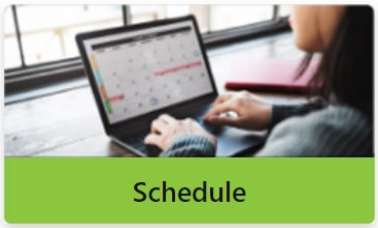
ParaPro Guide to Setting Up an In-person Exam at a Testing Location

Link to sign-up: https://proscheduler.prometric.com/home

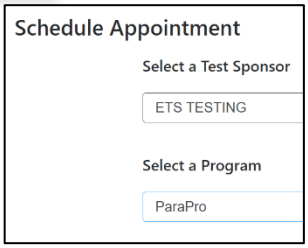
1. Click “Schedule”. You will still be able to search availability under the Schedule button.



2. Use the dropdown menu to select the following responses:

   Select a Test Sponsor: ETS TESTING

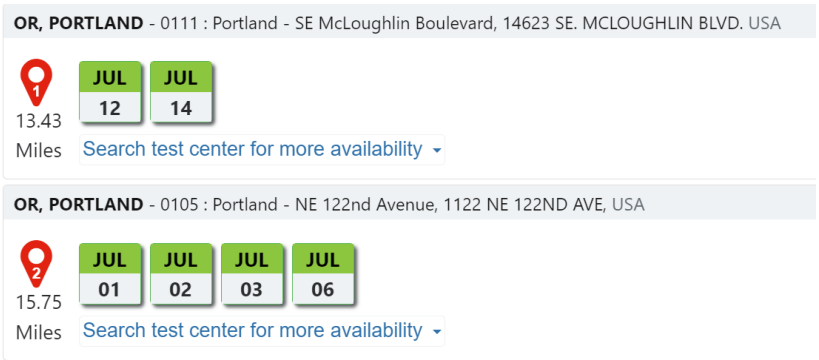
   Select a Program: ParaPro



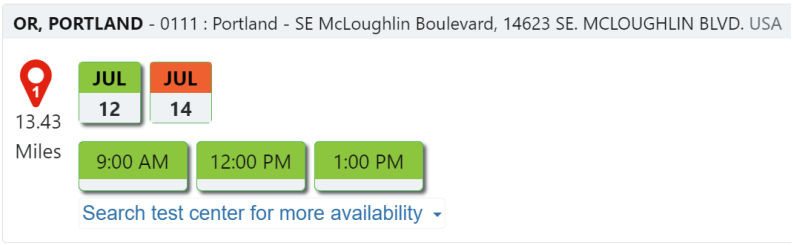
3. Click the next arrow (little green arrow on the right-hand side).
4. This will now pull up some instructions and information regarding the ParaPro Assessment. Please read through these before clicking next.
5. Read through the Personal Data Privacy Disclosure and Consent. You will need to confirm that you are at least 18 years of age and consent to the policy before you can continue.
6. The next section is regarding pre-approved testing accommodations. If you have ALREADY submitted paperwork and was approved for a testing accommodation, click yes. Otherwise, click no.
   a. If you would like to submit your request for a testing accommodation, please visit the following link for more information: https://www.ets.org/parapro/test-takers/register/disability-accommodations.html
7. Test Selection – Select ParaPro
8. Find a Test Center. We recommend you put in our district building zip code – 97006. This usually pulls up the closest testing centers to the Portland area.
   Choose a start and end date within two weeks of each-other that best fit the dates in which you are looking to take the test. This will search all available nearby sites for that entire two weeks to provide you with multiple testing options. For example:



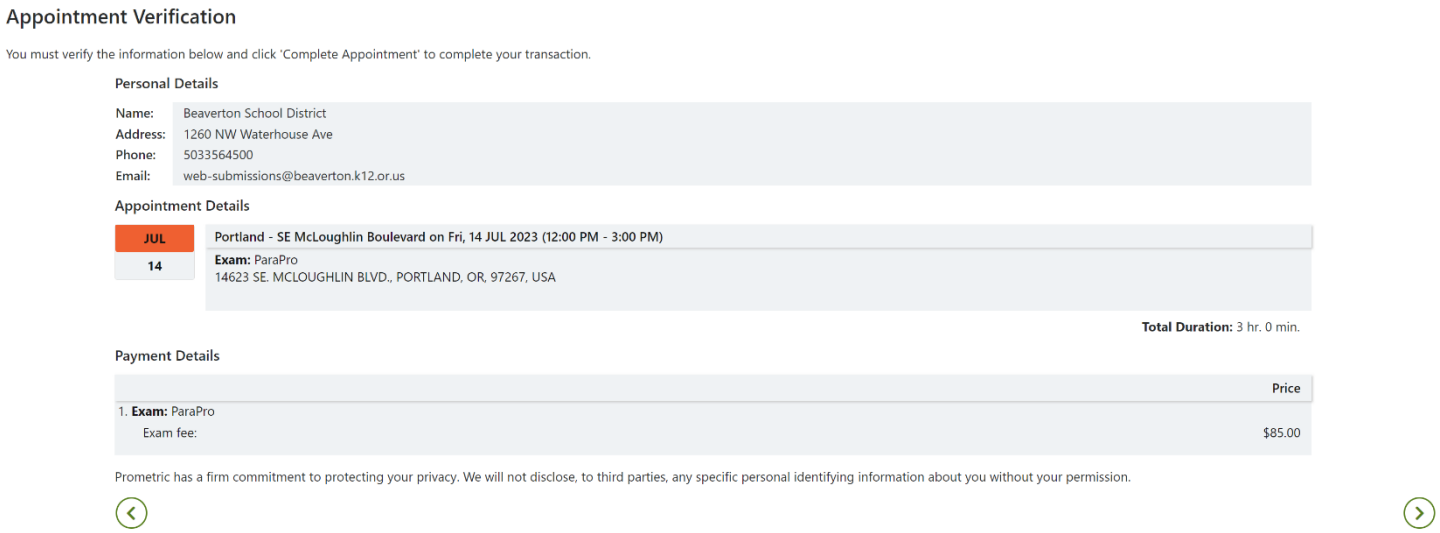
9. This will now pull up the available testing sites and dates available. For example, the system is showing there is availability for two different Portland locations in July.



10. Select the testing date and time that best suits your needs. If you are not finding any options that work for you, you can select “Search test center for more availability” to select new date options.
11. After selecting the date, it will pull up all the available times for that specific date.



12. Profile – On this page, you will input your personal information in which the test will use to identify you the day you show up to test. Per the website, your name must match exactly to the name shown on your identification.
13. After you fill out your profile, it will bring up a validation page. Please read over the page to ensure all the information is correct.

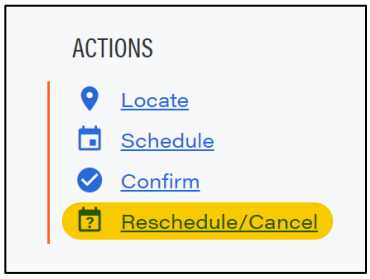


14. Payment – process payment for the assessment.
15. Complete Appointment.

<u>To Reschedule:</u>

Link to reschedule: https://www.prometric.com/ParaPro

1. Click “Reschedule/Cancel” on the left hand side of the page
2. You will need to enter your confirmation number and the first four characters of your last name.



<u>Rescheduling / Cancel Policies for the ParaPro Test</u>

If you find that you must reschedule your exam appointment you must reschedule at least 3 full days prior to your test date; you will be charged a fee if you choose to reschedule or cancel your exam.

- 3 or more days in advance of the original exam appointment: US $42.50 fee
- Less than 3 days in advance of original exam appointment:
    - No ability to reschedule/cancel exam, your $85 exam fees will be forfeited.