

WorkKeys Registration Form

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Circle the dates that you have chosen for the Preparation Class and Test. The Preparation Class begins promptly at 8:30 a.m. and ends by 12:30 p.m. each day. Please arrive no later than 8:25 a.m.

<u>Class Dates</u>	<u>Test Dates</u>
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Feb. 27—March 1	March 2
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March 12—15	March 16
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April 16—19	April 20
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May 7—10	May 11
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June 4—7	June 11
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July 9—12	July 16
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July 23—26	July 30
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Aug. 6—9	Aug. 13
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Aug. 20—23	Aug. 24
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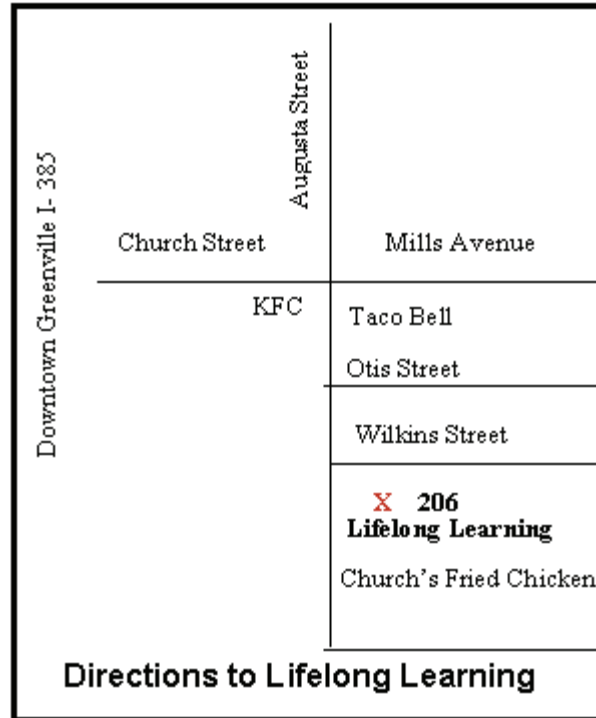
Bring this registration form and \$20 cash to: Lifelong Learning at Sullivan Center, 206 Wilkins Street Greenville, SC 29605

Register between 8:00 and 4:00, Monday - Thursday.

No REFUNDS Unless the class is cancelled.

Questions: call 355-6091

WorkKeys®



Greenville County Schools does not discriminate on the basis of age, race, sex, color, handicap, religion, or national origin in its dealings with employees, students, the general public, educational programs, or access to facilities. WorkKeys® is a registered trademark of ACT, Inc. in the U.S.A. and other countries.

WorkKeys®



Career Readiness Certificate

Test Preparation

Testing

Scoring

Certifications

Lifelong Learning
Greenville County Schools
The Greenville Workforce Center
with Greenville Works



The WorkKeys class will help you prepare for the three WorkKeys tests.

WorkKeys Test

- **Reading for Information**
- **Applied Mathematics**
- **Locating Information**

Scores on the WorkKeys test range from “below 3” through Level 6. Certificates are awarded based on test scores.

Bronze Certificate

WorkKeys Level 3: Must score at least a Level 3 in all three skill areas

Silver Certificate

WorkKeys Level 4: Must score at least a Level 4 in all three skill areas

Gold Certificate

WorkKeys Level 5: Must score at least a Level 5 in all three skill areas

Platinum Certificate

WorkKeys Level 6: Must score at least a Level 6 in all three skill areas.

WorkKeys Classes

Who? The WorkKeys test certifies your basic employability skills.

What? The WorkKeys test tells employers that you have the basic skills to do the job.

When? Lifelong Learning offers a 4 day review class to prepare for the test. The class meets from 8:30—12:30, Monday, Tuesday, Wednesday, and Thursday. The WorkKeys test will be given on the following Friday.

Schedule below:

<u>Class Dates</u>	<u>Test Dates</u>
Feb. 27—March 1	March 2
March 12—15	March 16
April 16—19	April 20
May 7—10	May 11
June 4—7	June 11
July 9—12	July 16
July 23—26	July 30
Aug. 6—9	Aug. 13
Aug. 20—23	Aug. 24

Where? Lifelong Learning
Sullivan Center
206 Wilkins Street
Greenville, SC 29605

Cost? \$20—Class and Test

Register between 8:00 and 4:00

Monday—Thursday.

Questions?? Call: 355-6091. No refunds unless class is cancelled.

Steps to WorkKeys

- 1. Register for the class and test at Lifelong Learning.** This class included 4 mornings of instruction with a WorkKeys trained instructor. The instructor will review for all three tests that make up the WorkKeys Assessment: **Reading for Information**
Locating Information
Applied Math
You will be given “practice tests” in class to see if you are ready to take WorkKeys. Complete the registration information on the back of this brochure. Bring the registration and the \$20 fee (this includes four mornings of class **and** the test) to: **Lifelong Learning at Sullivan Center**
206 Wilkins St.
Greenville, SC 29605
- 2.** When you register you will be given a user name and password for the WIN software. This will also help you prepare for the test.
- 3. Take the WorkKeys Test!**
You will get your scores the same day that you take the test.

Registration

1. Complete the Registration form on the back of this brochure.
2. Bring the form and \$20 cash to Lifelong Learning at Sullivan Center 206 Wilkins Street, Greenville 29605
***Registration must be in by the Thursday before the class.*

Register between 8:00 and 4:00 Monday—Thursday.