

WIN® or WorkKeys® Testing

Bluffton Township Fire District applicants are required to submit a WIN® or WorkKeys® Career Readiness Certificate with the employment application.

The assessments include all of the following:

- Applied Mathematics
- Graphic Literacy
- Workplace Documents

Candidates are required to score a five (5) or better on all tests, and a minimum of GOLD level.

All WIN® or WorkKeys® testing is free and is available at your local Adult Education Center. Practice WIN® or WorkKeys® tests are available [online](#).

In Bluffton, SC

- Educational Resource Center located at 39 Sheridan Park, Bluffton SC 29910.
- For appointment information email Barbara at barbara@blufftonselfhelp.org or via phone at 843-757-8852.

In Beaufort, SC

- Beaufort County Adult Education located at 1300 King Street, Beaufort, SC.
- Testing is available Monday through Thursday, please arrive before noon.

Outside of Beaufort County, SC

Please visit the WorkKeys Test Site Lookup to find a WIN® or WorkKeys® assessment location near you.

What is WIN® or WorkKeys®?

The Win® or WorkKeys® Assessment System is a comprehensive system for measuring, communicating, and improving the common skills required for success in the workplace. It allows these skills to be quantitatively assessed in both individuals and actual jobs. Therefore, the Win® or WorkKeys® System allows BTFD to identify applicants who have the basic skills required to be successful as a career Firefighter-EMT.

What if I do not score high enough on a test?

If Win® or WorkKeys® scores do not meet minimum requirements; you may enroll in Win® or WorkKeys® Remediation Training. You may then retest at a later date.

Does my WIN® or WorkKeys® Career Readiness Certificate expire?

Yes. WorkKeys® scores are valid for three years from the date the exam is taken. However, these scores are required for EMT class registration. We recommend applicants re-take the exam if they are close to the three-year invalidation date at the time of application, as an expired certificate upon hire will delay the onboarding registration process.

Problems or Additional Questions?

If you encounter problems with Win® or WorkKeys® assessment or have additional questions not answered above, please contact the Personnel Division at 843-548-4363.