

WorkKeys Registration Form

Name _____

Receipt # _____

Phone _____ Received _____

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

Class Dates

Regular class March 18—28

Fast Track April 8—12

Fast Track April 29—May 3

Regular class May 6—17

Fast Track May 20—24

<u>Test Dates</u>	<u>Time</u>
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March 28 Thurs.	8:15 am
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April 12 Fri.	8:15 am
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April 19 Fri.	8:15 am
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May 3 Fri.	8:15 am
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May 17 Fri.	8:15 am
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May 24 Fri.	8:15 am
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Register in advance between 8:00 and 4:00, Monday - Thursday.

No REFUNDS Unless the class is cancelled. Questions: call 355-6095
No registration on the first day of class or the testing day.

WorkKeys®



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
Questions??? Call: 355-6095
or 355-6096



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.
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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

Class Dates

Regular class March 18—28

Fast Track April 8—12

Fast Track April 29—May 3

Regular class May 6—17

Fast Track May 20—24

Test Dates

Time

March 22 Fri. 8:15 am

March 28 Thurs. 8:15 am

April 12 Fri. 8:15 am

April 19 Fri. 8:15 am

May 3 Fri. 8:15 am

May 17 Fri. 8:15 am

May 24 Fri. 8:15 am

Where: Lifelong Learning

Sullivan Center

206 Wilkins Street

Greenville, SC 29605

Cost: \$20—Class and/or Test

Register between 8:00 and 4:00

Monday—Thursday.

**Questions?? Call: 355-6091 or
355-6096.**

**Email: rmeyer@greenville.k12.sc.us
tculbert@greenville.k12.sc.us**

**No refunds unless class is
cancelled.**

Steps to WorkKeys

1. Fast Track: Register for the one week class with testing on Friday at Lifelong Learning.

This class includes 4 mornings of instruction. The instructor will review level 3 and part of the level 4 skills for all three tests. You will be given “practice tests” in class to see if you are ready to take the WorkKeys Assessment.

2. Regular class: Register for the two week class with testing on the second Friday.

This class includes 4 mornings of instruction each week for two weeks. The instructor will review levels 3, 4 and 5 skills for all three tests. You will be given “practice tests” in class to see if you are ready to take the WorkKeys Assessment.

3. Upgrade Review: Register only for the subject(s) you need to take to make a better score.

For each subject you are upgrading, you may register for a one morning review in **Fast Track** or a two morning review with the Practice Test on the third morning in the **Regular Class**. All students must attend the first Monday of their class.

4. Test Only: Register to take the test with no review class.

All students must register no later than the week before class.

No registration on the first day of class or the test.