

Frequently Asked Questions

Q: I am a job seeker. Why should I pay \$50 to get my Career Readiness Certificate?

A: Whether you are looking for your first job or are just ready for a change in your career, the information that the vast majority of employers are looking for can be conveyed through the Career Readiness Certificate.

Employers want to know that you can process written instructions, policies, and procedures (Reading for Information), use charts, graphs, and figures to solve workplace problems (Locating Information), and utilize math skills to work through challenging scenarios in the workplace (Applied Mathematics). In an employer's eyes, these "foundational skills" provide the basis for developing an employee who will be an asset to the company.

Companies usually have no objections to training their employees, but they want to make sure that they are investing their training resources wisely. In short, they want employees who have proven themselves to be trainable. Going through the process of getting career certified shows employers that you are serious about your career ambitions and that you are motivated to succeed. It also helps you evaluate your own skills and abilities so that you can find the job that's best for you. \$50 is a small price to pay to get started on your career path, or to forge a new one.



Q: I am an employer. Why should I give preference to job applicants who have obtained their Career Readiness Certificates?



A: One of the greatest challenges employers face is the task of placing the right employee in the right position. Sometimes it can be hard to find a good fit. Does the following situation sound familiar?

You have a great candidate for your open position that interviewed very well and had an impressive resume. Yet, when you place him in the position he applied for, you soon discover that he simply does not have the foundational skills critical to achieving success in the position.

The Career Readiness Certificate gives you a realistic, practical approach to objectively measuring the skill sets of your potential and incumbent employees. By including a statement like "Applicants with Career Readiness Certificates will be guaranteed an interview" or "Silver Career Readiness Certificate preferred for this position" in your job ad, you will attract the right person for the job. You can easily identify the position within your company that would be the best fit for that individual, and you can help your new and current employees grow professionally by offering them targeted, specific training in the areas they need it most. You won't waste time and money training in areas where employee skills are already strong.

Q: I have a documented disability. Are there any accommodations allowed for the WorkKeys[®] assessment?

A: Yes. ACT, Inc. [®] allows some accommodations in the event of a diagnosed disability. Adequate documentation confirming the disability must be provided to the testing site. To read more, please visit: <http://www.eed.state.ak.us/tls/cte/workreadyfiles/docs/workkeys/wk-accomm-updated%203-26-08.pdf>
All accommodations will be kept confidential.

Q: I already have a high school diploma/GED/post-secondary degree/technical degree. Do I still need a Career Readiness Certificate?

A: Yes! The Career Readiness Certificate was designed as a supplementary credential that gives employers a highly sought-after peek into the skill sets of potential employees. Possession of a degree does not necessarily mean that an applicant can be successful in any job they attempt. The Career Readiness Certificate provides employers with a well-recognized, consistent, established system for determining the aptitude and special needs of their new and incumbent employees.



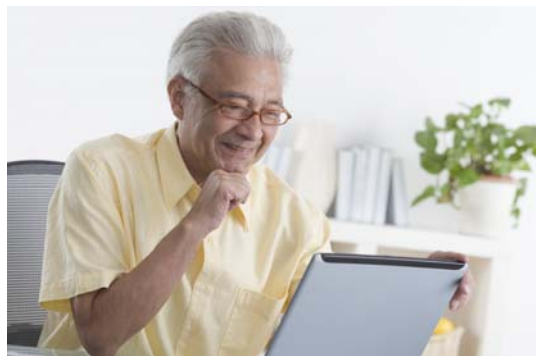
Q: What does the rest of the country think about WorkKeys[®] and Career Readiness?

A: Wyoming is the 16th state to fully implement a career readiness certification program. The [Career Readiness Certificate Consortium](#) reports that 35 states are involved at some level with career readiness certification, including 19 states that are in the process of implementing their own initiatives. An additional 11 states have expressed interest in developing similar programs. Please visit the [Resources](#) page to see the websites of the other 15 states who have fully implemented WorkKeys[®] and Career Readiness Certification. Recipients of a Wyoming Career Readiness Certificate are also eligible to receive a National Career Readiness Certificate, issued by ACT, Inc. [®]

Q: How do I get my [National Career Readiness Certificate](#)?

A: First, take the WorkKeys[®] assessment and wait to receive your Wyoming Career Readiness Certificate. When you receive your state certificate in the mail from the Wyoming Department of Workforce Services, visit [My WorkKeys](#) and create a new account. ACT[®] charges \$15 per National Career Readiness Certificate ordered. You can also choose to share your scores on My WorkKeys[®].

Q: What kinds of people can benefit from obtaining a Wyoming Career Readiness Certificate?



A: The Wyoming Career Readiness is aimed at job seekers of every type. Whether you are fresh out of high school and looking to start a career, or approaching your golden years and wanting a change of pace, a Career Readiness Certificate can help you display your qualifications to potential employers.

Other target audiences include military veterans who are looking to rejoin the civilian work force, single parents who want to increase their income, and those who are currently employed but looking for advancement. The certificate is

also a good indicator of how well you might do in college or technical school, as many of the [skills needed to succeed in the workplace are also required to succeed](#) in the academic world.

Q: I took WorkKeys® at my local Wyoming community college within the last five years. How do I get my Wyoming Career Readiness Certificate?

A: If you took the WorkKeys® exam within the past five years (scores expire after five years) and scored at least a 3 on all three modules, you are eligible to receive a Wyoming Career Readiness Certificate. Please email amclau@state.wy.us with a brief note, your name, scores, testing location, approximate testing date, and your home address so that we can send you your certificate. We will verify your scores with ACT and then issue you a certificate.