12, 2003 (late registration is 8/19)	September 13, 2003
October 14, 2003	November 15, 2003

Paraprofessionals should register directly with ETS for testing at the paper/pencil sites. Information for this process is included at [www.ets.org/parapro](http://www.ets.org/parapro). To pre-register for the paper/pencil test by the date required, paras must use a paper registration form. This form has to be ordered through the web site and cannot be faxed or duplicated because it has a unique coding on it. It can take up to two weeks for delivery of forms.

If you need additional information about these ETS procedures, please contact [parapro@ets.org](mailto:parapro@ets.org).

If you have questions related to the Title I paraprofessional requirements, please contact Mary Jo Johnson, Chair of the ESEA Paraprofessional Advisory Task Force, 360.725.6340 or [maryjo@ospi.wednet.edu](mailto:maryjo@ospi.wednet.edu).

Additional information related to the federal requirements and non-regulatory guidance for Title I Paraprofessionals by accessing OSPI's website at [www.k12.us/ESEA/default.asp](http://www.k12.us/ESEA/default.asp). OSPI will continue to update the Web site as information becomes available. The agency TTY number is 360.664.3631

## LEARNING AND TEACHING

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