

Testing Requirements for Applicants

Testing is done any workday between 8 am and 4 pm in the Application Center of the Ambrose Building at the 701 East Main Street Campus. You do not have to have an appointment.

Administrative Support (Secretary/Clerical) Applicants:

- Microsoft Excel Assessment (75% min score to pass)
- Microsoft Word Assessment (75% min score to pass)
- If the position is a Bookkeeping position then the Bookkeeper Assessment is also required (75% minimum score to pass)

Paraeducator Applicants:

- You must have a high school diploma or GED certificate to substitute.
- For a regular position, you must have at least 48 college credit hours or have passed the Kentucky Paraeducator Assessment. This assessment is given once a month.
- To take the paraeducator assessment, call 381-4119.