



Wyoming  
**Career Readiness Certificate**

*Cody Lewis*

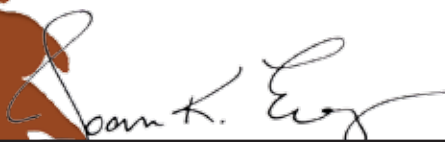
is awarded a Bronze Certificate on this 1st day of June, 2008  
for successfully completing the following Levels  
on the WorkKeys Assessment:


Applied Mathematics  
Level 3

Reading for Information  
Level 3

Locating Information  
Level 4

This Career Readiness Certificate will expire on May 31st, 2013.

  
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Director Joan K. Evans  
Wyoming Department of Workforce Services

  
\_\_\_\_\_  
Governor David D. Freudenthal  
State of Wyoming

**ACT**<sup>®</sup>



**WorkKeys**<sup>®</sup>

Applied Mathematics	
Level	Skills
3	<ul style="list-style-type: none"> <li>Solves problems that require a single type of mathematical operation (addition, subtraction, multiplication, and division) using whole numbers.</li> <li>Add or subtract negative numbers</li> <li>Change numbers from one form to another using whole numbers, fractions, decimals, or percentages</li> <li>Convert simple money and time units (e.g. hours to minutes)</li> </ul>
4	<ul style="list-style-type: none"> <li>Solve problems that require one or two operations</li> <li>Multiply negative numbers</li> <li>Calculate averages, simple ratios, simple proportions, or rates using whole numbers and decimals</li> <li>Add commonly known fractions, decimals, or percentages (e.g., <math>\frac{1}{2}</math>, .75, 25%)</li> <li>Add three fractions that share a common denominator</li> <li>Multiply a mixed number by a whole number or decimal</li> <li>Put information in the right order before performing calculations</li> </ul>
5	<ul style="list-style-type: none"> <li>Decide what information, calculations, or unit conversions to use to solve the problem</li> <li>Look up a formula and perform single-step conversions within or between systems of measurement</li> <li>Calculate using mixed units (e.g., 3.5 hours and 4 hours 30 minutes)</li> <li>Divide negative numbers</li> <li>Find the best deal using one-and two- step calculations and then comparing results</li> <li>Calculate perimeters and areas of basic shapes (rectangles and circles)</li> <li>Calculate percentage discounts or markups</li> </ul>
6	<ul style="list-style-type: none"> <li>Use fractions, negative numbers, ratios, percentages, or mixed numbers</li> <li>Use two formulas to change from one unit to another within the same system of measurement and different systems of measurement</li> <li>Find mistakes in items that belong at Levels 3, 4, and 5</li> <li>Find the best deal and use the result of another calculation</li> <li>Find areas of basic shapes when it may be necessary to rearrange the formula, convert units of measurement in the calculations, or use the result in further calculations</li> <li>Find the volume of rectangular solids</li> <li>Calculate multiple rates</li> </ul>
7	<ul style="list-style-type: none"> <li>Solve problems that include nonlinear functions and/or that involve more than one unknown</li> <li>Find mistakes in Level 6 items</li> <li>Convert between systems of measurement that involve fractions, mixed numbers, decimals, and/or percentages</li> <li>Calculate multiple areas and volumes of spheres, cylinders, or cones</li> <li>Set up and manipulate complex ratios or proportions</li> <li>Find the best deal when there are several choices</li> <li>Apply basic statistical concepts</li> </ul>

Reading for Information	
Level	Skills
3	<ul style="list-style-type: none"> <li>Identify main ideas and clearly stated details</li> <li>Choose the correct meaning of a word that is clearly defined in the reading</li> <li>Choose the correct meaning of common, everyday, and workplace words</li> <li>Choose when to perform each step in a short series of steps</li> <li>Apply instructions to a situation that is the same as the one in the reading materials</li> </ul>
4	<ul style="list-style-type: none"> <li>Identify important details that may not be clearly stated</li> <li>Use the reading material to figure out the meaning of words that are not defined</li> <li>Apply instructions with several steps to a situation that is the same as the situation in the reading materials</li> <li>Choose what to do when changing conditions call for a different action (follow directions that include "if-then" statements)</li> </ul>
5	<ul style="list-style-type: none"> <li>Figure out the correct meaning of a word based on how the word is used</li> <li>Identify the correct meaning of an acronym that is defined in the document</li> <li>Identify the paraphrased definition of a technical term or jargon that is defined in the document</li> <li>Apply technical terms and jargon and relate them to stated situations</li> <li>Apply straightforward instructions to a new situation that is similar to the one described in the material</li> <li>Apply complex instructions that include conditionals to situations described in the materials</li> </ul>
6	<ul style="list-style-type: none"> <li>Identify implied details</li> <li>Use technical terms and jargon in the new situations</li> <li>Figure out the less common meaning of a word based on the context</li> <li>Apply complicated instructions to a new situations</li> <li>Figure out the principles behind policies, rules, and procedures</li> <li>Apply general principles from the materials to similar and new situations</li> <li>Explain the rationale behind a procedure, policy or communication</li> </ul>
7	<ul style="list-style-type: none"> <li>Figure out the definitions of difficult, uncommon words based on how they are used</li> <li>Figure out the meaning of jargon or technical terms based on how they are used</li> <li>Apply general principles to situations that are quite different from any described in the materials</li> </ul>

Locating Information	
Level	Skills
3	<ul style="list-style-type: none"> <li>Find one or two pieces of information in a graphic</li> <li>Fill in one or two pieces of information that are missing in a graphic</li> </ul>
4	<ul style="list-style-type: none"> <li>Find several pieces of information in one or more graphics</li> <li>Understand how graphics are related to each other</li> <li>Summarize information from one or more straightforward graphics</li> <li>Identify trends shown in one or more straightforward graphics</li> <li>Compare information and trends shown in one or more straightforward graphics</li> </ul>
5	<ul style="list-style-type: none"> <li>Sort through distracting information</li> <li>Summarize information from one or more detailed graphics'</li> <li>Identify trends shown in one or more detailed complicated graphics</li> <li>Compare information and trends from one or more complicated graphics</li> </ul>
6	<ul style="list-style-type: none"> <li>Draw conclusions based on one complicated graphic or several related graphics</li> <li>Apply information from one or more complicated graphics to specific situations</li> <li>Use the information to make decisions</li> </ul>

Wyoming's Career Readiness Certificate assesses candidates using a battery of three tests: Applied Mathematics, Reading for Information, and Locating Information. The highest score possible for Applied Mathematics and Reading for Information is a Level 7. The highest score possible for Locating Information is a Level 6.

Candidates with the minimum score of Level 3 on any part of the battery receive a Bronze Level Certificate. Candidates with the minimum score of Level 4 on any part of the battery receive a Silver Level Certificate. Candidates with the minimum score of Level 5 on any part of the battery receive a Gold Level Certificate.

Wyoming's Career Readiness Certificate Initiative is administered by the Wyoming Department of Workforce Services. Questions may be directed to **877-WORK-WYO** or by visiting [www.wyomingworkforce.org/crc](http://www.wyomingworkforce.org/crc).

