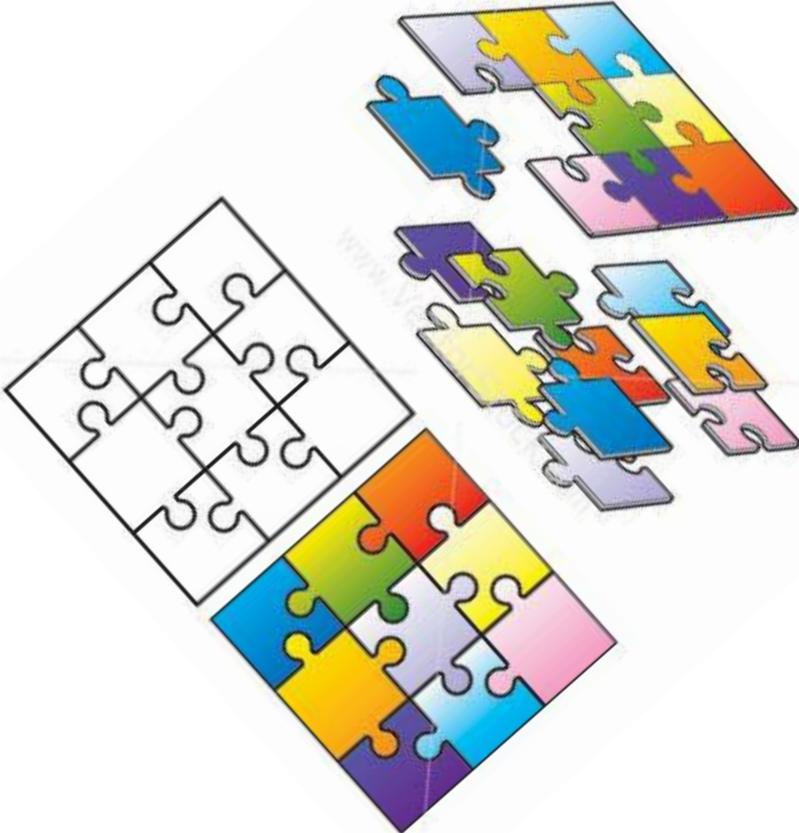
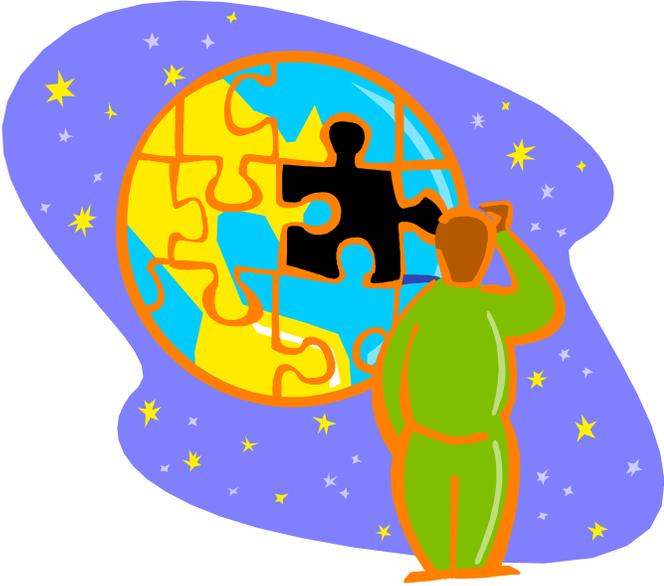


***MAKING WORKKEYS®
WORK FOR YOU***



**A Guide
for
Students
and
Parents**

*Alaska Department of Education & Early Development
Career & Technical Education Office
December, 2011*



What do you want to do with the rest of your life? Have you thought about your future?

School is meant to prepare you for your life when you get out into the “real world”. What will YOU do when you are out of school? Do you think school is helping you? Does what you do in school relate to what you see yourself doing in 2 years? 5 years? 10 years? – in that “real world”?

You will soon be taking a test that will tell you how well you are able to use math, reading, and locating information skills ON THE JOB! This may be the only test you have ever taken that can show you how your school subjects actually apply on the job in the real world. This test, called WorkKeys, has 3 parts: Applied Mathematics, Reading for Information, and Locating Information. Your score will be given as a “level,” a number ranging from 3 to either 6 or 7. Each level indicates a specific set of skills that you have demonstrated by your answers on the test. The higher the level number, the higher your skills are.

The questions are all based on situations in the everyday work world, and the tests were developed by talking with real people who work in thousands of different jobs across the nation. You can compare your scores to the scores that have been shown to indicate success in one of these many careers.

Will this test tell you “what you should be when you grow up?”

One test alone cannot tell you what career field is best for you. But WorkKeys can be one very important piece of the puzzle for you as you look at your future. You will also want to consider your likes and dislikes, your work preferences, how much time you are willing to devote to training after high school, your other skills, how much money you want to make, etc. Your guidance counselor can help you put all of the puzzle pieces together.



How can I use this booklet?

This booklet will help you understand what to expect when you take the WorkKeys tests and how to use the results of your tests to help you select courses, investigate your skills and interests, apply for scholarships, decide on training after high school, and choose your career path. WorkKeys can be an important piece of your education and career puzzle.

Be sure to talk to your parents, teachers, and school counselor as you plan for your future!

Preparing for the WorkKeys Tests

Look at sample WorkKeys Test Questions

WorkKeys test questions may be completely different than what you have experienced on other tests. Look at the following sample questions from the three tests to get an idea of what the questions will be like.

Applied Mathematics

In your job as a cashier, a customer gives you a \$20 bill to pay for a can of coffee that costs \$3.84. How much change should you give back?

- A. \$15.26
- B. \$16.16
- C. \$16.26
- D. \$16.84
- E. \$17.16

Over the last 5 days, you made the following number of sales calls: 8, 7, 9, 5, and 7. On the average, how many calls did you make each day?

- A. 5.8
- B. 7.0
- C. 7.2
- D. 9.0
- E. 36.0

Quik Call charges 18¢ per minute for long-distance calls. Econo Phone totals your phone usage each month and rounds the number of minutes up to the nearest 15 minutes. It then charges \$7.90 per hour of phone usage, dividing this into 15-minute segments if you use less than a full hour. If your office makes 5 hours 3 minutes worth of calls this month using the company with the lower price, how much will these calls cost?

- A. \$39.50
- B. \$41.48
- C. \$41.87
- D. \$54.00
- E. \$54.54

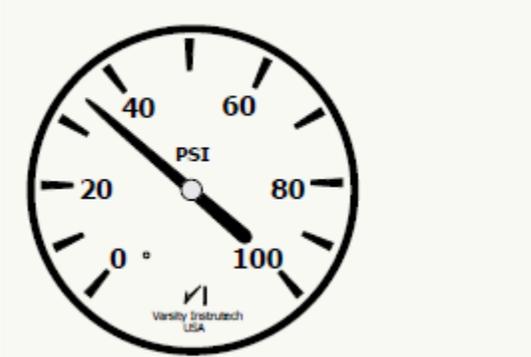
You are preparing to tile the floor of a rectangular room that is $15\frac{1}{2}$ feet by $18\frac{1}{2}$ feet in size. The tiles you plan to use are square, measuring 12 inches on each side, and are sold in boxes that contain enough tile to cover 25 square feet. How many boxes of tiles must you order to complete the job?

- A. 11
- B. 12
- C. 34
- D. 59
- E. 287

The farm where you just started working has a vertical cylindrical oil tank that is 2.5 feet across on the inside. The depth of the oil in the tank is 2 feet. If 1 cubic foot of space holds 7.48 gallons, about how many gallons of oil are left in the tank?

- A. 37
- B. 59
- C. 73
- D. 230
- E. 294

Locating Information



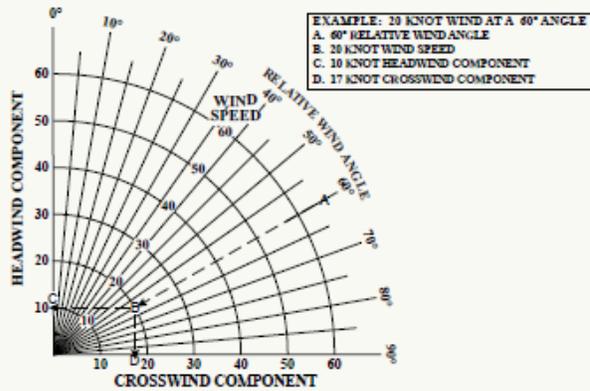
You regularly check the pressure gauge on a large tank. According to the gauge shown, what is the current pressure (in PSI)?

- A. 30
- B. 35
- C. 40
- D. 45
- E. 100

You must sort clothes in a dry cleaning establishment according to the customer's instructions. According to the form shown, how should this customer's shirt be treated?

- A. Dryclean it, add light starch, and fold it.
- B. Dryclean it, add light starch, and place it on a hanger.
- C. Launder it with no starch and place it on a hanger.
- D. Launder it with light starch and place it on a hanger.
- E. Launder it with medium starch and fold it.

75053									
FRESH 'N' CLEAN 055-8301 4:16 PM 8/28									
1200 14TH ST MAPLETON, OH 45760									
PHONE 555-2261		DATE 8-29		CLIENT INITIALS SW					
PATRON NAME EDNA THOMPSON									
ADDRESS									
MON	TUE	WED	THUR	FRI	SAT	SUN	STARCH	IRON	FINISH
	X	X			X				
SHIRT	X								
TREATMENT					TREATMENT				
X DRYCLEAN					DRYCLEAN				
DRESS					DRESS				
BLAZER					BLAZER				
SWEATER					SWEATER				
JACKET					JACKET				
TIE					TIE				

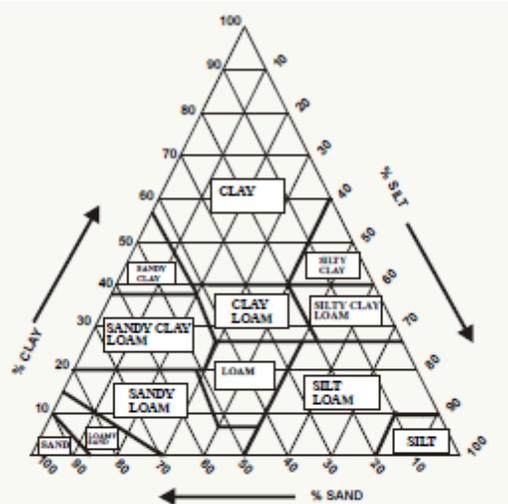


As an airplane pilot, you need to determine the crosswind component of the wind speed to ensure safe takeoffs and landings. According to the graph shown, if the reported wind speed is 45 knots at a 20° angle, what is the crosswind component, in knots?

- A. 15
- B. 25
- C. 43
- D. 45
- E. 65

You are a road contractor and you have analyzed a soil that you want to use for road fill. Your analysis shows that the soil contains 15% sand, 65% silt, and 20% clay. You need to know what the shrink-swell potential is for the soil because it will affect the durability of the road. Based on the diagram and table shown, what is the shrink-swell potential at a 30-inch depth for this soil?

- A. Low
- B. Low to moderate
- C. Moderate
- D. Moderate to high
- E. High



Soil name	Texture class	Depth (inches)	Shrink-swell potential
Sappy	sandy loam	0-7 7-60	low low to moderate
Kennebec	silt loam	0-38 38-60	moderate low to moderate
Colo	silty clay loam	0-31 31-60	high high
Blend	silty clay	0-17 17-29 29-60	high moderate to high high
Nevin	clay loam	0-28 28-48 48-60	moderate to high moderate moderate
Kenmoor	loamy sand	0-24 24-60	low high

Reading for Information

ATTENTION CASHIERS:

All store employees will now get 20% off the price of clothes they buy here. Please follow the new directions listed below.

Selling clothes to employees

- Ask to see the employee's store identification card.
- Enter the employee's department code number into the cash register.
- Use the cash register to take 20% off the price. Then push the sales tax button.
- Write your initials on the sales receipt.
- Sell clothes to employees during store hours only.

Accepting clothing returns from employees

- Employees receive a store credit certificate for clothes they return to the store.
- Store credit certificates are next to the gift certificates.
- Employees may not get a cash refund for clothes they return to the store.

You are a cashier. According to the notice shown, what should you write on a store employee's receipt?

- A. The employee's identification number
- B. The employee's department number
- C. The amount of sales tax
- D. The 20% discount price
- E. Your initials

INSTRUCTIONS TO SORTING DEPARTMENT: SPECIAL PROJECT TO FIX ORDER #888

Five long, blue plastic bins have been placed over by the overhead door. Piled on the other side of this room, near the time clock, are several thousand steel rods of varying lengths. All of those rods must be sorted by length and placed in the bins.

Bin "1" is for rods that are four to five meters long.

Bin "2" is for rods that have a length of over five meters, up to six meters.

Bin "3" is for rods that have a length of over six meters, up to eight meters.

Bin "4" is for rods that have a length of over eight meters, up to ten meters.

Bin "5" is for warped or unsmoothed rods. These will not be accepted.

If these rods are not all sorted correctly, the customer will reject the order. We cannot afford to let that happen again. Work as quickly as you can because Friday is the deadline for delivery of the order.

According to the instructions shown, what is a condition for project success other than delivery on time?

- A. All rods must be sorted by both length and diameter.
- B. Rods eleven meters long must be leaned against the overhead door.
- C. The customer does not want rods that are warped.
- D. The five-meter-long rods must go in Bin 2.
- E. The ten-meter-long rods must arrive at the customer in Bin 4.

Goldberg's Auto Parts is served by more than fifty different accounts, each with its own sales representative, company name, corporate address, and shipping address. As a shipping and receiving clerk at Goldberg's, you are required to return defective merchandise to the manufacturer.

Standard procedure for returning an item begins with your written request to the company for authorization. Always send the request to the corporate address, not to the shipping address. Unless the company file folder contains a form for this procedure, write a business letter to the manufacturer supplying the item's stock number, cost, and invoice number; the date it was received; and the reason for its return. The manufacturer's reply will include an authorization number from the sales representative, a sticker for you to place on the outside of the box to identify it as an authorized return, and a closing date for the company's acceptance of the returned item. If you do not attach the provided sticker, your returned box will be refused by the manufacturer as unauthorized, and you will need to obtain a new letter, authorization, sticker, and closing date. Always send a returned box to the shipping address, not to the company's corporate address.

According to the policy shown, what should you do if you lose the authorization sticker?

- A. Send a request for a return authorization along with the rejected part directly to the manufacturer's shipping address.
- B. Send a request for return authorization along with the rejected part directly to the manufacturer's corporate address.
- C. Repeat the standard procedure to obtain a new letter, authorization, sticker, and closing date.
- D. Use a sticker from another company's folder.
- E. Send the rejected part to your sales representative.

March 17

We will begin use of the new guidelines on Capital Management this October with the onset of the new fiscal year (with the exception of the Alpha-Beta Division and our European subsidiaries as noted below). A Standing Committee on Capital Management has been formed to administer the policy. Research & Development will pilot the policy starting in May. Feedback from R & D will be considered by the Standing Committee.

As you know, the primary intention of the Capital Management Policy is to gain some control and discipline over what has been a somewhat arbitrary process of funding projects and new enterprises. Whereas in the past, any project could potentially go forward to the Executive Committee for consideration regardless of merit, we will now have a process of screening and rating based on funding category, amount, need, return, and volume.

Categories for funding requests will include Savings, Repair & Replacement, New Enterprise, Acquisitions, and Budget Appropriations. Due to the improved controls, and to streamline the process, authorization levels have been raised, providing that the funding request is aligned with the new policy. General managers will now have authority to approve appropriations up to \$50,000; division managers, \$50,000 to \$100,000. The Capital Management Committee may approve appropriations up to \$500,000 and the Executive Committee will continue to provide approval for appropriations above that level.

Financial criteria will be the major consideration for Savings, New Enterprise, and Acquisition requests. Minimum projected rate of return will be 20%. New Enterprise and Acquisition requests must be projected to build company volume by at least 20,000 units or 10% of that division's current sales volume. In addition, to achieve funding, New Enterprise projects will be required to meet established Consumer Research targets for marketplace acceptance and reflect the most recent federal product safety guidelines. All criteria must be met regardless of amount and approval level. There may be rare circumstances where it is justified to deviate from these criteria, such as competitive threat, but any exception must be approved by the Board of Directors.

R & R and Budget Appropriations will be judged on need. A set of detailed scoring criteria has been created to rank projects on this basis. These criteria will be used for funding anything more than \$5 million that does not specifically generate a return, such as equipment replacement or construction of new office space.

Because Alpha-Beta is a recent acquisition, it will maintain its funding processes until its accounting systems have transitioned to the corporate systems. Due to differences in the European business, a separate task force has been chartered to develop procedures for the European subsidiaries.

You are a manager in the New Enterprise Division preparing a budget request for \$1.5 million for a new project. Based on the notice shown, you must demonstrate in your request all of the following EXCEPT:

- A. a competitive threat to the company.
- B. acquiescence to governmental rules.
- C. a potential for an increase in companywide sales.
- D. data that shows that the product will sell well.
- E. the profitability to the company.

For more practice

Use the KeyTrain/Career Ready 101 computer program to prepare for the tests. It's **free**, and you may use it wherever you have Internet access. See your school's guidance counselor or principal for login information.

What to expect on test day

Your school will be giving you specific instructions ahead of time on the day and time for the test, what room to report to, what you should and should not bring with you, and other details. As with other tests, get a good night's sleep before test day, eat breakfast that morning and get to school in plenty of time. More test-taking tips are shown on the following page.

Test-taking Tips

- When filling out your personal information before the test –
 - “Match criteria” – VERY IMPORTANT for your scores and NCRC to be correct
 - First Name, Last Name, Birthdate, Examinee ID
- WorkKeys tests are timed – pace yourself
- Listen to and read directions for each test carefully
- Read each question carefully
- Answer easier questions first and come back to the harder ones if you have time
- Use logic on the more difficult questions
- Answer every question – there is no penalty for guessing
- All questions are “story-problems”
- All questions will have a job-related context
- Review your work if you have time
- Fill out your paper answer document carefully and neatly
- Calculators (approved models) are allowed on the math test
- You may write in your test booklet; if you are taking the tests on the computer, you may be provided scratch paper for the math test.

For the Applied Math test, you will be able to use a formula sheet like the one to the right.*

Applied Mathematics Formula Sheet

Distance

1 foot = 12 inches
 1 yard = 3 feet
 1 mile = 5,280 feet
 1 mile = 1.61 kilometers
 1 inch = 2.54 centimeters
 1 foot = 0.3048 meters
 1 meter = 1,000 millimeters
 1 meter = 100 centimeters
 1 kilometer = 1,000 meters
 1 kilometer = 0.62 miles

Area

1 square foot = 144 square inches
 1 square yard = 9 square feet
 1 acre = 43,560 square feet

Volume

1 cup = 8 fluid ounces
 1 quart = 4 cups
 1 gallon = 4 quarts
 1 gallon = 231 cubic inches
 1 liter = 0.264 gallons
 1 cubic foot = 1,728 cubic inches
 1 cubic yard = 27 cubic feet
 1 board foot = 1 inch by 12 inches by 12 inches

Weight

1 ounce = 28.350 grams
 1 pound = 16 ounces
 1 pound = 453.592 grams
 1 milligram = 0.001 grams
 1 kilogram = 1,000 grams
 1 kilogram = 2.2 pounds
 1 ton = 2,000 pounds

Rectangle

perimeter = $2(\text{length} + \text{width})$
 area = $\text{length} \times \text{width}$

Rectangular Solid (Box)

volume = $\text{length} \times \text{width} \times \text{height}$

Cube

volume = $(\text{length of side})^3$

Triangle

sum of angles = 180°
 area = $\frac{1}{2}(\text{base} \times \text{height})$

Circle

number of degrees in a circle = 360°
 circumference = $3.14 \times \text{diameter}$
 area = $3.14 \times (\text{radius})^2$

Cylinder

volume = $3.14 \times (\text{radius})^2 \times \text{height}$

Cone

volume = $\frac{3.14 \times (\text{radius})^2 \times \text{height}}{3}$

Sphere (Ball)

volume = $\frac{4}{3} \times 3.14 \times (\text{radius})^3$

Electricity

1 kilowatt-hour = 1,000 watt-hours
 amps = watts + volts

Temperature

$^\circ\text{C} = 0.56(^\circ\text{F} - 32)$ or $\frac{5}{9}(^\circ\text{F} - 32)$
 $^\circ\text{F} = 1.8(^\circ\text{C}) + 32$ or $(\frac{9}{5} \times ^\circ\text{C}) + 32$

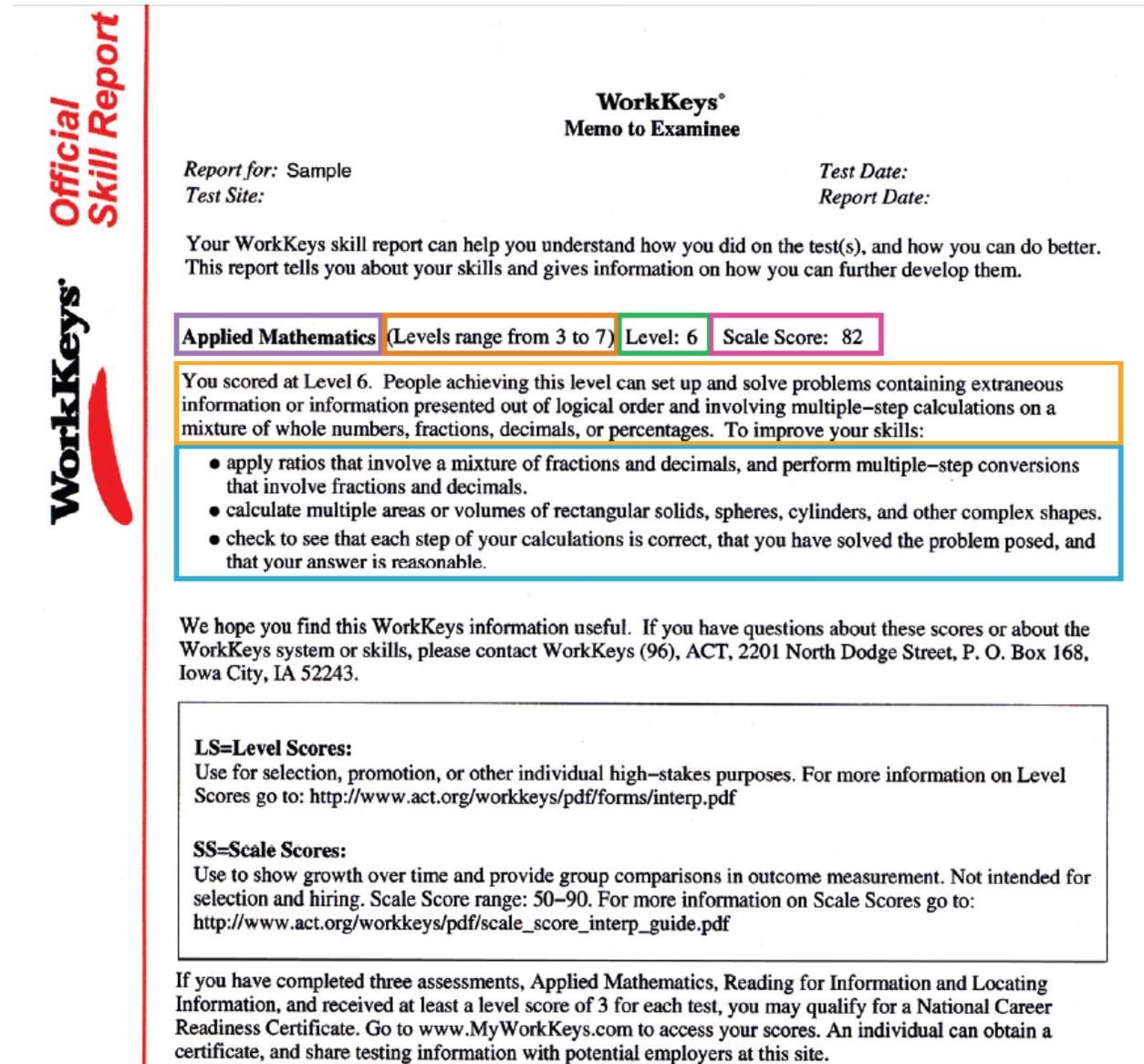
* More information in Teacher Resource Guide

NOTE: Problems on the WorkKeys Applied Mathematics assessment should be worked using the formulas and conversions on this formula sheet.

Your Scores

Your school will provide you with a score sheet that shows the scores you earned on the WorkKeys tests. Ask your school counselor or principal when you can expect to see your scores.

Your score sheet will look something like this:



The image shows a sample WorkKeys Official Skill Report. On the left, there is a vertical red bar with the text "Official Skill Report" and the WorkKeys logo. The main content area is titled "WorkKeys® Memo to Examinee". It includes fields for "Report for: Sample" and "Test Site:", and "Test Date:" and "Report Date:". A summary box shows "Applied Mathematics (Levels range from 3 to 7) Level: 6 Scale Score: 82". Below this, a detailed description of Level 6 skills is provided, including a list of three bullet points: applying ratios with fractions and decimals, calculating areas and volumes of 3D shapes, and checking the reasonableness of answers. A note at the bottom provides contact information for WorkKeys and explains the meaning of Level Scores (LS) and Scale Scores (SS).

WorkKeys®
Official Skill Report

WorkKeys®

WorkKeys®
Memo to Examinee

Report for: Sample
Test Site:

Test Date:
Report Date:

Your WorkKeys skill report can help you understand how you did on the test(s), and how you can do better. This report tells you about your skills and gives information on how you can further develop them.

Applied Mathematics (Levels range from 3 to 7) **Level: 6** **Scale Score: 82**

You scored at Level 6. People achieving this level can set up and solve problems containing extraneous information or information presented out of logical order and involving multiple-step calculations on a mixture of whole numbers, fractions, decimals, or percentages. To improve your skills:

- apply ratios that involve a mixture of fractions and decimals, and perform multiple-step conversions that involve fractions and decimals.
- calculate multiple areas or volumes of rectangular solids, spheres, cylinders, and other complex shapes.
- check to see that each step of your calculations is correct, that you have solved the problem posed, and that your answer is reasonable.

We hope you find this WorkKeys information useful. If you have questions about these scores or about the WorkKeys system or skills, please contact WorkKeys (96), ACT, 2201 North Dodge Street, P. O. Box 168, Iowa City, IA 52243.

LS=Level Scores:
Use for selection, promotion, or other individual high-stakes purposes. For more information on Level Scores go to: <http://www.act.org/workkeys/pdf/forms/interp.pdf>

SS=Scale Scores:
Use to show growth over time and provide group comparisons in outcome measurement. Not intended for selection and hiring. Scale Score range: 50–90. For more information on Scale Scores go to: http://www.act.org/workkeys/pdf/scale_score_interp_guide.pdf

If you have completed three assessments, Applied Mathematics, Reading for Information and Locating Information, and received at least a level score of 3 for each test, you may qualify for a National Career Readiness Certificate. Go to www.MyWorkKeys.com to access your scores. An individual can obtain a certificate, and share testing information with potential employers at this site.

The score sheet gives the test name (Math, Reading, or Locating), your score level, and the levels that are possible, as well as giving you a brief idea of what skills you demonstrated and what you might want to work on in order to improve your skills. *

* *More information in Teacher Resource Guide*

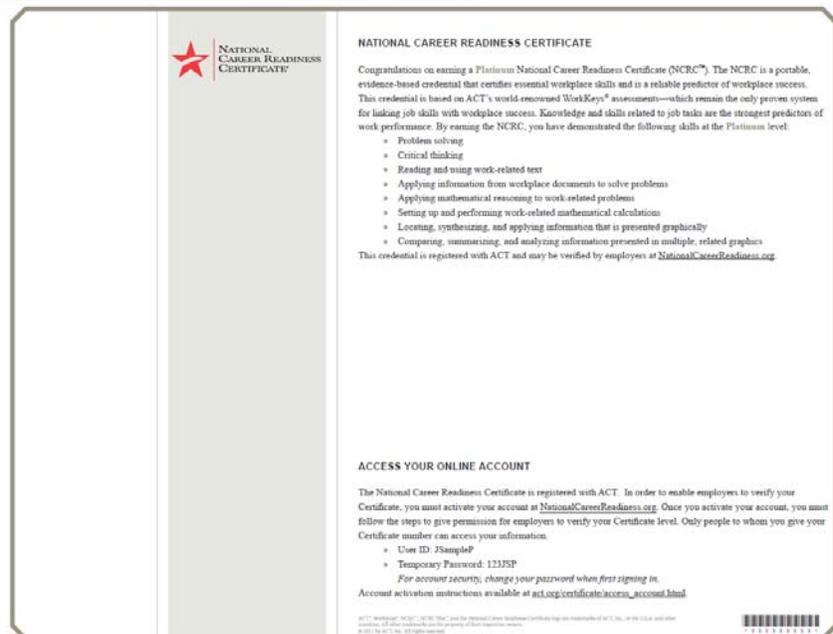
Your National Career Readiness Certificate (NCRC)

If you score at least level 3 on each test, you will also earn the NCRC!



Your NCRC has a registration number that is unique to you.

You may register your NCRC and allow employers or training programs to verify that you have those skills.



If your lowest WorkKeys score is	You will earn this NCRC	And your skills match this percentage of jobs in the WorkKeys database:
3	Bronze	35%
4	Silver	60%
5	Gold	85%
6	Platinum	100%

Use Your Scores

Once you see your scores, you can use them to search the WorkKeys database to find careers that match your skills. Here is an example of information you can get from the WorkKeys website at <http://www.act.org/workkeys/skillsearch.html>:

Search Jobs by Skills

Average WorkKeys Scores Needed by Job Title

Browse the [Applied Mathematics](#), [Locating Information](#), and [Reading for Information](#) scores required for different job titles.

Browse Job Titles: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#)

Job Title	Applied Mathematics	Locating Information	Reading for Information
Data Entry Keyers	3	4	4
Database Administrators	5	4	6
Dental Assistants	4	4	4
Dental Laboratory Technicians	3	3	3
Design Printing Machine Setters and Set-Up Operators	3	4	3
Dining Room and Cafeteria Attendants and Bartender Helpers	3	4	3
Dishwashers	3	4	3
Dispatchers, Except Police, Fire, and Ambulance	4	5	4

You may also search by using the KeyTrain online courseware search function:

Search Results

Click a column heading to sort results by that column. Click on a Job Title to see more details. Click on a skill level number shown in the table for details on that skill. If you didn't find what you were looking for, you can modify your search by editing the filter fields below and clicking the filter button.

Title	Cluster	Family	State	AK	4	4	4
Material Moving Workers, All Other	Technical	Manufacturing & Processing			4	4	4
Materials Inspectors	Science & Technology	Engineering & Technologies			4	4	4
Mechanical Engineering Technicians	Science & Technology	Engineering & Technologies			4	4	4
Mechanical Inspectors	Science & Technology	Engineering & Technologies			4	3	4
Medical and Health Services Managers	Social Service	Health Care			4	4	3
Medical Equipment Repairers	Technical	Mechanical & Electrical Specialties			3	3	4
Metal Fabricators, Structural Metal Products	Technical	Manufacturing & Processing			3	3	4
Metal Molding, Coremaking, and Casting Machine Operators and Tenders	Technical	Manufacturing & Processing			3	3	3
Metal Molding, Coremaking, and Casting Machine Setters and Set-Up Operators	Technical	Manufacturing & Processing			4	4	4
Metal Workers and Plastic Workers, All Other	Technical	Manufacturing & Processing			4	3	4
Metal-Refining Furnace Operators and Tenders	Technical	Manufacturing & Processing			3	3	4
Meter Mechanics	Technical	Manufacturing & Processing			3	3	3
Meter Readers, Utilities	Business Operations	Distribution & Dispatching			3	4	4
Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic	Technical	Manufacturing & Processing			3	4	4
Millwrights	Technical	Mechanical & Electrical Specialties			4	4	4
Mixing and Blending Machine Setters, Operators, and Tenders	Technical	Manufacturing & Processing			4	4	4
Mobile Heavy Equipment Mechanics, Except Engines	Technical	Mechanical & Electrical Specialties			3	3	3
Mold Makers, Hand	Technical	Manufacturing & Processing			3	3	3
Molding and Casting Workers	Technical	Manufacturing & Processing			4	3	4
Motorcycle Mechanics	Technical	Mechanical & Electrical Specialties			4	4	4

Not sure what career you might be interested in? Not sure what some of these careers are? Use the AKCIS program to find out more! It's FREE and it's FUN! In AKCIS, you can learn about your personal interests and work preferences to give you an idea of a wide variety of careers that may be a good fit for you. If you have not used AKCIS, ask your school counselor how to log in!

My scores match – may I quit school now?

Not so fast!! WorkKeys is only one piece of your career puzzle! You still need to get your high school diploma and fulfill other requirements, depending on your career choice, such as postsecondary training (apprenticeship, industry certification, occupational endorsement, 2 or 4 year degree, on-the-job training, military training, etc.), learn and demonstrate employability skills (getting to work on time, honesty, integrity, teamwork, communication skills, etc.), learn the technical skills required for your career, and be aware of special requirements such as drug tests or licensing requirements. Use WorkKeys as one valuable piece of information about yourself and the world of work as you are choosing your career path.

Use your WorkKeys scores with other career planning tools

Your career guidance counselor has some great tools for you to use in exploring different careers. You can use those tools along with your WorkKeys scores to find out what types of careers may be a good fit for you!

1. Career Clusters Inventory*

My top 3 Career Clusters are:

- 1. _____
- 2. _____
- 3. _____

2. Holland Code. *

My three-letter Holland Code is

3. My WorkKeys Scores (from your certificate or score reports)

Applied Math _____ Reading for Information _____ Locating Information _____

4. Look at the list of WorkKeys scores for each career cluster and find careers that match your career cluster and at least the first letter of your Holland Code. Compare the suggested WorkKeys scores to your actual scores. *

Career Title	Career Cluster	Applied Math	Locating Info.	Reading for Info.	Holland Code

5. Use AKCIS and the Career Clusters/Pathway materials to explore these occupations in-depth. (Related occupations; training necessary; estimated annual salary; training available in Alaska; high school courses to take; etc.)

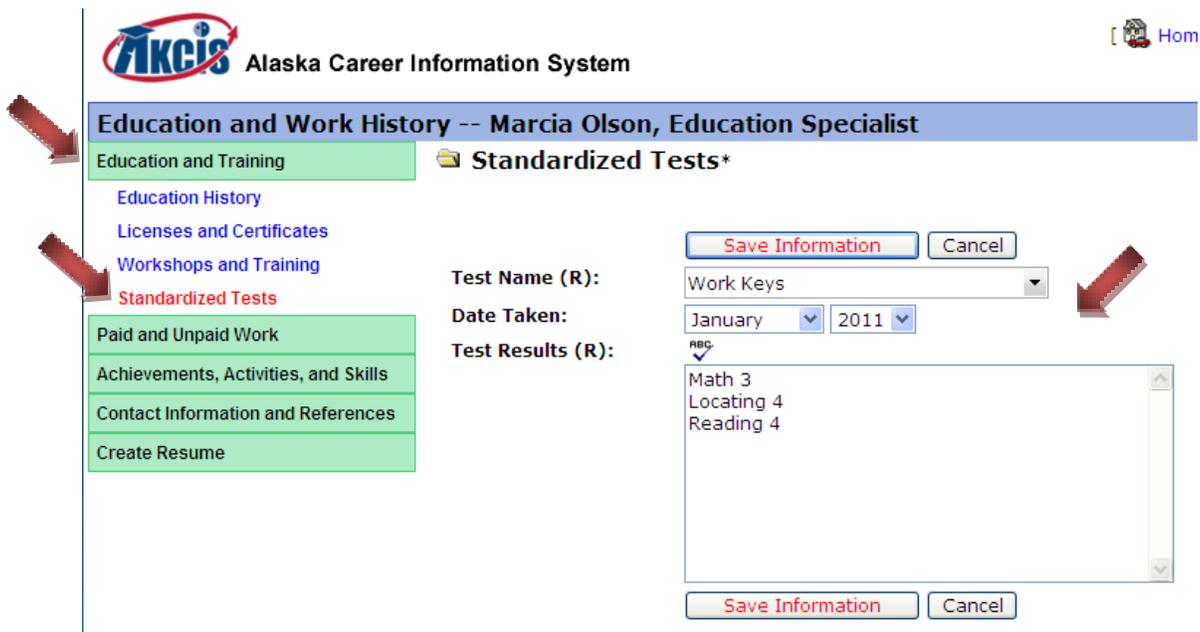
* More information in *Teacher Resource Guide*

Document Your WorkKeys Scores and NCRC in Your Personal Learning and Career Plan (PLCP)

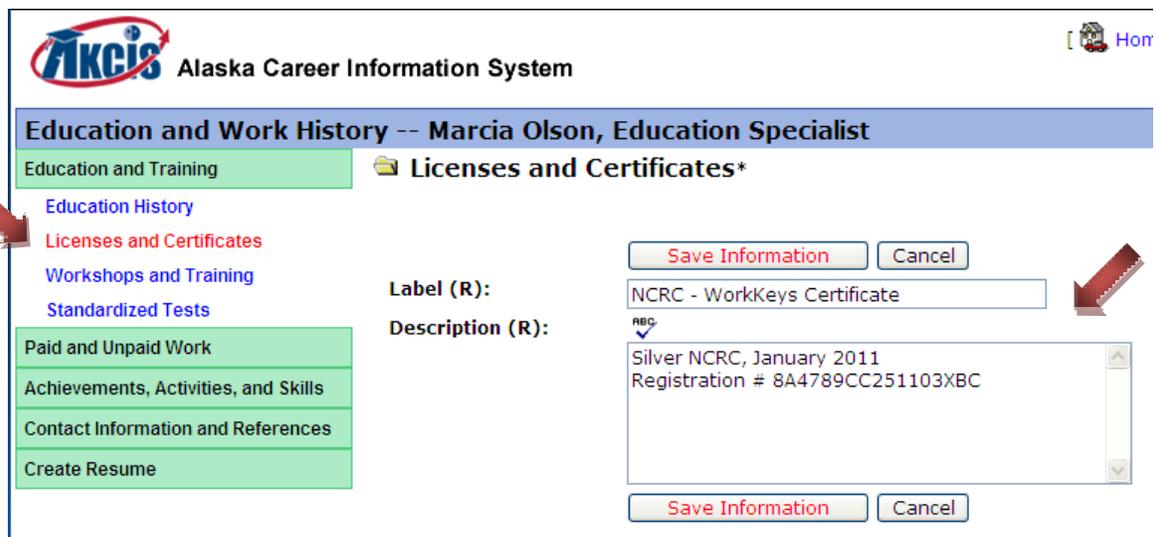
Your PLCP may be a piece of paper, a folder, a binder, an electronic portfolio, or a combination, depending on your school and district. * Here are three examples of a PLCP that shows your WorkKeys results.

1. AKCIS Portfolio (<http://www.akcis.org>)

Go to your AKCIS portfolio and choose My Education and Work History > Education and Training > Standardized Tests and > Licenses and Certificates.



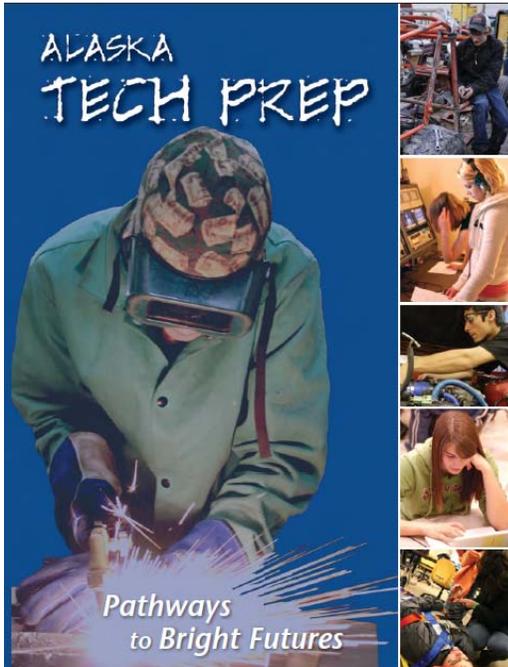
The screenshot shows the AKCIS Alaska Career Information System interface. The user is logged in as Marcia Olson, Education Specialist. The left sidebar has a tree view with 'Standardized Tests' selected. The main content area shows a form for adding a test. The 'Test Name (R):' dropdown is set to 'Work Keys'. The 'Date Taken:' is set to 'January 2011'. The 'Test Results (R):' text area contains 'Math 3', 'Locating 4', and 'Reading 4'. There are 'Save Information' and 'Cancel' buttons at the top and bottom of the form.



The screenshot shows the AKCIS Alaska Career Information System interface. The user is logged in as Marcia Olson, Education Specialist. The left sidebar has a tree view with 'Licenses and Certificates' selected. The main content area shows a form for adding a license or certificate. The 'Label (R):' text field contains 'NCRC - WorkKeys Certificate'. The 'Description (R):' text area contains 'Silver NCRC, January 2011' and 'Registration # 8A4789CC251103XBC'. There are 'Save Information' and 'Cancel' buttons at the top and bottom of the form.

* More information in Teacher Resource Guide

2. Tech Prep Folder



See your counselor to set up your personalized portfolio at AKCLSI

Student's Personal Learning and Career Plan

Choose a Career Cluster. For help go to <http://www.careertech.org/resources/clusters/interest-survey.html> or <http://www.akcis.intocareers.org/> to take an interest survey.

<input type="checkbox"/> Agr. Food & Natural Resources	<input type="checkbox"/> Government & Public Admin	<input type="checkbox"/> Law, Public Safety, Corrections & Security
<input type="checkbox"/> Arch & Construction	<input type="checkbox"/> Health Sciences	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Arts, A/V Technology & Comm	<input type="checkbox"/> Hospitality & Tourism	<input type="checkbox"/> Science, Tech, Engineering & Math
<input type="checkbox"/> Business Mgmt. & Admin	<input type="checkbox"/> Human Services	<input type="checkbox"/> Transportation, Distribution & Logistics
<input type="checkbox"/> Education & Training	<input type="checkbox"/> Information Technology	

ALASKA STATE GRADUATION REQUIREMENTS
(minimum)

DIRECTIONS: Check off the boxes as you complete your high school personal learning career plan.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 credits in English OR Language Arts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 credits in Social Science (1/2 credit in AK History)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 credits in Math
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 credits in Science
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 credit in Health OR Physical Education OR Health/Physical Education combination
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9 Elective Credits; includes Alaska Performance Scholarship (APS) and Career and Technical Education (CTE) courses

Alaska Performance Scholarship (APS) Additional Requirements 2011-2012

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 credits in Math
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 credits in Science
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 credit in Social Sciences OR World Language OR Fine Arts OR Cultural Heritage

(Note: you may qualify for APS levels 2 & 3 only with one less credit in math or science)

OR

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 credit in Math
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 credit in Science
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 credit in Social Science
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 credits in the same World Language

(Note: you may qualify for APS levels 2 & 3 only with one less credit of a world language)

For additional requirements go to: APS.alaska.gov
See your high school counselor or handbook for your district's additional requirements.

9th Grade		10th Grade			
SBA: <input type="checkbox"/> R <input type="checkbox"/> W <input type="checkbox"/> M		SBA: <input type="checkbox"/> R <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> S			
		HSQE: <input type="checkbox"/> R <input type="checkbox"/> W <input type="checkbox"/> M			
Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2

List career options based on your interests, abilities and/or skills. Helpful resources can be found at: <http://www.akcis.intocareers.org/> or <https://alexsys.labor.state.ak.us/>.

	11th Grade	12th Grade		Postsecondary Year 1		Postsecondary Year 2		
WorkKeys: <input type="checkbox"/> R <input type="checkbox"/> LI <input type="checkbox"/> M								
Accuplacer: <input type="checkbox"/>								
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
Accuplacer, Compass, WorkKeys, ACT and/or SAT								

3. Paper PLCP example*

HIGH SCHOOL PERSONAL LEARNING AND CAREER PLAN			
Name: _____			Year of Graduation: 20____
Email: _____			
Alaska Career Information System (AkCIS) Username & Password: _____			
Career Cluster (Check One)			
<input type="checkbox"/> Ag., Food, & Natural Resources	<input type="checkbox"/> Education & Training	<input type="checkbox"/> Hospitality & Tourism	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Architecture & Construction	<input type="checkbox"/> Finance	<input type="checkbox"/> Human Services	<input type="checkbox"/> Marketing
<input type="checkbox"/> Arts, A/V Tech. & Comm/	<input type="checkbox"/> Government & Public Admin.	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Science, Tech., Engineering & Math
<input type="checkbox"/> Business Mgt & Administration	<input type="checkbox"/> Health Science	<input type="checkbox"/> Public Safety, Corrections, Security	<input type="checkbox"/> Transportation, Distribution & Logistics
Beyond High School			
Check One:		Training/Education Planned	
<input type="checkbox"/> Apprenticeship		<input type="checkbox"/> Occupational Endorsement (OE)	
<input type="checkbox"/> 4 years or more (Bachelor's)		<input type="checkbox"/> Military	
<input type="checkbox"/> 2 years (Associate's)		<input type="checkbox"/> Other	
<input type="checkbox"/> Certificate			
Course Recommendations			
9th Semester 1	10th Semester 1	11th Semester 1	12th Semester 1
English	English	English	English
Math	Math	Math	Gov't / Economics
Science	Science	Science	Elective
AK Studies (before graduation)	World History	US History	Elective
PE	PE	Elective	Elective
Elective	Elective	Elective	Elective
9th Semester 2	10th Semester 2	11th Semester 2	12th Semester 2
English	English	English	English
Math	Math	Math	Gov't / Economics
Science	Science	Science	Elective
Health	World History	US History	Elective
PE	PE	Elective	Elective
Elective	Elective	Elective	Elective
Interests & Activities		Testing Information	Work or Volunteer Experience
		8 th grade SBA	R ___ W ___ M ___
		ACT EXPLORE (8 th or 9 th)	
		ACT PLAN (10 th)	
		HSGQE (10 th)	R ___ W ___ M ___
		WorkKeys® (11 th)	AM ___ RI ___ LI ___ NCRC ___
		PSAT	
		SAT	Verbal ___ Math ___ Writing ___
		ACT	Composite ___
Review History 8th - 9th	9th - 10th	10th - 11th	11th - 12th
Student Initials			
Parent Initials			
Counselor Initials			

* More information in Teacher Resource Guide

Show your WorkKeys scores and NCRC info in ALEXsys:

<https://alexsys.labor.state.ak.us/default.asp>

ALEXsys is Alaska’s “labor exchange system.” It is FREE and it allows you to create and post résumés, search for jobs, and contact employers who have job openings. Even if you are not looking for a job right now, you may create your ALEXsys account and update it as you get further training and experience.

The screenshot shows the ALEXsys web application interface. At the top left is the logo for ALEXsys, Alaska Department of Labor & Workforce Development. A navigation menu on the left includes links for Home, Logged in as: Olson, Marcia F, Log Off, Help, Quick Menu (Job Search, Resume Builder, My Background), Services for Individuals (Career Services, Job Seeker Services, Education Services, Labor Market Services), Other Services (My Individual Profile, My Home Page, Message Center, Assistance Center, Alaska Job Centers), and About This Site. The main content area is titled "Part II: Step 2 of 10" and contains a form for "Occupational License(s) - Certificate(s)". The form includes fields for Credential Type (Career Readiness Certificate), Career Readiness Certificate (Bronze Career Readiness Certificate), Other License or Complete Name, Certificate/License Number, Issuing Organization (ACT), Completion Date (01/2011), Expiration Date, Country (United States), and State (Alaska). A "Comments" field contains the text: "WorkKeys scores: Math 3, Locating 4, Reading 4".

Promote Yourself

Include Your NCRC with Job Applications

List your WorkKeys scores and your NCRC on your résumé and show them on your job applications. During a job interview, tell the prospective employer about your accomplishment and explain that your NCRC shows that you have demonstrated specific skills in math, reading, and locating information on the job. Your NCRC may make the difference between you and the next most qualified person!

Employers and training programs around the state are beginning to use and recognize WorkKeys and the NCRC in their application processes.

Here is a partial list of Alaska programs and employers who use WorkKeys – check the Alaska Career Ready website for updates at www.careerready.alaska.gov.

- British Petroleum (BP)
- Operating Engineers Apprenticeship program
- Breeze In, Juneau
- State of Alaska (various positions advertised on Workplace Alaska)
- Construction Academy programs
- Alaska Teamsters-Employer Service Training Trust Program
- Plumbers & Pipefitters Apprenticeship Program
- NANA Management Services (NMS)
- GCI
- ABC (Associated Builders and Contractors)
- AJEATT Inside Wireman Apprenticeship Program
- IBEW Apprenticeship Program
- Blood Bank of Alaska
- Reliable Transfer Corporation, Juneau
- Prestige Care and Rehabilitation Center, Anchorage
- First National Bank of Alaska, Anchorage
- Alaska Interstate Construction, LLC, Anchorage
- Hope Community Resources, Anchorage
- Job X, Juneau
- Glacier Gardens, Juneau
- Sealaska, Juneau

Even if you are applying for a program or an employer who is NOT on this list, include your NCRC and WorkKeys scores in your application materials as proof that you have mastered skills that employers ask for in their employees!

Create and Share Your Certificate Online

If you earned a Bronze, Silver, Gold, or Platinum NCRC, take a few minutes to create a free account with ACT online. This will allow you to give a website link to an employer or a postsecondary institution to verify your certificate. Creating your account is FREE and easy – follow these instructions*:

The screenshot shows the ACT National Career Readiness Certificate website. The top navigation bar includes 'The ACT Test', 'Education', 'Workforce', 'International', and 'Research'. Below this, there are links for 'Overview', 'About', 'Resources', 'Contact Us', 'Verify A Certificate', and 'Log In'. The main content area is titled 'Creating a New Account' and lists six steps: 1. Go to the login screen and click on "Create a New Account" (Show me); 2. Complete Required Information (Show me); 3. After the form is completed, a registration confirmation screen will appear (Show me); 4. Once you've used the activation link, you can log in (Show me); 5. You may now view your account homepage (Show me); 6. Update Match Criteria (if applicable) (Show me). Below this is a section titled 'Ordering and Sharing The Certificate' with three steps: 7. Create your Certificate (Show me); 8. Share your Certificate electronically (Show me), with a note: 'Please Note: ACT does not release any information until you have authorized it. Employers will not be able to verify your Certificate details until you have shared your Certificate.'; 9. Order a paper Certificate (Show me). At the bottom, there is a link to download a print version of the guide (PDF, 9 pages, 686KB) and a blue button that says 'Log in to order or share The Certificate'.

For more details and to see the “Show Me” screenshots, go to http://www.act.org/certificate/create_account.html. Or you may download a 9-page instruction manual at <http://www.act.org/certificate/pdf/CreateAccount.pdf>.

* *More information in Teacher Resource Guide*

Find Out if You Qualify for an Alaska Performance Scholarship (APS)

If your WorkKeys scores are at least Level 5 on all three tests, and if you will be attending a Career and Technical Education certificate program after high school, you may qualify for an APS on the basis of your WorkKeys scores[^]. You must also meet the GPA and course requirements.

Students can receive up to eight semesters of APS aid within six years of high school graduation.

For students who complete the APS curriculum required for their high school graduating class, there are three maximum award levels, determined by a combination of the student's high school GPA and score on a college-entrance or career-readiness examination.*

Level 1	Level 2	Level 3
Up to \$4,755 per year	Up to \$3,566 per year	Up to \$2,378 per year
Collegiate & CTE* Award high school GPA 3.5 ACT – 25 or SAT – 1680	Collegiate & CTE* Award high school GPA 3.0 ACT – 23 or SAT – 1560	Collegiate & CTE* Award high school GPA 2.5 ACT – 21 or SAT – 1450
or	or	or
CTE* Award only high school GPA 3.5 WorkKeys – 5 in Math, Reading, and Locating Information	CTE* Award only high school GPA 3.0 WorkKeys – 5 in Math, Reading, and Locating Information	CTE* Award only high school GPA 2.5 WorkKeys – 5 in Math, Reading, and Locating Information

*A student may become eligible for a collegiate award or a career and technical education (CTE) award at varying levels. **A student cannot receive both awards simultaneously.** By qualifying with ACT and/or SAT scores, a student will be eligible to pursue either a collegiate or career and technical program. If qualifying solely with WorkKeys scores, a student will only be eligible for the CTE award. The CTE award can be used for attendance in a career and technical education certificate program, but not for a degree program. Either award can be used for a related approved program offered at any participating institution.

[^] **Current as of publication date, but subject to change.**
Please see www.aps.alaska.gov for up-to-date information.

See your school counselor and visit www.aps.alaska.gov for more information.

* *More information in Teacher Resource Guide*

Improve Your Scores and Your Skills

Want to Improve Your Scores?

All Alaska high school juniors must take the WorkKeys assessments. You may retake WorkKeys during your senior year if you wish. There is no charge to you or your parents to take WorkKeys in your junior year and to retake the tests once in your senior year. Contact your school guidance counselor or principal for testing dates and registration.

KeyTrain/Career Ready 101 Practice Program

Take advantage of the FREE, fun, online program called KeyTrain/Career Ready 101 to practice your skills and give yourself a chance to get great WorkKeys scores. You may use the program wherever you have Internet access. See your school's guidance counselor or principal for login information.



For more information –

- Visit your high school guidance counselor or advisor
- Talk with your parents
- Use AKCIS to develop your Personal Learning and Career Plan
- Visit the Alaska Career Ready website at

www.careerready.alaska.gov

Good luck on your next steps to a successful future!