ACT Inc./WorkKeys National Career Readiness Certificate Assessment

Credential Source Contact information

Source Company Name: ACT Inc.
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Website: act.org

Credential Contractor

Credential Contractor: Same as source
Contact: Same as source
Phone: Same as source
Email: Same as source

Test Administration

Test Site

- School: Online
- School: Paper/Pencil
- Testing facility

Can the instructor take this test?: Yes

Time allowed (minutes): Applied Math, 55 minutes; Graphic Literacy, 55 minutes; Workplace Documents, 55 minutes.

Passing score (percent): The National Career Readiness Certificate is awarded at four levels based upon test performance across the three WorkKeys assessments. Scores are reported as Level scores and range from 3 to 7. Examinee performance is also represented by scale scores, which provide a more granular measure of performance.

The certificates are awarded as follows:

- Bronze (achieved when the examinee earns at least a Level 3 score on each of three assessments);
- Silver (achieved when the examinee earns at least a Level 4 score on each of three assessments);
- Gold (achieved when the examinee earns at least a Level 5 score on each of three assessments); and
- Platinum (achieved when the examinee at least a Level 6 score on each of three assessments).

Cost Per Test: $12 per test; $36 for all three tests plus test proctor fee, which varies across testing centers.

Additional information: WorkKeys assessments are all multiple choice items, so some accommodations listed are not applicable.
Possible Preparatory Courses

Accounting (6320/36 weeks)
Accounting, Advanced (6321/36 weeks)
Advanced Drawing and Design (8438/36 weeks)
Advertising Design I (8570/36 weeks, 140 hours)
Advertising Design II (8571/36 weeks, 280 hours)
Aerospace Engineering (PLTW) (8428/36 weeks)
Aerospace Technology I (8487/36 weeks)
Aerospace Technology II (8488/36 weeks)
Agricultural Business Fundamentals I (8022/36 weeks)
Agricultural Business Management III (8026/36 weeks)
Agricultural Business Operations II (8024/36 weeks)
Agricultural Education--Development (8053/36 weeks)
Agricultural Education--Preparation (8050/36 weeks)
Agricultural Fabrication and Emerging Technologies (8019/36 weeks)
Agricultural Power Systems (8018/36 weeks)
Agricultural Power Systems, Advanced (8020/36 weeks)
Agricultural Production Technology (8010/36 weeks)
Agricultural Structural Systems (8017/36 weeks)
Air Force JROTC I (AF7913/36 weeks)
Air Force JROTC II (AF7916/36 weeks)
Air Force JROTC III (AF7918/36 weeks)
Air Force JROTC IV (AF7919/36 weeks)
Air Traffic Controller (8734/36 weeks, 280 hours)
Aircraft Pilot Training I (8731/36 weeks, 140 hours)
Aircraft Pilot Training II (8732/36 weeks, 280 hours)
Applied Agricultural Concepts (8073/36 weeks)
Architectural Drawing and Design (8437/36 weeks)
Army JROTC I (AR7913/36 weeks)
Army JROTC II (AR7916/36 weeks)
Army JROTC III (AR7918/36 weeks)
Army JROTC IV (AR7919/36 weeks)
Auto Body Technology I (8676/36 weeks, 140 hours)
Auto Body Technology II (8677/36 weeks, 280 hours)
Auto Body Technology III (8678/36 weeks, 280 hours)
Automotive Technology I (8506/36 weeks, 280 hours)
Automotive Technology I (MLR 3-Year Program) (8502/36 weeks, 140 hours)
Automotive Technology II (8507/36 weeks, 280 hours)
Automotive Technology III (8508/36 weeks, 280 hours)
Aviation Maintenance Technology I (8728/36 weeks, 280 hours)
Aviation Maintenance Technology II (8729/36 weeks, 280 hours)
Aviation Operations Management (8730/36 weeks, 280 hours)
Basic Small Engine Repair (8724/36 weeks, 140 hours)
Beauty Salon Assistant (8546/36 weeks)
Biological Applications in Agriculture (8086/36 weeks)
Biomedical Engineering (8467/36 weeks)
Biomedical Innovation (PLTW) (8382/36 weeks)
Biomedical Technician (8347/36 weeks)
Biotechnology Applications in Agriculture (8087/36 weeks)
Biotechnology Foundations in Agriculture (8087/36 weeks)
Biotechnology Foundations in Health and Medical Sciences (8344/36 weeks)
Biotechnology Foundations in Technology Education (8468/36 weeks)
Building Management I (8590/36 weeks, 140 hours)
Building Management II (8591/36 weeks, 280 hours)
Building Management III (8592/36 weeks, 280 hours)
Building Trades I (8515/36 weeks, 140 hours)
Building Trades II (8516/36 weeks, 280 hours)
Business Individualized Program (Development) (6746/36 weeks)
Business Law (6131/36 weeks)
Business Management (6135/36 weeks)
Cabinetmaking I (8604/36 weeks, 140 hours)
Cabinetmaking II (8605/36 weeks, 280 hours)
Career Investigations (9070/36 weeks)
Career Strategies (9071/36 weeks)
Career, Community and Family Connections (8282/36 weeks)

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Carpentry I (8601/36 weeks, 140 hours)
Carpentry II (8602/36 weeks, 280 hours)
Carpentry III (8603/36 weeks, 280 hours)
Child Development and Parenting (8232/36 weeks)
Civil Engineering and Architecture (PLTW) (8430/36 weeks)
Commercial Photography I (8607/36 weeks, 140 hours)
Commercial Photography II (8608/36 weeks, 280 hours)
Communication Systems (8415/36 weeks)
Community Forestry and Tree Management (8048/36 weeks)
Computer Information Systems (6612/36 weeks)
Computer Information Systems, Advanced (6613/36 weeks)
Computer Integrated Manufacturing (PLTW) (8442/36 weeks)
Computer Network Software Operations (6650/36 weeks)
Computer Network Software Operations, Advanced (6651/36 weeks)
Computer Systems Technology I (8622/36 weeks, 140 hours)
Computer Systems Technology II (8623/36 weeks, 280 hours)
Construction Technology (8431/36 weeks)
Cosmetology I (8527/36 weeks, 280 hours)
Cosmetology I (2-year Program) (8745/36 weeks, 420 hours)
Cosmetology II (8528/36 weeks, 280 hours)
Cosmetology II (2-year Program) (8746/36 weeks, 420 hours)
Cosmetology III (8529/36 weeks, 280 hours)
Criminal Justice I (8702/36 weeks, 140 hours)
Criminal Justice II (8703/36 weeks, 280 hours)
Culinary Arts I (8275/36 weeks, 280 hours)
Culinary Arts II (8276/36 weeks, 280 hours)
Culinary Arts Specialization (8279/36 weeks)
Cybersecurity in Manufacturing (8499/36 weeks)
Cybersecurity in Manufacturing, Advanced (8496/36 weeks)
Cybersecurity Network Systems (8630/36 weeks)
Cybersecurity Software Operations (6304/36 weeks)
Cybersecurity Software Operations, Advanced (6306/36 weeks)
Cybersecurity Systems Technology (8628/36 weeks, 140 hours)
Cybersecurity Systems Technology, Advanced (8629/36 weeks, 280 hours)
Database Design and Management (Oracle) (6660/36 weeks)
Database Design and Management with PL/SQL (Oracle) (6662/36 weeks)
Dental Careers I (8328/36 weeks, 280 hours)
Dental Careers II (8329/36 weeks, 280 hours)
Design, Multimedia, and Web Technologies (6630/36 weeks)
Design, Multimedia, and Web Technologies, Advanced (6631/36 weeks)
Diesel Equipment Technology I (8613/36 weeks, 280 hours)
Diesel Equipment Technology II (8614/36 weeks, 280 hours)
Diesel Equipment Technology III (8615/36 weeks, 280 hours)
Digital and Social Media Marketing (8125/36 weeks)
Digital Applications (6611/36 weeks)
Digital Electronics (PLTW) (8440/36 weeks)
Digital Visualization (8459/36 weeks)
Drafting I (8530/36 weeks, 140 hours)
Drafting II (8531/36 weeks, 280 hours)
Drafting III (8532/36 weeks, 280 hours)
Early Childhood, Education, and Services I (8285/36 weeks, 280 hours)
Early Childhood, Education, and Services II (8286/36 weeks, 280 hours)
Ecology and Environmental Management (8046/36 weeks)
Economics and Personal Finance (6120/36 weeks)
Education for Employment I--Development (9085/36 weeks)
Education for Employment I--Preparation (9078/36 weeks)
Education for Employment II--Development (9087/36 weeks)
Education for Employment II--Preparation (9080/36 weeks)
Electricity I (8533/36 weeks, 140 hours)
Electricity II (8534/36 weeks, 280 hours)
Electricity III (8535/36 weeks, 280 hours)
Electronics Systems I (8416/36 weeks)
Electronics Systems II (8412/36 weeks)
Electronics Systems III (8413/36 weeks)
Electronics Technology (8537/36 weeks, 280 hours)
Electronics/Industrial Robotics Technology (8547/36 weeks, 140 hours)
Emergency Medical Responder (8336/36 weeks)
Emergency Medical Technician I (8333/36 weeks)
Emergency Medical Technician II (8334/36 weeks)
Emergency Medical Technician III (8335/36 weeks)
Energy and Power (8448/36 weeks)
Energy Demand: Sustainability and Efficiency (ED8411/36 weeks)
Energy Supply: Sustainability and Efficiency (ES8411/36 weeks)
Energy Transmission and Distribution, Advanced (TD8411/36 weeks)
Engineering Analysis and Applications II (8451/36 weeks)
Engineering Concepts and Processes III (8452/36 weeks)
Engineering Design and Development (PLTW) (8443/36 weeks)
Engineering Drawing and Design (8436/36 weeks)
Engineering Explorations I (8450/36 weeks)
Engineering Practicum IV (8453/36 weeks)
Engineering Studies (8491/36 weeks)
Entrepreneurship (9093/36 weeks)
Entrepreneurship, Advanced (9094/36 weeks)
Equine Science (8080/36 weeks)
Equine Science, Advanced (8094/36 weeks)
Family and Human Services I (8264/36 weeks, 280 hours)
Family and Human Services II (8265/36 weeks, 280 hours)
Family Relations (8225/36 weeks)
Fashion Careers I (8280/36 weeks, 280 hours)
Fashion Careers II (8281/36 weeks, 280 hours)
Fashion Marketing (8140/36 weeks)
Fashion Marketing, Advanced (8145/36 weeks)
Firefighting I (8705/36 weeks, 280 hours)
Firefighting II (8706/36 weeks, 140 hours)
Fisheries and Wildlife Management (8041/36 weeks)
Floral Design I (8055/36 weeks)
Floral Design II (8056/36 weeks)
Floriculture (8038/36 weeks)
Food Science and Dietetics (8239/36 weeks)
Forestry Management (8042/36 weeks)
Forestry Management, Advanced (8044/36 weeks)
Foundations of Agriculture, Food, and Natural Resources (8006/36 weeks)
Fundamentals of Power Generation (FD8411/36 weeks)
Geospatial Technology I (8423/36 weeks)
Geospatial Technology II (8424/36 weeks)
Global Logistics and Enterprise Systems I (8419/36 weeks)
Global Logistics and Enterprise Systems II (8422/36 weeks)
GRADS (Graduation, Reality, and Dual-Role Skills): Family Focus (8278/36 weeks)
GRADS (Graduation, Reality, and Dual-Role Skills): Work Focus (8213/36 weeks)
Graphic Communications Systems (8458/36 weeks)
Graphic Imaging Technology I (8660/36 weeks, 140 hours)
Graphic Imaging Technology II (8661/36 weeks, 280 hours)
Greenhouse Plant Production and Management (8035/36 weeks)
Health Assisting Careers (8331/36 weeks)
Heating, Ventilation, Air Conditioning, and Refrigeration I (8503/36 weeks, 140 hours)
Heating, Ventilation, Air Conditioning, and Refrigeration II (8504/36 weeks, 280 hours)
Home Health Aide (8364/36 weeks)
Horticulture Sciences (8034/36 weeks)
Hospitality, Tourism, and Recreation I (8202/36 weeks, 280 hours)
Hospitality, Tourism, and Recreation II (8203/36 weeks, 280 hours)
Human Body Systems (PLTW) (8380/36 weeks)
Imaging Technology (8455/36 weeks)
Independent Living (8219/36 weeks)
Industrial Maintenance Technology I (8575/36 weeks, 140 hours)
Industrial Maintenance Technology II (8576/36 weeks, 280 hours)
Industrial Robotics Technology (8558/36 weeks, 280 hours)
Information Technology Fundamentals (6670/36 weeks)
Interior Design I (8295/36 weeks, 280 hours)
Interior Design II (8296/36 weeks, 280 hours)
International Baccalaureate Business Management (IB6135/36 weeks)
International Baccalaureate Design Technology I (IB4585/36 weeks)
International Baccalaureate Design Technology II (IB4586/36 weeks)
International Baccalaureate Information Technology in a Global Society (IB6613/36 weeks)
Introduction to Animal Systems (8008/36 weeks)
Introduction to Culinary Arts (8250/36 weeks)
Introduction to Early Childhood, Education, and Services (8234/36 weeks)
Introduction to Energy Transmission and Distribution (IT8411/36 weeks)
Introduction to Engineering Design (PLTW) (8439/36 weeks)
Introduction to Family and Human Services (8238/36 weeks)
Introduction to Fashion Careers (8248/36 weeks)
Introduction to Health and Medical Sciences (8302/36 weeks)
Introduction to Health and Medical Sciences (8301/18 weeks)
Introduction to Hospitality, Tourism, and Recreation (8259/36 weeks)
Introduction to Interior Design (8255/36 weeks)
Introduction to Marketing (8110/36 weeks)
Introduction to Natural Resources and Ecology Systems (8040/36 weeks)
Introduction to Plant Systems (8007/36 weeks)
Introduction to Power, Structural, and Technical Systems (8016/36 weeks)
Introduction to Virginia Teachers for Tomorrow (9060/18 weeks)
Introduction to Virginia Teachers for Tomorrow (9061/36 weeks)
Java Programming (Oracle) (6661/36 weeks)
Landscaping I (8036/36 weeks)
Landscaping II (8039/36 weeks)
Leadership Development (9097/36 weeks)
Legal Administration (6735/36 weeks)
Life Planning (8227/36 weeks)
Livestock Production Management (8012/36 weeks)
Lodging Management (formerly Hotel Management and Operations) (8159/36 weeks)
Manufacturing Systems I (8425/36 weeks)
Manufacturing Systems II, Advanced (8427/36 weeks)
Marine Corps JROTC I (MC7913/36 weeks)
Marine Corps JROTC II (MC7916/36 weeks)
Marine Corps JROTC III (MC7918/36 weeks)
Marine Corps JROTC IV (MC7919/36 weeks)
Marine Service Technology I (8750/36 weeks, 140 hours)
Marine Service Technology II (8751/36 weeks, 280 hours)
Marketing (8120/36 weeks)
Marketing Management (8132/36 weeks)
Marketing, Advanced (8130/36 weeks)
Masonry I (8512/36 weeks, 140 hours)
Masonry II (8513/36 weeks, 280 hours)
Masonry III (8514/36 weeks, 280 hours)
Master Barber I (8740/36 weeks, 280 hours)
Master Barber I (Two-year Program) (8743/36 weeks, 420 hours)
Master Barber II (8741/36 weeks, 280 hours)
Master Barber II (Two-year Program) (8744/36 weeks, 420 hours)
Master Barber III (8742/36 weeks, 280 hours)
Materials and Processes Technology (8433/36 weeks)
Mechatronics I (8554/36 weeks)
Mechatronics II (8555/36 weeks)
Mechatronics III (8556/36 weeks)
Medical Administration (6730/36 weeks)
Medical Assistant I (8345/36 weeks, 280 hours)
Medical Assistant II (8346/36 weeks, 280 hours)
Medical Coding and Billing I (8388/36 weeks)
Medical Coding and Billing II (8389/36 weeks)
Medical Interventions (PLTW) (8381/36 weeks)
Medical Laboratory Technology I (8377/36 weeks)
Medical Laboratory Technology II (8378/36 weeks)
Medical Terminology (8383/36 weeks)
Medical Terminology (8384/18 weeks)
Mental Health Assisting Careers (8332/36 weeks, 280 hours)
Modeling and Simulation Technology (8460/36 weeks)
Motorsports Technology I (8509/36 weeks, 140 hours)
Motorsports Technology II (8510/36 weeks, 280 hours)
Motorsports Technology III (8511/36 weeks, 280 hours)
Nail Technician I (8692/36 weeks, 140 hours)
Nail Technician II (8693/36 weeks, 140 hours)
Navy JROTC I (NA7913/36 weeks)
Navy JROTC II (NA7916/36 weeks)
Navy JROTC III (NA7918/36 weeks)
Navy JROTC IV (NA7919/36 weeks)
Nurse Aide I (8360/36 weeks, 280 hours)
Nurse Aide I Condensed (8355/36 weeks, 140 hours)
Nurse Aide II (8362/36 weeks, 280 hours)
Nurse Aide II Condensed (8356/36 weeks, 140 hours)
Nutrition and Wellness (8229/36 weeks)
Office Administration (6621/36 weeks)
Office Specialist I_Preparation (6740/36 weeks)
Office Specialist II_Preparation (6741/36 weeks)
Office Specialist III_Preparation (6742/36 weeks)
Operating the Farm Business (8014/36 weeks)
Opportunities in Global Trade (8135/36 weeks)
Opportunities in Global Trade, Advanced (8136/36 weeks)
Outdoor Recreation, Parks, and Tourism Systems Management (8043/36 weeks)
Personal Finance (6121/18 weeks)
Personal Living and Finances (3120/36 weeks)
Personal Living and Finances (3120/36 weeks)
Pharmacy Technician I (8305/36 weeks, 140 hours)
Pharmacy Technician II (8306/36 weeks, 280 hours)
Physical/Occupational Therapy I (8365/36 weeks, 280 hours)
Physical/Occupational Therapy II (8366/36 weeks, 280 hours)
Plumbing I (8551/36 weeks, 140 hours)
Plumbing II (8552/36 weeks, 280 hours)
Power and Transportation (8445/36 weeks)
Power Generation Design and Function (PG8411/36 weeks)
Practical Nursing III (8359/36 weeks, 420 hours)
Precision Machining Technology I (8539/36 weeks, 140 hours)
Precision Machining Technology II (8540/36 weeks, 280 hours)
Principles of Business and Marketing (6115/36 weeks)
Principles of Engineering (PLTW) (8441/36 weeks)
Principles of Technology I (9811/36 weeks)
Principles of Technology II (9812/36 weeks)
Principles of the Biomedical Sciences (PLTW) (8379/36 weeks)
Production Systems (8447/36 weeks)
Programming (6640/36 weeks)
Programming, Advanced (6641/36 weeks)
Public Safety I (8700/36 weeks, 140 hours)
Public Safety II (8701/36 weeks, 280 hours)
Radio Communications I (8640/36 weeks, 140 hours)
Radio Communications II (8641/36 weeks, 280 hours)
Radiologic Technology I (8375/36 weeks)
Radiologic Technology II (8376/36 weeks)
Respiratory Therapy I (8372/36 weeks)
Respiratory Therapy II (8373/36 weeks)
Sheet Metal I (8663/36 weeks, 140 hours)
Sheet Metal II (8664/36 weeks, 280 hours)
Small Animal Care I (8083/36 weeks)
Small Animal Care II (8084/36 weeks)
Small Engine Repair (8082/36 weeks)
Small Engine Technology I (8725/36 weeks, 140 hours)
Small Engine Technology II (8726/36 weeks, 280 hours)
Sports and Entertainment Management (8177/36 weeks)
Sports and Entertainment Marketing (8175/36 weeks)
Sports Medicine I (7660/36 weeks, 280 hours)

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Sports Medicine I Condensed (8316/36 weeks, 140 hours)
Sports Medicine II (7662/36 weeks, 280 hours)
Sports Medicine II Condensed (8317/36 weeks, 140 hours)
Sterile Processing Technician (8367/36 weeks)
Surgical Technologist I (8351/36 weeks, 420 hours)
Surgical Technologist II (8352/36 weeks, 420 hours)
Technical Drawing and Design (8435/36 weeks)
Technology Assessment (8407/36 weeks)
Technology Education--Development (8471/36 weeks)
Technology Education--Preparation (8469/co-op not available/36 weeks)
Technology Foundations (8403/36 weeks)
Technology of Robotic Design (8421/36 weeks)
Technology Transfer (8405/36 weeks)
Telecommunications I (8650/36 weeks, 140 hours)
Telecommunications II (8651/36 weeks, 280 hours)
Television and Media Production I (8688/36 weeks, 140 hours)
Television and Media Production II (8689/36 weeks, 280 hours)
Television and Media Production III (8690/36 weeks, 280 hours)
Travel and Tourism Marketing (formerly Opportunities in Hospitality and Tourism) (8139/36 weeks)
Travel, Tourism, and Destination Marketing (formerly Travel and Tourism Marketing and Sales) (8169/36 weeks)
Turfgrass Management (8051/36 weeks)
Turfgrass Management, Advanced (8054/36 weeks)
Utility/Heavy Construction I (8616/36 weeks, 140 hours)
Utility/Heavy Construction II (8617/36 weeks, 280 hours)
Veterinary Science I (8088/36 weeks, 140 hours)
Veterinary Science II (8089/36 weeks, 140 hours)
Video and Media Technology (8497/36 weeks)
Virginia Teachers for Tomorrow I (9062/36 weeks)
Virginia Teachers for Tomorrow I (9062/36 weeks)
Virginia Teachers for Tomorrow II (9072/36 weeks)
Virginia Teachers for Tomorrow II (9072/36 weeks)
Vision Care Technician I (8397/36 weeks)
Vision Care Technician II (8398/36 weeks)
Welding I (8672/36 weeks, 140 hours)
Welding II (8673/36 weeks, 280 hours)
Welding III (8674/36 weeks, 280 hours)

Accommodations: Students with Disabilities

Timing
- Multiple test sessions ................................................................. Yes
- Time of day .................................................................................. Yes
- Order of tasks ................................................................................. Yes
- Planned breaks during test ............................................................ Yes

Setting
- Test location .................................................................................. Yes
- Adaptive or special furniture ......................................................... Yes
- Special lighting .............................................................................. Yes

Presentation
- Written directions accompanying oral directions ...................... Yes
- Specific verbal prompts ................................................................. Yes
- Visual aids .................................................................................... Yes
- Amplification equipment ............................................................... Yes
- Headphones, earmuffs, or earplugs ................................................. Yes
- Large-print test ............................................................................. Yes
- Braille test .................................................................................... Yes
- Read-aloud test ............................................................................. Yes
- Audio test ..................................................................................... Yes
- Interpreting/translating testing directions ...................................... Yes
- Interpreting/translating the test ..................................................... Yes

Response
- Enlarged copy of the answer document ........................................ Yes
- Communication board or choice cards ........................................ Yes
- Examiner records responses ......................................................... Yes
- Brailler .......................................................................................... No
- Word processor or word processor with speech-to-text ................ Yes
- Augmentative communication device .......................................... Yes
Word prediction software .................................................................................................................. No
Spelling aids ........................................................................................................................................ No
English dictionary ............................................................................................................................... No
Dictation using a recording device ..................................................................................................... No
Dictation to a scribe ............................................................................................................................. No
Read back student response .............................................................................................................. No
Calculator and arithmetic tools ........................................................................................................ Yes
Calculator with additional functions .................................................................................................. No
Math aids ................................................................................................................................................ Yes
Dry erase board ...................................................................................................................................... No
Additional writing implements ........................................................................................................... Yes

Accommodations: English Learners

Audio test ................................................................................................................................................ Yes
Bilingual dictionary ............................................................................................................................... No
Dictation to scribe ................................................................................................................................... Yes
English dictionary ................................................................................................................................. No
Examiner records responses ................................................................................................................... Yes
Flexible schedule ................................................................................................................................. Yes
Multiple test sessions ............................................................................................................................ Yes
Read-aloud test ......................................................................................................................................... Yes
Test directions delivery .......................................................................................................................... Yes
Visual aids ................................................................................................................................................ No