



Dear Parent/Guardian,

Please review this opportunity from the Alabama State Department of Education (ALSDE).

Providing Opportunities

In an effort to assist students as they prepare for their future after high school, the Alabama State Department of Education provides multiple opportunities to achieve college and career success to its 10th-, 11th-, and 12th-grade students. The PreACT[®] (10th grade), the ACT[®] test with Writing (11th grade) and the ACT[®] WorkKeys[®] (12th grade) are administered at school, during the school day, **at no cost to you.**

Benefits of Taking the ACT WorkKeys

The ACT WorkKeys is administered at no cost to your child during the school day. Students who take the ACT WorkKeys assessments: Applied Math, Graphic Literacy and Workplace Documents are eligible to earn an ACT WorkKeys National Career Readiness Certificate (NCRC). The ACT WorkKeys assessments measure and certify the essential work skills needed for success in jobs across industries and occupations. The NCRC a nationally recognized credential issued at four levels: Bronze, Silver, Gold, and Platinum. For Alabama students, over 500 employers in Alabama support and recognize the ACT WorkKeys NCRC. In addition to being recognized by many Alabama employers, your child can also use the ACT WorkKeys to fulfill the Alabama Certified Work Certificate requirements through the Alabama Ready to Work program.

What is Assessed?

The ACT WorkKeys includes the following assessments:

- **Applied Math:** 34 questions, 55 minutes. The Applied Math assessment measures critical thinking, mathematical reasoning, and problem-solving techniques for situations that actually occur in today's workplace. While individuals may use calculators and conversion tables to help with the assessment problems, math skills are still needed to think them through.
- **Graphic Literacy:** 38 questions, 55 minutes. The Graphic Literacy assessment measures skills that individuals use when they read and comprehend graphical materials to solve work-related problems.
- **Workplace Documents:** 35 questions, 55 minutes. The Workplace Documents assessment measures skills that individuals use when they read real workplace documents and use that information to make job-related decisions and solve problems. The documents include messages, emails, letters, directions, signs, bulletins, policies, websites, contracts, and regulations.

Sharing your Certificate with Employers

Put your ACT WorkKeys NCRC to use by sharing your achievement with potential or current employers. To protect your privacy, ACT does not release any information until you have authorized it. In order for employers to verify your ACT WorkKeys NCRC, you must:

- Create a free [MyWorkKeys.com](https://myworkkeys.com) account.
- Make your certificate public.
- Add information about your ACT WorkKeys NCRC to your resume or job application to enable employers and human resources managers to verify that you have earned the certificate and possess the work skills needed for success.

ACT WorkKeys Curriculum

ALSDE offers schools and districts access to ACT WorkKeys Curriculum at no cost to parents or students. The ACT WorkKeys Curriculum helps students master the skills essential to succeed in the workplace. As a complete, interactive training system, the courses help users reach foundational career readiness and enhance cognitive skills. The curriculum is easy to implement and can be accessed from any computer, tablet, or mobile device with a modern browser, with Google Chrome being the preferred browser. The ACT WorkKeys Curriculum is based on the same skills and skill progressions found in the ACT WorkKeys Assessments. They prepare learners to earn the ACT WorkKeys NCRC and are the cornerstone of the ACT workforce solutions.

Preparation Resources

Find preparation resources at act.org/wkprep.