

## **Information on Utilizing WorkKeys Assessments as Alternative EOIs**

The Career Readiness Certificate (CRC) is provided free to Oklahomans by the Governor's Council for Workforce and Economic Development. The WorkKeys assessments to earn a Career Readiness Certificate include: Applied Mathematics, Reading for Information and Locating Information. These assessments are available free of cost to Oklahomans providing they take all three of them, thus giving the opportunity to achieve an Oklahoma Career Readiness Certificate. Several entities offer the WorkKeys assessments for the Career Readiness Certificate. These include technology centers, workforce centers, adult education centers, community colleges, etc. For a full listing of these sites, go to [http://www.okcareertech.org/cac/workkeys/Assessment\\_sites/OK\\_Assessment\\_Sites.htm](http://www.okcareertech.org/cac/workkeys/Assessment_sites/OK_Assessment_Sites.htm). These sites are licensed by ACT through the Oklahoma Department of Career and Technology Education.

### **WorkKeys as Alternative EOIs**

- WorkKeys Applied Mathematics can now serve as an alternate EOI for Algebra I, Geometry, and/or Algebra II. A score of 5 must be made on the assessment. Without proper remediation/skill upgrading, a score of five is difficult to attain. If a student has failed his/her EOI assessment, and sits for the WorkKeys assessment without any pre-work such as KeyTrain, s/he is likely to fail again.
- WorkKeys Reading for Information and Business Writing together can now serve as an alternate EOI for English II and/or English III. A score of 4 must be made on the assessments. Without proper remediation/skill upgrading, a score of four is difficult to attain. If a student has failed his/her EOI assessment, and sits for the WorkKeys assessment without any pre-work such as KeyTrain, s/he is likely to fail again.

### **Career Ready 101/KeyTrain as the Remediation Tool**

- Oklahoma technology centers have Career Ready 101/KeyTrain. Students that attend the technology center would have access to this online curriculum. However, site restrictions set by the company do not allow access to partner school students who are not attending the technology center.
- Any entity in Oklahoma can apply for Career Ready 101/KeyTrain. Go to [www.okcareerplanner.com](http://www.okcareerplanner.com) and click on KeyTrain.

### **Possible Scenarios to Provide WorkKeys Assessments**

1) High schools may license through CareerTech's contract with ACT. This is a \$105 licensing fee paid for by the high school. With this license, the three assessments for the CRC are provided free of charge to the students. All students must complete the three core assessments for CRC. This license cannot provide single assessments. **Business Writing is not available to students at CRC Assessment Sites licensed through Department of CareerTech's contract with ACT.** There is also required training involved. Site administrators and test proctors must take the ACT WorkKeys online training. This training takes approximately 8 hours to complete.

2) High schools may partner with local Career Readiness Assessment Sites to provide CRC WorkKeys assessments for their students. The students must complete the three core WorkKeys assessments for the CRC. These assessments are provided free of charge to the students. **Business Writing is not available to students at CRC Assessment Sites licensed through Department of CareerTech's contract with ACT.**

#### **Information for Scenario 1 and 2**

- The three core WorkKeys assessments are mainly given online. Participants who use the online system can see what level they scored on each assessment immediately. If using paper and pencil assessments, there is a certain procedure that needs to be followed in order to receive the results in a timely manner and keep data accurate. Please contact Susan Kuzmic at skuzm@okcareertech.org or 405.312.0887 for details and assistance on this procedure.

3) A high school may purchase their own ACT WorkKeys Education License for \$105 and provide single WorkKeys assessments. **These single assessments are not free.** The individual assessment fees would apply. Business Writing as well as all other eight WorkKeys foundational assessments is available on this license. There is also required training involved. Site administrators and test proctors must take the ACT WorkKeys online training. This training takes approximately 8 hours to complete.

4) A tech center may purchase an additional WorkKeys license through ACT for \$105 and provide single WorkKeys assessments. **These single assessments are not free.** The individual assessment fees would apply. Business Writing as well as all other eight WorkKeys foundational assessments is available on this license.

#### **Information for Scenarios 3 and 4**

- The Applied Mathematics is \$5.50 per test. This can be absorbed by the school or charged to the applicant.
- The Reading for Information is \$5.50 per test. This can be absorbed by the school or charged to the applicant.
- The Business Writing assessment is \$10.50 per test. This can be absorbed by the school or charged to the applicant.
- Assessments can be given online or paper and pencil. Participants who use the online system can see what level they scored on each assessment immediately. If using paper and pencil, answer sheets are sent to ACT for scoring. ACT mails the scores back within 10 business days of receipt.
- Go online to <http://www.act.org/workforce/programs.html>, under Order Workforce Solutions, click on Apply Online to begin the process.

Questions: Contact Susan Kuzmic, CRC Project Specialist, Oklahoma Department of CareerTech at skuzm@okcareertech.org or 405.312.0887.