

## 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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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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August 6-9	Aug 13
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August 20-23	Aug 24
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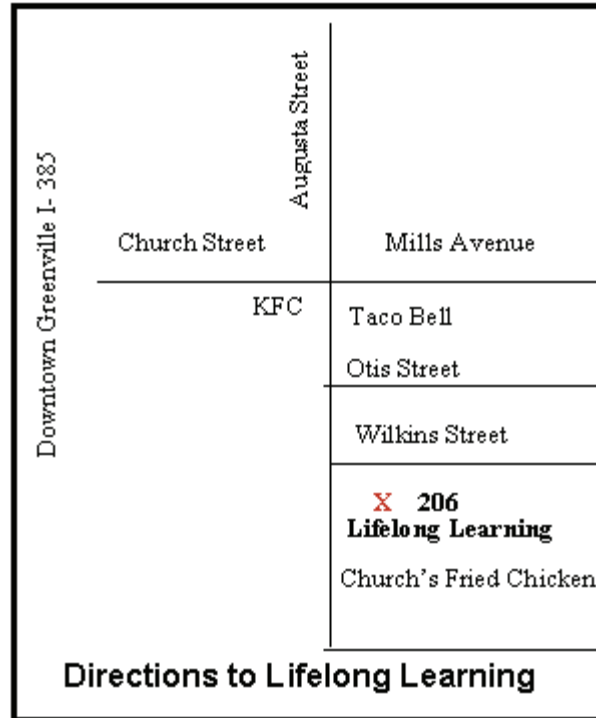
**Bring this registration form and \$20 cash to: Lifelong Learning at Sullivan Center, 206 Wilkins Street Greenville, SC 29605**

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

**No REFUNDS Unless the class is cancelled.**

***Questions: call 355-6091***

# WorkKeys®



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# 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>
<b>March 12-15</b>	<b>March 16</b>
<b>April 16-19</b>	<b>April 20</b>
<b>May 7-10</b>	<b>May 11</b>
<b>June 4-7</b>	<b>June 11</b>
<b>July 9-12</b>	<b>July 16</b>
<b>July 23-26</b>	<b>July 30</b>
<b>August 6-9</b>	<b>Aug 13</b>
<b>August 20-23</b>	<b>Aug 24</b>

**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.**