



# NATIONAL CAREER READINESS CERTIFICATE®

The State of **Alaska** awards a

**PLATINUM**

National Career Readiness Certificate to

*Joseph P. Sample*

In recognition of verified skills in Applied Mathematics,  
Locating Information, and Reading for Information

ALASKA  
CAREER  READY

Certificate #J102E3SAMPLE  
Issue Date 6/30/11

**ACT**®



# NATIONAL CAREER READINESS CERTIFICATE®

## ⇨ SHARE YOUR CERTIFICATE WITH EMPLOYERS

You must make your certificate public to allow employers to verify online.

Log in at [NationalCareerReadiness.org](http://NationalCareerReadiness.org) to activate your account.

- User ID: JSampleP
- Temporary Password: 123456JP  
*For account security, change your password when first signing in.*

Account activation and sharing instructions available at [act.org/certificate/access\\_account.html](http://act.org/certificate/access_account.html)

The WorkKeys® system permits a direct comparison of the level of skills needed to perform a job with the level of skills an individual currently demonstrates. The WorkKeys-powered Career Readiness Certificate shows that an individual has achieved a level of performance across a range of skills which, in combination, establish the person's readiness to enter a percentage of the jobs available as documented by the thousands of jobs in the ACT occupational profile database. The individual named on the face of this certificate has demonstrated the following proficiencies.

### Applied Mathematics

Solve straightforward, basic problems requiring math operations; describe situations that require interchange of fractions, decimals, and percents to make sense; and manipulate simple money and time units to provide services or information.

Put information in the right order to solve problems requiring one- or two-step math operations; and use averages, ratios, proportions, rates, and fractions to describe situations and report information.

Perform several steps of logic and calculations; decide how to solve a problem; look up and use the correct formula; identify a best deal; calculate percent discounts and markups; and solve two-dimensional geometric problems to describe and analyze work situations.

Translate complex verbal to mathematical expressions, perform multistep calculations, convert between systems of measure, check for errors, and solve two- and three-dimensional geometric problems to analyze and evaluate work situations.

### Locating Information

Find or fill in basic information in a simple bar graph, table, or pie chart to comprehend work-related issues and problems.

Find several pieces of information in straightforward charts, tables, and diagrams; summarize information; and identify trends in order to comprehend and analyze work-related issues and problems.

Sort through distracting information to identify and compare trends in detailed tables, maps, instrument gauges, graphs, and blueprints in order to analyze and interpret work situations.

Apply information from complicated tables, diagrams, timelines, and blueprints in order to draw conclusions and make decisions.

### Reading for Information

Read and understand concise work-related documents, such as memos and announcements, in order to follow instructions and apply basic rules and information to workplace situations.

Read and understand work-related documents, such as procedures, policies, and notices, in order to follow instructions and apply important details and conditional information to workplace situations.

Read and understand work-related documents, such as technical manuals, in order to use the context to comprehend unfamiliar terms and jargon and to apply complex instructions to new workplace situations.

Read and understand complex work-related documents, such as policies and regulatory materials, in order to analyze the rationale behind policies, generalize information to other circumstances, and follow complicated procedures.

This credential is registered with ACT in the National Career Readiness database and may be verified at [www.MyWorkKeys.com](http://www.MyWorkKeys.com).

If you have questions, call 1-800/WORKKEY.

