



**SOUTH  
SUBURBAN  
COLLEGE**  
Business & Career  
Institute

# ACT WorkKeys Assessments for Paraprofessional Certification

**The Business & Career Institute of South Suburban College  
offers the ACT WorkKeys assessment.**

*NOTE: Before registering paraprofessional candidates should verify the latest requirements for approval with the "Regional Office" of the district where they are seeking employment.*

- **Individual ACT WorkKeys assessments** (one session of 3 paper & pencil Assessments in Reading for information, Applied Mathematics and Writing).....\$45  
*Each assessment results in an ACT WorkKeys Official Skill Report.*
- **ACT "Proficiency Certificate for Teacher Assistants" (PCTA)** .....\$20  
*If a paraprofessional desires an ACT WorkKeys certificate it would also require an acceptable score on an "ISI" or Instructional Support Inventory. The ISI is an observation of the paraprofessional in instructional support of a teacher in a classroom and is scored by the supervising teacher. Achieving acceptable levels on the three above assessments and the ISI will result in the paraprofessional receiving a PCTA certificate. The PCTA may be required by some states or districts.*
- **"Retake" of any individual WorkKeys assessment for a parapro** .....\$20

## ACT WORKKEYS NOVEMBER & DECEMBER 2009 DATES

<u>Registration Code</u>	<u>Date</u>	<u>Day</u>	<u>Arrival Time at BCI</u>
EDU E08 447	11-06-09	Fri.	8:15 AM
EDU E08 448	11-20-09	Fri.	8:15 AM
EDU E08 449	11-21-09	Sat.	8:15 AM
EDU E08 450	12-05-09	Sat.	8:15 AM
EDU E08 451	12-11-09	Fri.	8:15 AM
EDU E08 452	12-18-09	Fri.	8:15 AM

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

### **Testing Location: Business & Career Institute (BCI)**

*(BCI IS NOT IN THE MAIN COLLEGE BUILDING)*

College Center One  
58 West 162nd Street (Route 6)  
South Holland, IL 60473

**Directions:** North of I-80/294 on Halsted, approximately one mile east of Halsted Street

**Advanced registration is required for the ACT WorkKeys.**

### **SSC REGISTRATION PROCEDURE:**

- **CREDIT CARD ONLY**, contact :  
Carmen Garcia at (708) 596-2000, ext. 2663
- **CASH or CHECK registrations OR any CHANGES**, must be made "in person" at one of the SSC Registration areas:

**South Suburban College - Main building**  
15800 S. State St.  
South Holland, IL 60473  
Registration - 2nd floor

**University & College Center**  
South Suburban College  
16333 Kilbourn Ave.  
Oak Forest, IL 60452

**NOTE: MAKE SURE YOU CHOOSE A DATE YOU WILL ATTEND.**

*No Refunds or changes will be accepted after 48 hours prior to the scheduled test date.*

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