



## Paraprofessional ACT WorkKeys Testing Information

- **What is the ACT WorkKeys paraprofessional test?**
  - WorkKeys is a series of tests used to measure skills for various job-related proficiencies and requirements. Testing requires a **physical**, current and valid government or state issued photograph identification card (driver's license, state ID, passport, etc.)
  - WorkKeys is a computer-based assessment.
- **What WorkKeys tests are required if I want to apply for the full paraprofessional license?**
  - The Illinois State Board of Education requires a passing score of 4 or higher on the Applied Mathematics test **AND** Reading for Information Workplace Documents.
- **How much does the test cost?**
  - Each test is \$30; \$60 total if you register to take both tests. Payable by debit/credit card on site.
- **How do I know if I passed?**
  - A score of 4 or higher on each test is considered passing.
  - You will receive a copy of your results at the end of the testing session.
- **Are there study materials available?**
  - ACT WorkKeys provides sample questions and online practice tests (see link below).
    - <https://www.act.org/content/act/en/products-and-services/act-workkeys/act-workkeys-assessments/preparation.html>
    - For additional information about WorkKeys preparation materials, call WorkKeys customer service at 800-967-5539.
- **How do I register to take (or retake) the WorkKeys paraprofessional test?**
  - Please call the West40 Test Center at 708-483-6209 between 8AM - 4PM Monday through Friday.
- **What is the location of the West40 Test Center?**
  - West40, 415 Lexington St, **Door 2W**, Maywood, IL 60153
  - Enter the parking lot through 5th Avenue and it's the door facing 5th Avenue, 2W.
- **What if I do not pass a test or want to retake one for a better score?**
  - Test takers are eligible to retake the same test up to 4 times without a required waiting period. After the 4th time a test is taken, the examinee **MUST** wait 30 days before scheduling each additional retake.
- **I registered for the test, and now I am unable to make my appointment.**
  - If you are unable to attend your scheduled test, please call us as soon as possible at 708-483-6209. We will assist you to cancel or reschedule your test. If possible, please call at least 24 hours prior to your scheduled test.
- **I received my results and passed both sections. Now what??**
  - If you already have an account in the Educator Licensure Information System (ELIS), you can email your test results **and** a copy of your high school diploma to either Sharon Balderas at [sbalderas@west40.org](mailto:sbalderas@west40.org) or Gina Sierra at [gsierra@west40.org](mailto:gsierra@west40.org) to upload into your ELIS account.
  - If you do not have an ELIS account, please create one through the following link. <https://apps.isbe.net/iwasnet/login.aspx>
- **How do I apply for the Paraprofessional License?**
  - Log into your ELIS account and click on "Apply for Credential".
  - Select the Paraprofessional option from the menu and follow the prompts to pay the \$100 application fee with a debit or credit card. After the license is issued there will be a \$30 registration fee.