

Work Keys Registration Form

Name _____

Email: _____

Phone _____ D.O.B. _____
mm/dd/19yy

**Circle the dates that you have chosen
for the Class and Test.**

<u>Class Dates</u>	<u>Time</u>
Aug. 25-28	8:30-12:30 am
Sept. 8-11	8:30-12:30 am
Sept. 22-25	8:30-12:30 am
Oct. 6-9	8:30-12:30 am
Oct. 20-23	8:30-12:30 am
Nov. 10-13	8:30-12:30 am
Dec. 8-11	8:30-12:30 am

<u>Test Dates—Morning</u>	<u>Time</u>
Aug. 22 Fri.	8:15 am
Aug. 29 Fri.	8:15 am
Sept. 12 Fri.	8:15 am
Sept. 26 Fri.	8:15 am
Oct. 10 Fri.	8:15 am
Oct. 24 Fri.	8:15 am
Nov. 14 Fri.	8:15 am
Nov. 21 Fri.	8:15 am
Dec. 12 Fri.	8:15 am

<u>Test Dates—Evening</u>	<u>Time</u>
Sept. 9 Tues.	4:00 pm
Oct. 7 Tues.	4:00 pm
Nov. 18 Tues.	4:00 pm

Business Writing Class

Aug. 20	8:30-10:30 am
Sept. 10	8:30-10:30 am
Oct. 15	8:30-10:30 am
Nov. 5	8:30-10:30 am
Dec. 3	8:30-10:30 am

WorkKeys®



Registration

Complete the Registration form on the back of this brochure and bring it to Lifelong Learning with a picture ID.

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

***Registration must be in by the
Thursday before the class.*

Register between 8:00-4:00 Monday-Friday.

**Call: Lifelong Learning for
more information. 355-6088**

OR

**Visit our website:
www.greenville.k12.sc.us/lifelong**



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



Community Partner

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 Tests

- Reading for Information
- Applied Mathematics
- Locating Information

Scores on the WorkKeys test range from Bronze (level 3), Silver (4), Gold (5) through Platinum (level 6).

Call Lifelong Learning:

(864) 355-6088

or

Visit our website:

www.greenville.k12.sc.us/lifelong

Cost: CLASSES FREE!!

Test: Free for SC residents with a SC picture ID. If you have taken the test in the past year, the cost is \$10 per test or \$20 for all three tests. The Business Writing test is \$20.

Register between 8:00 am and 4:00 pm Monday through Friday.

Lifelong Learning at Sullivan Center
206 Wilkins Street
Greenville, SC 29605

WorkKeys Classes and Testing

Reading for Information

Applied Math

Locating Information

Business Writing

Where: Lifelong Learning at Sullivan Center

206 Wilkins Street
Greenville, SC 29605

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Business Writing test can be given on any of the test dates. Please register for the test

WorkKeys Requirements for Jobs in Greenville County Schools

Custodian/Food Service Operator

Level 3 (Reading, Math, Locating Information)

Teacher Assistant/Aide/Media Clerk

Level 4 (Reading, Math)
Level 3 (Business Writing)

ISI—Instructional Support Inventory

Request this document from
Kathy Woodson

kwoodson@greenville.k12.sc.us

Cost of ISI \$25

Bookkeeper/Secretary/Office Clerk

Level 4 (Reading, Math, Loc. Information)

Plant Engineer

Level 5 (Reading)
Level 4 (Math, Loc. Information)

Human Resources will be assisting with online applications for jobs in Greenville County Schools after each testing session at Sullivan Center.