

ETS ParaPro Assessment Bulletin for FCC

Do you want to take the ParaPro Assessment in Frederick County?

The FCC Testing Center administers the ETS ParaPro Assessment as a part of our initiative to provide high quality professional proctoring and testing services.

How to register:

Registering for the Parapro Assessment can be completed by following these steps:

1. Arrange an appointment with the Testing Center by calling 301-846-2522 or emailing testingcenter@frederick.edu.
2. In order to secure your appointment, you must pay a \$40 proctoring fee prior to taking your test. Please mail a check made payable to "FCC" or come to the Testing Center in person to make your payment by cash, check or credit/bank card. You can also pay over the phone to the Testing Center.
3. On the day of your exam, please arrive 15 minutes early for check-in and bring a credit card to pay your assessment fee. The credit card does not have to be the same one you used to secure your appointment. Bringing a back-up credit card is preferred, but not required.
4. The assessment fee is \$55, the proctor will use your credit card to purchase your test from the ETS ParaPro secure website.
5. You must have a picture ID to be able to test.
6. You will have 2.5 hours to complete your exam.

The ETS ParaPro Assessment website has information about the test, materials to help you prepare for the test, scoring, and more. Please visit www.ets.org/parapro.

The ParaPro study companion can be found at <https://www.ets.org/s/parapro/pdf/1755.pdf>

The Frederick Community College Testing Center is located in the Linganore Hall, Room 104. Please visit www.frederick.edu for directions, maps, and parking information. For additional questions or concerns, please contact the Testing Center Director using the information found below.

Thank you for considering the FCC Testing Center!



Contact Information

Alesha Rosen
Director, Testing Center

Frederick Community College
Testing Center, L-104
7932 Opossumtown Pike
Frederick, MD 21702
Phone: 301-846-2522
Fax: 301-624-2787
Email: testingcenter@frederick.edu

*Appointments available Tuesday-Thursday with appointment times between 9:30AM –10:30AM and 3:30PM-4:00PM

For Accommodations:

Please review The ParaPro Information Bulletin (PDF) for procedures for requesting testing accommodations and application form. The PDF can be found here www.ets.org/parapro/disabilities and the application form can be found on pages 18-29 of the PDF.

For candidates whose primary language is not English, you may be eligible for extended testing time. Please see The ParaPro Information Bulletin (PDF) and find the application form on pages 16-29.

Please see the back of this flyer for more information regarding accommodated testing.



Accommodations for Testers with Disabilities or Health-related Needs

ETS is committed to serving test takers with disabilities or health-related needs by providing services and accommodations that are reasonable and appropriate, given the purpose of the test. Testing accommodations are available for test takers with disabilities or health-related needs who meet ETS requirements.

Accommodations for Primary Language Not English Testers

Testing accommodations (extended testing time) may be available for test takers whose primary language is not English (PLNE). Test takers who meet ETS requirements will be allowed 50 percent additional testing time.

How to Register for accommodations:

Find The ParaPro Assessment Information Bulletin (PDF) here: https://www.ets.org/s/parapro/pdf/parapro_assessment_bulletin.pdf

1. Complete [Certification of Documentation form \(PDF\)](#). A business card, school seal, or school stamp must be affixed to the Certification of Documentation form. ETS has the right to request further verification, if needed, of the professional's credentials and expertise relevant to the certification of documentation form. If this request is needed, testing may be delayed until the next applicable test date.
2. For PLNE, include the [Eligibility Form for Test Takers Whose Primary Language Is Not English \(PDF\)](#)
3. Mail all materials together to:

ETS-Disability Services
P.O. Box 6054
Princeton NJ, 08541-6054
4. Contact your preferred test center and notify the administrator that extended time has been requested. This is because extended time accommodations may exceed past our closing time. You must inform the FCC Testing Center that you will be using extended time accommodations and we will modify the time of your appointment to ensure you are given your full provision.

Important notes regarding any accommodations:

- Certification of Documentation form can be found at https://www.ets.org/s/parapro/pdf/plne_certification_documentation.pdf
- Eligibility Form for Test Takers Whose Primary Language is Not English can be found at https://www.ets.org/s/parapro/pdf/plne_eligibility.pdf
- Requests must be received at ETS at least three weeks before your expected test date. Incomplete requests and requests received on outdated forms will be returned unprocessed.
- When you receive your approval letter, have your credit card ready and call the FCC Testing Center to schedule an appointment. You will be charged the \$40 proctor fee and you will need to pay the assessment fee upfront so that your extended time accommodation can be applied to your assessment code.
- All documentation must be approved before the test date and is good one year from date printed on the approval letter. Please ensure that you email or bring in a copy of your approval letter.