

Work Keys Registration Form

Name _____

Email: _____

Phone _____

D.O.B. _____

mm/dd/19yy

Circle the date that you have chosen to take the Test(s) and then enter the name of the test below.

<u>Test Date</u>	<u>TIME</u>
July 19 (Thurs)	8:15 am
August 1 (Wed)	8:15 am
Sept 11 (Tues)	1:30 pm
Oct 23 (Tues)	1:30 pm
Nov 13 (Tues)	12:45 pm
Dec 4 (Tues)	12:45 pm

Name of test(s) : _____



WorkKeys®



Registration

Register online at :
www.greenville.k12.sc.us/lifelong.

Scroll to the bottom and select the link for WIN registration.

Call 355-6088 or 355-6059
for questions or come to:
Lifelong Learning, Sullivan Center
206 Wilkins Street
Greenville, SC 29605

You can register from any device with Internet access. We also have a computer in our lobby.

You **MUST** pre-register for the class and test.

Office hours:
Mon-Fri 8:00 am—4:00 pm

Call: Lifelong Learning for more information: 355-6088
OR

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

WorkKeys®



Career Readiness Certificate

Testing Business Writing Scoring Certifications



Community Partner

Lifelong Learning
Greenville County Schools
with United Way of Greenville



WorkKeys Tests and Business Writing

- Workplace Documents
- Applied Mathematics
- Graphic Literacy
- Business Writing

Scores on the WorkKeys test range from Bronze (level 3), Silver (4), Gold (5) through Platinum (level 6,7)

Call Lifelong Learning:
(864) 355-6088

or

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

Cost:

Re-Test fee is \$15 per test & Business Writing is \$25.
All three Workkeys tests are \$45.

CASH ONLY

Office Hours:

Mon—Fri 8 am to 4 pm

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

WorkKeys Testing

Tests:

Workplace Documents
Applied Math
Graphic Literacy
Business Writing

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

Test Dates

Time

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No electronic devices including phones are allowed in the testing room.

WorkKeys Requirements for Jobs in Greenville County Schools

Custodian/Food Service Operator

Level 3 (Workplace Documents, Math, Graphic Literacy)

Teacher Assistant/Aide/Media Clerk

Level 4 (Workplace Documents, Math)

Level 3 (Business Writing)

Unless you have a:

Bachelors degree
Associates degree or
60 college credit hours

Bookkeeper/Secretary/Office Clerk

Level 4 (Workplace Documents, Math, Graphic Literacy)

Plant Engineer

Level 5 (Workplace Documents)
Level 4 (Math, Graphic Literacy)