

## WorkKeys - National Career Readiness Certificate

[WorkKeys® \[1\]](#) is a career skills assessment tool that builds and measures an individual's workplace skills in 3 core subjects: Applied Math, Workplace Documents, and Graphic Literacy. Employers believe these skills to be essential to job success.



### APPLIED MATH

Critical thinking, mathematical reasoning, and problem-solving techniques in workplace situations. High levels of this skill include:

**IDENTIFYING**  
errors in calculation

**CONVERTING**  
systems of measurement

**CALCULATING**  
areas and volumes



### GRAPHIC LITERACY

Reading and comprehending graphical materials to solve work-related problems. High levels of this skill include:

**INTERPRETING**  
trends, relationships, and patterns

**COMPARING**  
information and trends among data sets

**USING DATA**  
to make decisions



### WORKPLACE DOCUMENTS

Reading and comprehending written information to make decisions and solve problems. High levels of this skill include:

**INFERRING**  
meanings of words and phrases from contexts

**DECIPHERING**  
the meaning of acronyms, jargon, or technical content

**APPLYING**  
information and instructions to a new situation

A person must test in these 3 subject areas and score a level 3 or better in each WorkKeys® assessment to earn a National Career Readiness Certificate (NCRC). Depending on a person's score, certificates are awarded in the following levels:

Bronze, Silver, Gold, and Platinum. Individuals can add their certificates to their resumes to show they have the readiness skills for work. Businesses use the NCRC on Guam and nationwide to select, hire, train, retain, and promote.

Guam Law, P.L. 31-254, also requires a mandatory skills assessment for GovGuam employment to help ensure and sustain a community workforce prepared for current and future jobs.

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## WorkKeys® Registration

Download and print out the [Registration Form \[2\]](#). Email form to [career.ready@guamcc.edu](mailto:career.ready@guamcc.edu) to register or call [\(671\)735-5640 \[3\]](tel:(671)735-5640) **Ext. 5410** to schedule an appointment.

*GCC cashier's office closes at 4:00 PM*

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- WorkKeys® testing fee is \$65.00. This fee includes the online **WorkKeys® Curriculum** (this website helps you improve your skills and prepare for the assessments) and the **WorkKeys® Assessments** in Applied Math, Workplace Documents, and Graphic Literacy.
- The retake fee is \$22.00 per Assessment.
- A Certificate reprint is \$15.00.

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## Take the WorkKeys® Practice Test

The practice test looks and feels like the actual assessment,

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which is 3 hours.

## Test

### Link:

<https://testregistration.org/rsp/Login.do?event=go&realm=20770563> [4]

**Tools allowed during testing:** [WorkKeys Math Formula Sheet](#) [5], basic calculator, scratch paper, and pen/pencil.

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## WorkKeys® Score Results

- Your WorkKeys® score results will be emailed to you once successfully completed. A passing score is a level 3 and above in all three assessments.
- If you earned a certificate, your certificate would be ready for pick up around 1 week after completing your WorkKeys® Assessments.

For testing dates and times, contact us at [\(671\)735-5640](tel:(671)735-5640) [3] Ext. 5410 or email [career.ready@guamcc.edu](mailto:career.ready@guamcc.edu)

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**Click on the link below to validate a WorkKeys® Certificate.**

[Validate a WorkKeys® Certificate](#) [6]