

# Highly Qualified (H.Q.) Guidelines



All Paraprofessionals and paraprofessional subs that work in a classroom, an instructional setting, or provide support to students with special needs on a bus, are expected to meet the requirements for Highly Qualified.

A paraprofessional needs to demonstrate that he/she is Highly Qualified via **one** of the following:

1. Provide **college transcripts** with 60 semester credits completed with 2.0 overall grade point average, or higher. Associate Degrees qualify as Highly Qualified; (as does two complete years of full time enrollment, and there is a Diploma). Scan and attach a “copy” of your transcripts or degree to your online application at District 742 website: [www.isd742.org](http://www.isd742.org) . If you don't have access to a scanner, you may fax your document to the School District at (320) 370-8093, and we will attach it.

Per Tracy Bowe, HR Executive Director (10/2/2015) an AA Degree in another country, example: Kenya, does meet HQ guidelines.

2. Obtain a passing score on the **ParaPro Exam**. Each question is worth multiple points. See <http://www.ets.org> for more info about the test. The test, which consists of 90 multiple-choice questions, is administered at Community Ed at the Quarryview Education Center, 800 Seventh Street South, Waite Park, MN 56387.

To register for the test call Jean at (320) 370-8227. The cost is \$65. Bring a Photo ID with you, on your arranged test date. Calculators are not permitted.

After taking the test, scan and attach your test certificate to your online application at District 742 website; or bring it to the Student Services Office at District 742, 1201 2<sup>nd</sup> Street South, Waite Park, and we will make a copy and attach it to your application.

- If you have questions about becoming Highly Qualified, please call Clare, at the Student Services Office (320) 370-8081, or email: [Clare.mohs@isd742.org](mailto:Clare.mohs@isd742.org)