

# WorkKeys® Registration Process



Students register at this site or click on this QR code:

<https://ctec.axstudent.com/#/category/AV4/course/5Vb>

- Create account with **COTC email**
- Select the WorkKeys date
- Enter the information requested
- Select the **COTC program of interest**
- Click the 3<sup>rd</sup> party payment fee, which is COTC, on the first page
- Bring your ID & HS diploma or GED to C-TEC on testing day

Free WorkKeys® practice tests available on the **OhioMeansJobs.com** website.

WorkKeys Applied Math - Ability to apply math principles to problems encountered at work.

WorkKeys Workplace Documents - Ability to understand and apply written information presented at work.

WorkKeys Graphic Literacy - Ability to find, analyze and apply information presented in work graphics.

## **The STNA program requires entry (cut-scores) for the following WorkKeys® Assessments**

Applied Math Level 3

Work Documents Level 3

Graphic Literacy Level 3

## **The EMT program requires entry (cut-scores) for the following WorkKeys® Assessments**

Applied Math Level 4

Work Documents Level 5

Graphic Literacy Level 4

## **The Firefighting program requires entry (cut-scores) for the following WorkKeys® Assessments**

Applied Math Level 4

Work Documents Level 4

Graphic Literacy Level 4

## **The Medical Coding program requires entry (cut-scores) for the following WorkKeys® Assessments**

Applied Math Level 4

Work Documents Level 5

Graphic Literacy Level 4

COTC Tuition covers the costs of the first testing attempts for the three above assessments. If retests are needed, the student must pay out-of-pocket at \$15.00 per test.

Free preparation assistance is recommended before WorkKeys testing and is available after testing too if retests are needed. Please call Erin Wheeler at 740-364-2263 or email her at [ewheeler@c-tec.edu](mailto:ewheeler@c-tec.edu).

