Workplace Readiness Skills For the Commonwealth Examination

Credential Source Contact information

Source Company Name: Career and Technical Education Consortium of States  
Contact: Darren Morris, instructional designer  
Phone: 804-543-6094  
Email: dmorris@ctecs.org  
Website: https://www.ctecs.org/virginia/virginia-overview

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

Can the instructor take this test?: No

Time allowed (minutes): 60 minutes with extended time (90 minutes) for accommodations

Passing score (percent): 75

Cost Per Test: $10 for post-test and up to two retakes. $7 for pre-test. Additional $5 for each form for remote testing.

Additional information: This is the best national workplace readiness test for high school students that measures behavioral skills and employer expectations for any career pathway. The standards are research based and supported by The Weldon Cooper Center at the University of Virginia. The standards are maintained by the Virginia Department of Education, Career and Technical Education. Since 2020, we have been offering the test online to students at home.
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 (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)

2021-2022
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 Networking Hardware Operations I (8542/18 weeks, 70 hours)
Computer Networking Hardware Operations II (8543/18 weeks, 70 hours)
Computer Networking Hardware Operations III (8544/18 weeks, 70 hours)
Computer Networking Hardware Operations IV (8545/18 weeks, 70 hours)
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 Fundamentals (6302/36 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 Technology Foundations (6161/36 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)
Forensic Technology (8409/36 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)
Individual Development (8210/36 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 (9061/36 weeks)
Introduction to Virginia Teachers for Tomorrow (9061/36 weeks)
Java Programming (Oracle) (6661/36 weeks)
Landscaping I (8036/36 weeks)

2021-2022
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)
Patient Care Technician (8303/36 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)
Renewable Energy (8408/36 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)
Software Engineering (PLTW) (8470/36 weeks)
Software Engineering Essentials (PLTW) (8473/36 weeks)
Sports and Entertainment Management (8177/36 weeks)
Sports and Entertainment Marketing (8175/36 weeks)
Sports Medicine I (7660/36 weeks, 280 hours)
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)
Sustainability and Renewable Technologies (8414/36 weeks)
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 ................................................................. No
- Time of day .................................................................................. Yes
- Order of tasks .............................................................................. No
- Planned breaks during test ........................................................... No

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

**Presentation**
- Written directions accompanying oral directions ....................... Yes
- Specific verbal prompts ............................................................... No
- Visual aids .................................................................................. No
- Amplification equipment ............................................................. No
- Headphones, earmuffs, or earplugs .............................................. Yes
Large-print test ................................................................. Yes
Braille test ........................................................................ No
Read-aloud test ................................................................ Yes
Audio test ......................................................................... Yes
Interpreting/translating testing directions ........................ No
Interpreting/translating the test ....................................... No

Response

Enlarged copy of the answer document ........................ Yes
Communication board or choice cards .......................... No
Examiner records responses ......................................... No
Brailser ............................................................................. No
Word processor or word processor with speech-to-text  No
Augmentative communication device ............................ No
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 ............................ Yes
Math aids .......................................................................... No
Dry erase board ............................................................... No
Additional writing implements .................................... No

Accommodations: English Learners

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