

Arkansas Career Readiness Certificate Skill Levels

Platinum: Minimum score of a **Level 6** on each of the three WorkKeys assessments

Gold: Minimum score of a **Level 5** on each of the three WorkKeys assessments

Silver: Minimum score of a **Level 4** on each of the three WorkKeys assessments

Bronze: Minimum score of a **Level 3** on each of the three WorkKeys assessments

The back of each certificate provides detailed information about the skills of the individual earning the certificate.

The Governor of Arkansas and the Director of the Arkansas Department of Workforce Services sign each Career Readiness Certificate to certify that the individual has successfully completed the WorkKeys assessments.

Making the most of your ACT National Career Readiness Certificate

Taking the time to earn your certificate is a major step toward launching your career. Once you've received the certificate, then what?

Set up an online account at myworkkeys.com so employers can verify your ACT scores and certificate quickly and conveniently.

Add scores and information about your certificate to your resume and job applications.

Take your scores or certificate to job interviews to show that you have the skills needed for the job.

As part of the Governor's Workforce Cabinet, the following agencies and institutions implement the Career Ready 101 instruction, WorkKeys assessments and Arkansas Career Readiness Certificate program:



Get your Arkansas Career Readiness Certificate. Get the job!

The best part, it's **FREE** to you!

Job seekers wanting to earn an Arkansas CRC should contact:

Arkansas Department of Workforce Services
P.O. Box 2981

Little Rock, AR 72203

1-866-757-2999

TTD/TTY Voice 1-800-285-1121

TDD 1-800-285-1131

crc@arkansas.gov

www.ArkansasAtWork.org

www.dws.arkansas.gov

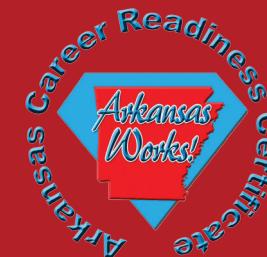
"Equal Opportunity Employer/Program"

"Auxiliary aids and services are available upon request to individuals with disabilities."



Arkansas Career Readiness Certificate

**Building Arkansas' Workforce
One Worker At A Time!**



WorkKeys

ACT Career Ready 101

Job seekers: Whether you're thinking about the next phase of your education, launching a new career or making a transition in your current job, the Career Readiness Certificate can help! Employers across the country are overwhelmed with stacks of applications for only a handful of open positions. Sifting through these applications is time consuming and inefficient. Employers need a way to quickly find individuals with essential, verifiable workplace skills. That's why they're asking job seekers to earn an ACT Career Readiness Certificate



Get started with a successful career in:

- | | |
|-----------------------|---------------|
| Healthcare | Manufacturing |
| Computer Technology | Printing |
| Automotive Technology | Construction |
| Business | Hospitality |
| Commercial Art | And more! |

What is a Career Readiness Certificate?

The certificate is a portable credential based on the ACT WorkKeys assessments that substantiate to employers that an individual possesses the basic workplace skills they are seeking. Individuals who earn an Arkansas Career Readiness Certificate are automatically eligible for the National Career Certificate (NCR). Even if an individual has a high school diploma, GED or a post secondary degree, the Career Readiness Certificate further verifies that he or she can handle tasks that are common and vital in today's workplace such as finding information, reading instructions and working with figures.

To earn an Arkansas Career Readiness Certificate, job seekers must successfully complete the Career Ready 101 instruction and score at least a level 3 on the WorkKeys assessments in Reading for Information, Applied Mathematics and Locating Information. As a result of the WorkKeys assessment scores, job seekers receive a Platinum, Gold, Silver or Bronze certificate or identify areas in which they need further instruction.

Reading for Information – The ability to understand information in common workplace documents such as letters, memos, procedures and instructions.

Applied Mathematics – The ability to use mathematical reasoning in solving common workplace situations.

Locating Information – The ability to understand and extract information from graphics such as diagrams, tables, forms, graphs, and charts.

Upon successfully completing KeyTrain® and WorkKeys® job seekers will earn an Arkansas Career Readiness Certificate.

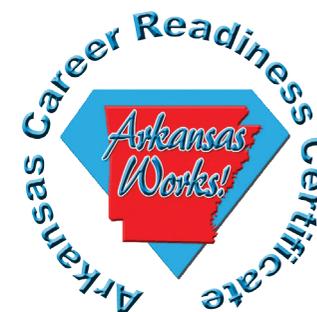


What is Career Ready 101?

Career Ready 101 is a pre-WorkKeys instructional tool that helps prepare individuals for the WorkKeys assessments. It is the first step toward achieving a Career Readiness Certificate. Career Ready 101 is available via the Internet or print.

What is WorkKeys?

WorkKeys measures “real world” skills that employers believe are critical to job success. Test questions are based on situations in the everyday work world. WorkKeys was created by ACT, Inc., who developed the ACT assessment that is commonly used for college entrance testing.



Get your Career Readiness Certificate. Get the job!