**ALL SUPPORT APPLICANTS (OTHER THAN SNS WORKERS) MUST PROVIDE PROOF OF HS DIPLOMA OR GED IN ADDITION TO ANY TESTING REQUIREMENTS LISTED BELOW – THIS MAY BE A COLLEGE TRANSCRIPT, HS TRANSCRIPT OR DIPLOMA, OR GED EQUIVALENCY DOCUMENT –

To expedite the hiring process, please scan and attach required documents to your application in the Searchsoft System.

<table>
<thead>
<tr>
<th>TEST(S) REQUIRED FOR SUPPORT EMPLOYEES</th>
<th>TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEMENTARY CLERK</td>
<td>WORKKEYS TEST</td>
</tr>
<tr>
<td>FINANCIAL SECRETARY</td>
<td>WORKKEYS TEST</td>
</tr>
<tr>
<td>ELEMENTARY PRINCIPAL SECRETARY</td>
<td>WORKKEYS TEST</td>
</tr>
<tr>
<td>ATTENDANCE CLERK</td>
<td>WORKKEYS TEST</td>
</tr>
<tr>
<td>REGISTRAR</td>
<td>WORKKEYS TEST</td>
</tr>
<tr>
<td>MIDDLE SCHOOL PRINCIPAL’S SECRETARY</td>
<td>WORKKEYS TEST</td>
</tr>
<tr>
<td>HIGH SCHOOL PRINCIPAL’S SECRETARY</td>
<td>WORKKEYS TEST</td>
</tr>
<tr>
<td>PARENT LIAISON</td>
<td>WORKKEYS TEST</td>
</tr>
<tr>
<td>COUNSELOR'S ASSISTANT</td>
<td>WORKKEYS TEST</td>
</tr>
<tr>
<td>BILINGUAL ASSISTANT</td>
<td>48 COLLEGE HOURS AND BILINGUAL TEST OR WORKKEYS TEST AND BILINGUAL TEST OR PARA PROFESSIONAL TEST AND BILINGUAL TEST **MUST PASS THE WORKKEYS TEST, PARAPRO EXAM OR HAVE COLLEGE TRANSCRIPT SHOWING COMPLETION OF 48 OR MORE COLLEGE CREDIT HOURS BEFORE YOU CAN SCHEDULE THE BILINGUAL TEST</td>
</tr>
</tbody>
</table>

Para Professional Test = 455 or better
WorkKeys = 4 or better on all three parts
INFORMATION FOR REQUIRED TESTS

To expedite the hiring process, please scan and attach all required documents to your application.

**WorkKeys Testing Sites**

**Metro Technology Centers**
1900 Springlake Dr, Oklahoma City, OK 73111
405-595-4678
Testing Dates: M-F by appt. Call for Cost.

**Moore Norman Technology Centers**
4701 12th Avenue NW, Norman, OK 73069
405-364-5763
Testing Dates: M-F by appt. Call for Cost.

**Canadian Valley Technology Center**
6505 East Highway 66, El Reno, OK 73036
405-422-2318
Testing Dates: M-F by appt. Call for Cost.

**Francis Tuttle Career Tech Center**
12777 N. Rockwell Oklahoma City, OK 73142
405-717-4323
Testing Dates: Mon. & Fri. by appt. Call For Cost

**Eastern Oklahoma County Technology Center**
4601 N. Choctaw Road, Choctaw, OK 73020
405-390-9591 X248
Testing Dates: Mon. & Fri. by appt. Call For Cost

**ParaPro Testing Sites**

**Moore Norman Technology Center**
4701 12th Ave
Norman, OK 73069
405-364-5763
Testing Dates: Call for Dates and Times by appt. only Cost: $60

**Gordon Cooper Tech Center**
1 John C. Bruton Dr.
Shawnee, OK 74804
405-273-7493
Testing Date: 3rd Thurs. of month by appt. only Cost: $55

**Bilingual Skills Test**

**OKCPS Communications**
405-587-0450 or jigatorrez@okcps.org
Testing Date: M-F
Cost: FREE