



**SOUTH  
SUBURBAN  
COLLEGE**  
**Business & Career  
Institute**

# ACT WORKKEYS ASSESSMENTS

**TEACHER ASSISTANTS SEEKING  
PARAPROFESSIONAL CERTIFICATION**

## **JANUARY THROUGH MARCH 2012**

Testing sessions are scheduled each month. Prices and Dates are subject to change.

<u>Date</u>	<u>Day</u>	<u>Date</u>	<u>Day</u>
January 21, 2012	Sat.	March 16, 2012	Fri.
February 10, 2012	Fri.	March 24, 2012	Sat.
February 25, 2012	Sat.		

### **\*NEW REGISTRATION PROCESS\***

**WorkKeys registration is only at BCI at the address below.**

**Payment is due at time of registration.**

**Telephone registrations accepted with credit card only.**

**Checks and money orders are accepted in person only at BCI.**

*NOTE: No refunds or changes are accepted after 48 hours prior to the test date.*

- **Package of Three required assessment = \$45** Start time = 8:15 am promptly  
One session of three ACT WorkKeys assessments (paper & pencil) in Reading for information, Applied Mathematics and Writing.
- **Single assessment = \$20 each** (including retakes)  
Start times: Reading = 8:15 am, Applied Mathematics = 9:15 am and Writing = 10:15 am

### **Registration and Testing Location**

The Business & Career Institute (BCI)  
"College Center One" Office Complex  
58 West 162nd St (Route 6)  
South Holland, IL 60473  
Telephone: (708) 596-2000 ext. 2663

**Testing is at BCI and not in the main college building. Valid government PHOTO ID is required to be admitted to test and no cell phone use will be allowed while in the testing center.**

*APPROVAL PROCESS: Paraprofessional candidates passing the three ACT WorkKeys assessments should submit their three WorkKeys Skill Reports with a completed Letter of Approval application to their "Regional Office of Education" where they are seeking employment. Passing ACT Levels required: RFI = Level 4, AM = Level 4 & Writing = Level 3*

**Access the Illinois State Board of Education website for updated information and to access a "Letter of Approval application" to submit to Regional Office at:**  
[www.isbe.net/certification/pdf/73-95\\_paraprofessional.pdf](http://www.isbe.net/certification/pdf/73-95_paraprofessional.pdf)

***"Our Mission is to Serve our Students and the Community through lifelong learning."***