

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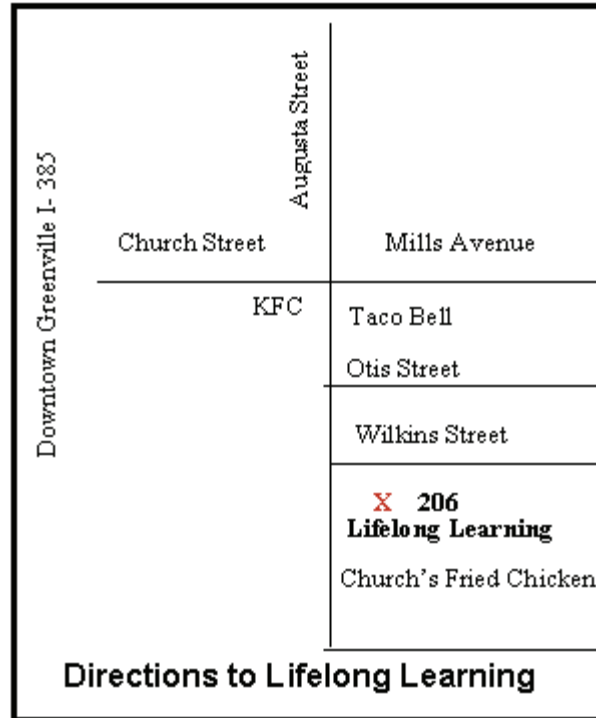
Feb. 27—March 1	March 2
March 12—15	March 16
April 16—19	April 20
May 7—10	May 11
June 4—7	June 11
July 9—12	July 16
July 23—26	July 30
Aug. 6—9	Aug. 13
Aug. 20—23	Aug. 24

Bring this registration form and \$50 cash to: Lifelong Learning at Sullivan Center, 206 Wilkins Street Greenville, SC 29605

Register between 8:30 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®



Credential for Teacher Aides And Career Readiness Certification

Test Preparation Testing Scoring Certifications

Lifelong Learning
Greenville County Schools
In Collaboration with:
The SC Department of Employment
and Workforce
The Greenville Workforce Center
with Greenville Works



All Aides hired into the district must meet the “highly qualified” status as required under the No Child Left Behind Act. This requirement can be satisfied in one of three ways:

1. A two-year degree or higher,
2. 60 hours of coursework from an accredited institution
3. Pass the WorkKeys® Proficiency Certificate for Teacher Assistants.

The class fee of \$50 includes preparation for the WorkKeys® assessments of Reading for Information, Applied Mathematics, Locating Information and Business Writing. In order to complete the Proficiency Certificate for Teaching Assistants and become “Highly Qualified” the Instructional Support Inventory (ISI) requires an observation on-the-job by a supervising teacher, Assistant Principal or Principal. When an Aide is hired using this instrument, it will be the Aide’s responsibility to have the observation piece completed within 45 days of beginning a work assignment at the school.

WorkKeys Classes

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

Business Writing

A three hour review class will be offered before each test. The class will be held from 3:30—6:30 and the test will be given at 6:30. This test is given online.

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

Cost? \$50—Class and Tests

Register between 8:30 and 4:00

Registration

1. Complete the Registration form on the back of this brochure.
2. Bring the form and \$50 cash to Lifelong Learning at Sullivan Center 206 Wilkins Street, Greenville 29605
***Registration must be in by the Thursday before the class.*

Register between 8:30 and 4:00 Monday—Thursday

Steps to completing the Proficiency Certificate for Teaching Assistants and the Career Readiness Certification:

1. Register for the class and test at Lifelong Learning. This class will provide a review for the following tests:
Reading for Information
Business Writing
Applied Math
Locating Information

2. Complete the tests. You must make the following scores for the Proficiency Certificate for Teaching Assistants:
4—Reading for Information
4—Applied Mathematics
3— Business Writing

You will also receive a “Career Readiness Certificate” if you score at least “3” on Reading for Information, Locating Information and Applied Mathematics. This certificate qualifies you to apply for some of the hourly positions in the school district.

3. Take the Instructional Support Inventory to your school. Turn in this document to Human Resources within 45 days of beginning your work assignment.

4. If you have at least a 2 year degree or 60 hours from an accredited college, send official documentation with your application.