

## Paraprofessional WorkKeys Testing Instructions

- Go to Triton College website <https://www.triton.edu/>
- Select "Students" then click "Testing Center" scroll down and click on the link to BOOK APPOINTMENT NOW
- Under the Appointment Locator, choose the Workkeys Assessment. Then choose the date and time for the test
- You will only need to take the following two tests which you will choose at the time of testing:
  - Applied Math (\$27.00)
  - Workplace Documents (\$27.00)
- Go to [WorkKeys Preparation materials](#) to get sample questions and practice materials
- Make sure to bring a photo ID with you the day of testing
- The Testing Center is located in the Learning Resource Center, A Building, Room A-126. Triton College address: 2000 Fifth Avenue, River Grove, IL 60171, phone number 708-456-0300
- Both test passing scores are a 4 or above. If you do not pass either of the tests, you can retake it every 30 days
- Once you have your test results, you can email them along with a copy of your high school diploma or high school transcript to the North Cook ISC:

Shirley Bloom: Director of Certification/Licensure (847-803-3704)  
Email: [sbloom@ncisc.org](mailto:sbloom@ncisc.org); or  
Izabela Kuczek: Licensure Specialist (847-803-5614)  
Email: [ikuczek@ncisc.org](mailto:ikuczek@ncisc.org)

You will also need to setup an educator account in the Educator Licensure Information System ([ELIS](#)) and apply for the Paraprofessional License.

1. Click on Educator Access to log into your ELIS account
2. Click on the left on Sign Up Now
3. Fill in all of the required field and then click to Continue
4. Once you have set-up you ELIS account and updated your contact information, you will need to apply for the Paraprofessional license. (\$100 application fee)
5. These is also a \$30 registration fee due once the license is issued. Please register your license in North Cook ISC, region 05

Other community colleges that may offer the WorkKeys test (fees may vary by school):

McHenry County College, Phone Number: 815-455-8598  
Waubensee Community College, Phone Number: 630-906-4152  
Elgin Community College, Phone Number: 847-214-7219  
College of DuPage, Phone Number: 630-942-2401  
City College of Chicago: 773-838-7548