



# Wyoming Career Readiness Certificate

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## **What is it?**

- The Career Readiness Certificate is an assessment-based credential that gives employers and job seekers a uniform measure of workplace skills. The three areas of focus in the assessment are Reading for Information, Locating Information and Applied Mathematics. The three levels of achievement, from highest to lowest, are gold, silver and bronze.
- The Career Readiness Certification program utilizes an assessment tool called WorkKeys® powered by ACT. The program is aimed at helping employers and employees by providing a reliable method for assessing workers' skills.

## **Why are the Career Readiness Certificates important?**

- The Wyoming Career Readiness Certificate works towards the Department of Workforce Services' goal to increase the percentage of job seekers referred and successfully placed in employment.

## **Where do you take the test?**

- Testing for the Career Readiness Certificate is being administered through the Wyoming Community Colleges and their outreach centers.
- For locations (including address, contact information, hours, and information about the testing site) visit [www.wyomingworkforce.org/crc](http://www.wyomingworkforce.org/crc) [click on "Testing Locations" link on left side of the page].

## **How much does it cost to take the test?**

- The cost to take the WorkKeys® test, to obtain a Career Readiness Certificate, is \$50.00.
- If an individual can not afford the test refer them to a Career Advisor or VR Counselor.
- If the jobseeker qualifies for WIA or VR services (or is currently a client of those services) the test can possibly be paid for through those services.

## **What are the advantages to getting a Career Readiness Certificate?**

- It helps them to assess their own abilities and identify their strengths, thus making them more marketable to employers and giving them an edge over the competition.
- The WorkKeys® exam can also help job seekers identify areas in which they could strengthen their skills, thus allowing them to more efficiently utilize educational resources in order to make themselves even stronger competitors.
- The level of certification a person achieves also helps them to compare their skills to the skills required to fulfill the duties of the position they are applying for. The applicant can be confident that she/he will be able to live up to the requirements of the job.

## **Where to find more information**

- Visit the Wyoming Career Readiness Certificates website at [www.wyomingworkforce.org/crc](http://www.wyomingworkforce.org/crc) for more information, testing locations and contact information.
- To see average WorkKeys® scores needed by job title visit [www.wyomingworkforce.org/crc](http://www.wyomingworkforce.org/crc) and click on the Resources tab.