

## WorkKeys Information for Paraprofessional Licensure

To obtain a Paraprofessional license, you need to meet one of three requirements: an Associate's Degree, 60 hours of college credit or qualifying scores of 4 on each of the WorkKeys Applied Math and WorkKeys Workplace Documents tests.

The WorkKeys tests are given at the Waterloo Regional Office of Education, 107 East Mill Street, Waterloo, IL 62298 every Tuesday. They are given at the Chester Regional Office of Education, Randolph County Courthouse, 1 Taylor Street, Room 101, Chester, IL 62233 on the first and third Wednesdays of the month. You can call the Waterloo office at 618-939-5650 or the Chester office at 618-826-5471 with questions.

You register for the WorkKeys tests at [www.educationregistration.org](http://www.educationregistration.org), under the WorkKeys Registration tab. The registration is \$20 fee for each test—totaling \$40 for first-time testers. Everything you need for testing is provided at the test site. The only thing you will need is a photo ID.

First-time testing begins promptly at 9:00 a.m. The ROE asks that you arrive by 8:45 a.m. to sign in and get ready for testing. You will have 55 minutes for each test. You can take an optional 5–10-minute break between tests. You can expect to be finished shortly after 11:00 a.m.

The Illinois State Board of Education has set the required score as 4 for both Applied Math and Workplace Documents. You will receive your scores immediately after you finishing testing. If you do not meet the required scores, you can retest at your chosen test site on a later date. Retesting is done in the afternoon beginning promptly at 1:30 p.m. You need to retest only the test(s) for which you did not meet the required score. Registration for retesting is done at [www.educationregistration.org](http://www.educationregistration.org). Be at your location by 1:15 p.m. to be prepared to take the retest.

FREE practice tests are available for the WorkKeys tests. Follow the directions below.

Go to <http://workkeys.com> ... make sure **WorkKeys Assessment** is selected ...

Scroll down the page ... to the section labeled **Preparation** ...

Select ... **More Preparation Options** ...

In the Preparation section ... you will find **Sample Questions** for the three new WorkKeys assessments

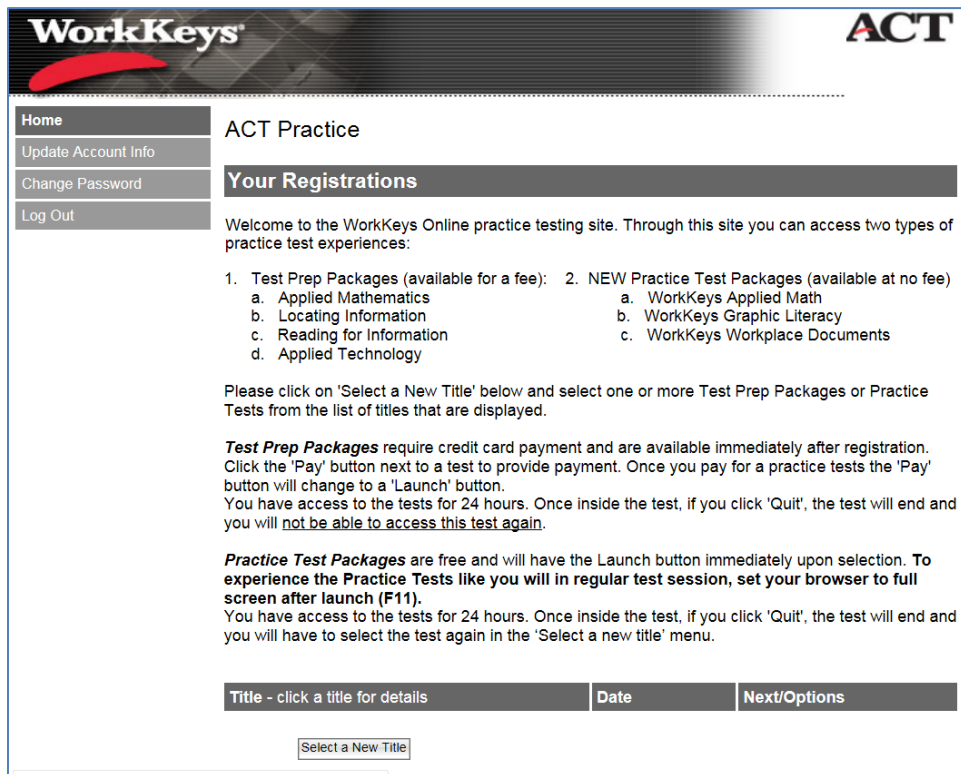
- Applied Math ... <http://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/preparation/applied-mathematics.html?page=0&chapter=4>
- Workplace Documents ... <http://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/preparation/reading-for-information.html?page=0&chapter=0>

You will also find **Online Practice Tests** ... select **Purchase a Practice Test** ... *Note: If you select a 1.0 Practice Test, you will need a credit card because there is a charge for these prep tests. If you select a 2.0 Practice Test (Applied Math, Workplace Documents, Graphic Literacy) you will not be charged to do the online practice test.*

When you select **Purchase a Practice Test**, you will see a pop-up that indicates “This action will open a new window. Do you want to proceed?” ... Select **OK**.

Your action will open a Validus WorkKeys Window ... If you have an account, provide your username/password and log in. If you do not have an account, select **Create Account**, complete and submit the **Create an Account** form.

An **ACT Practice** window will open that will allow you to order and complete practice testing.



The screenshot shows the WorkKeys ACT Practice website. At the top left is the WorkKeys logo, and at the top right is the ACT logo. On the left side, there is a navigation menu with links: Home, Update Account Info, Change Password, and Log Out. The main content area is titled "ACT Practice" and "Your Registrations". It contains a welcome message and a list of two types of practice test experiences: 1. Test Prep Packages (available for a fee) and 2. NEW Practice Test Packages (available at no fee). The Test Prep Packages list includes Applied Mathematics, Locating Information, Reading for Information, and Applied Technology. The NEW Practice Test Packages list includes WorkKeys Applied Math, WorkKeys Graphic Literacy, and WorkKeys Workplace Documents. Below the list, there are instructions on how to select a new title and how to pay for the tests. At the bottom, there is a table with columns for Title, Date, and Next/Options, and a "Select a New Title" button.

Again, you will see that you will be charged for 1.0 WorkKeys Practice Tests (1) ... but not charged for 2.0 WorkKeys Practice Tests (2).

At the bottom of the page ... select “Select a New Title” ... and select one of the 2.0 WorkKeys Practice Tests ...

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Home

Update Account Info

Change Password

Log Out

## ACT Practice

### Select New Title

*\* = required*  
*\*Click on the small circle to the left of the title for which you want to register and click on the Select button.*

	Name of Title	Availability	
		Start	End
<input type="radio"/>	Applied Mathematics Preparation Package	Dec 01, 2006	Dec 31, 2018
<input type="radio"/>	Applied Technology - Preparation Package	Dec 01, 2006	Dec 31, 2018
<input type="radio"/>	Locating Information - Preparation Package	Dec 01, 2006	Dec 31, 2018
<input type="radio"/>	Reading for Information - Preparation Package	Dec 01, 2006	Dec 31, 2018
<input checked="" type="radio"/>	Website Practice Applied Math	Dec 01, 2006	Dec 31, 2018
<input type="radio"/>	Website Practice Graphic Literacy	Dec 01, 2006	Dec 31, 2018
<input type="radio"/>	Website Practice Workplace Documents	Dec 01, 2006	Dec 31, 2018

and click the Select button at the bottom of the page.

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## ACT Practice

### Your Registration

Welcome to the WorkKeys Online practice testing site. Through this site you can access two types of practice test experiences:

1. Test Prep Packages (available for a fee):
  - a. Applied Mathematics
  - b. Locating Information
  - c. Reading for Information
  - d. Applied Technology
2. NEW Practice Test Packages (available at no fee):
  - a. WorkKeys Applied Math
  - b. WorkKeys Graphic Literacy
  - c. WorkKeys Workplace Documents

Please click on 'Select a New Title' below and select one or more Test Prep Packages or Practice Tests from the list of titles that are displayed.

**Test Prep Packages** require credit card payment and are available immediately after registration. Click the 'Pay' button next to a test to provide payment. Once you pay for a practice tests the 'Pay' button will change to a 'Launch' button. You have access to the tests for 24 hours. Once inside the test, if you click 'Quit', the test will end and you will not be able to access this test again.

**Practice Test Packages** are free and will have the Launch button immediately upon selection. **To experience the Practice Tests like you will in regular test session, set your browser to full screen after launch (F11).** You have access to the tests for 24 hours. Once inside the test, if you click 'Quit', the test will end and you will have to select the test again in the 'Select a new title' menu.

Title - click a title for details	Date	Next/Options
<a href="#">Website Practice Applied Math</a>		<input type="button" value="Launch"/>

You can launch and take the Practice Test ... or you can log back in later and will be able to order and/or launch additional Practice Tests.