



Wyoming
Career Readiness Certificate

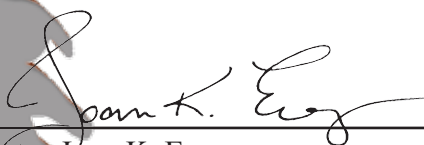
Cody Lewis

is awarded a Silver Certificate on this 21st day of September, 2008
for successfully completing the following Levels
on the WorkKeys Assessment:


Applied Mathematics
Level 4

Reading for Information
Level 5

Locating Information
Level 5



Director Joan K. Evans
Wyoming Department of Workforce Services



Governor Matthew H. Mead
State of Wyoming

ACT[®]



WorkKeys[®]

ZW5MY1S1QSMP

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

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

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

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 and have the necessary skills for 35 percent of the jobs in the WorkKeys database. Candidates with the minimum score of Level 4 on any part of the battery receive a Silver Level Certificate and have the necessary skills for 65 percent of the jobs in the WorkKeys database. Candidates with the minimum score of Level 5 on any part of the battery receive a Gold Level Certificate and have the necessary skills for 90 percent of the jobs in the WorkKeys database.

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.

