

Workplace Literacy Program Agreement

Employer: Newport Board of Education

Consulting Adult Education Program: Campbell County Adult Education

Workplace Literacy Track: Kentucky Paraeducator Assessment

Description of Program:

New hire paraeducators referred by the Newport Board of Education to Campbell County Adult Education will take the Kentucky Paraeducator Assessment (KPA) as a condition of their continued employment within their first 30 calendar days of employment. If they do not pass this exam, the new hire paraeducators will complete a 12-20-hour course and then retake the Kentucky Paraeducator Assessment (KPA).

Requirements for Completion:

Prospective employee must complete a referral form to begin the process.

Prospective employee attempts KPA.

Prospective employees who do not pass the KPA must enroll as a student with Campbell County Adult Education by taking a Test of Adult Basic Education (TABE) in reading or mathematics and completing enrollment paperwork.

Prospective employee must complete the 12-hour KPA Preparation Course, including literacy, math, and instructional strategies OR must pass the KPA practice exam with 80% correct to prove learner mastery.

- Prospective employee must pass the KPA with a minimum score of 48 out of 60.

CCAE Representative:

_____	_____
<i>Name</i>	<i>Title</i>

_____	_____
<i>Signature</i>	<i>Date</i>

Referring Employer Representative:

_____	_____
<i>Name</i>	<i>Title</i>

_____	_____
<i>Signature</i>	<i>Date</i>