



Proficiency Exam – INFORMATION

The San Joaquin County Office of Education offers the Proficiency Exam to SJCOE Instructional Assistant applicants, school district applicants and outside agencies that require basic reading, writing and mathematical skills.

For **SJCOE Instructional Assistants**, Ed Code 45361.5 requires that all SJCOE Instructional Assistants demonstrate proficiency in basic reading, writing and mathematical skills. Demonstration of competency may be satisfied by one of the following:

- ◆ *Proof of AA or BA Degree (based on standards set by regionally accredited colleges and universities).*
- ◆ *48 Semester units (official transcripts must be provided).*
- ◆ *Successful completion of the basic proficiency test approved and administered by Human Resources of the San Joaquin County Office of Education or school districts within San Joaquin County.*

For **school districts**, please ensure to check with the school district you are interested in applying with of their requirements regarding both their Ed Codes as well as NCLB (No Child Left Behind) policies for working at Title 1 Schools. If you are required to complete NCLB/Paraprofessional training, this proficiency exam is Part 1. The NCLB, Part 2 training information is located below in Red.

For **Other Outside Agencies**, please ensure to check with the agency regarding their requirements and policies for taking this proficiency exam as well as completing NCLB (No Child Left Behind) policies for working at Title 1 Schools. If you are required to complete NCLB/Paraprofessional training, this proficiency exam is Part 1. The NCLB Part 2 training information is located below in Red.

Once you have confirmed that you are eligible to take this exam, please schedule an appointment on our bookings page @ <https://tinyurl.com/profexam>, call Desiree Ortega at (209) 468-9161, or email dortega@sicoe.net to set up the date of your proficiency exam. Exams are most Tuesdays/Thursdays from 8:30 a.m. – 12:30 p.m. and 1:00 - 5:00 p.m. Our location is 2922 Transworld Drive, Stockton.

A fee of **\$7.00** will be charged for the exam (**Debit/Credit Cards, Money Orders or Cashier's Checks**). **NO CASH or PERSONAL CHECKS**. You will also need to provide a valid government picture ID.

Note: A tutorial will be distributed prior to taking the exam.

Enrollment in the NCLB/Paraprofessional 2-day Training is contingent on successful completion of one of the above, mentioned provisions. Please visit: <https://www.teacherscollegesj.edu/Programs/Paraprof> or contact TCSJ admissions at (209) 468-4926.