

## Paraprofessional Qualifications

All Paraprofessional Applicants must do the following to be considered for a position at HCBE:

1. Complete an on line application,
2. Have Three Professional References recorded in your application,
3. Meet the following Highly Qualified requirements.

### **Certification Requirements for Georgia Paraprofessionals (Must possess at least ONE of the following requirements)**

- Hold at least an Associate's Degree (in any subject); **OR**
- Have completed two years of college coursework (60 semester hours\*); **OR**
- Have passed a PSC-approved paraprofessional assessment\*\* (GACE). If eligibility is established through assessment, the applicant must also hold a high school diploma or GED equivalent.

Transcripts of college course work or verification of passing score on the paraprofessional assessment must be on file with the Human Resources Department prior to employment.

*\*College coursework but be from an approved accredited college and there is a minimum grade that will be accepted. Please submit your transcripts to HR for final approval and verification of coursework.*

*\*\*For information on the PSC-approved Paraprofessional Assessment (GACE Paraprofessional Assessment) please go to <http://www.gace.ets.org> .*