

# National Career Readiness Certificate Assessment

## Credential Source

<b>Name</b>	ACT Inc./WorkKeys
<b>Web Site</b>	<a href="http://www.act.org/workkeys/">http://www.act.org/workkeys/</a>
<b>Contact Information</b>	Jenn McMahon <a href="mailto:Jenn.McMahon@act.org">Jenn.McMahon@act.org</a> 858.922.0825

## Credential Contractor

<b>Name</b>	Same as source
<b>Contact Information</b>	Same as source

## Test Administration

<b>Test Site</b>	School: Online School: Paper/Pencil Testing facility
<b>Can the instructor take this test?</b>	Yes
<b>Details</b>	Pass all three of the following exams to obtain this certification: <ul style="list-style-type: none"><li>• Applied Math: 34 test items (<a href="https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/applied-math.html">https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/applied-math.html</a>)</li><li>• Graphic Literacy: 38 test items (<a href="https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/graphic-literacy.html">https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/graphic-literacy.html</a>)</li><li>• Workplace Documents: 35 test items (<a href="https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/workplace-documents.html">https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/workplace-documents.html</a>)</li></ul>
<b>Number of Test Items</b>	34-48
<b>Time Allowed</b>	55 minutes
<b>Passing Score</b>	3 (scale 3-7)
<b>Cost</b>	Varies; depends on who is administering the test
<b>Additional Information</b>	
<b>Accommodations</b>	<b>Students with disabilities</b> <ul style="list-style-type: none"><li>• Time of day</li><li>• Planned breaks during test</li><li>• Test location</li><li>• Adaptive or special furniture (<b>Available with Graphic Literacy and Workplace Documents only</b>)</li><li>• Special lighting</li><li>• Written directions accompanying oral directions</li><li>• Specific verbal prompts</li><li>• Visual aids</li></ul>

	<ul style="list-style-type: none"> <li>• Amplification equipment</li> <li>• Large-print test</li> <li>• Read-aloud test</li> <li>• Audio test (<b>Available with Applied Math and Workplace Documents only</b>)</li> <li>• Interpreting/transliterating testing directions</li> <li>• Interpreting/transliterating the test</li> <li>• Enlarged copy of the answer document (<b>Available with Graphic Literacy only</b>)</li> <li>• Examiner records responses</li> <li>• Dictation to a scribe (<b>Available with Applied Math only</b>)</li> <li>• Read back student response</li> <li>• Calculator and arithmetic tools</li> <li>• Calculator with additional functions</li> <li>• Math aids (<b>Available with Graphic Literacy and Applied Math only</b>)</li> <li>• Additional writing implements (<b>Available with Applied Math only</b>)</li> </ul> <p><b>English Learners</b></p> <ul style="list-style-type: none"> <li>• Audio test (<b>Available with Applied Math and Workplace Documents only</b>)</li> <li>• Dictation to scribe (<b>Available with Applied Math only</b>)</li> <li>• Examiner records responses (<b>Available with Applied Math and Workplace Documents only</b>)</li> <li>• Flexible schedule</li> <li>• Read-aloud test</li> <li>• Test directions delivery</li> <li>• Visual aids (<b>Available with Applied Math and Graphic Literacy only</b>)</li> </ul>
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## Possible Preparatory Courses

Accounting (6320/36 weeks)

Accounting, Advanced (6321/36 weeks)

Advanced Drawing and Design (8438/36 weeks)

Advertising Design I (8570/36 weeks, 140 hours)

Advertising Design II (8571/36 weeks, 280 hours)

Aerospace Engineering (PLTW) (8428/36 weeks)

Aerospace Technology I (8487/36 weeks)

Aerospace Technology II (8488/36 weeks)

Agricultural Business Fundamentals I (8022/36 weeks)

Agricultural Business Management III (8026/36 weeks)

Agricultural Business Operations II (8024/36 weeks)

Agricultural Education--Development (8053/36 weeks)

Agricultural Education--Preparation (8050/36 weeks)

Agricultural Fabrication and Emerging Technologies (8019/36 weeks)

Agricultural Power Systems (8018/36 weeks)

Agricultural Power Systems, Advanced (8020/36 weeks)

Agricultural Production Technology (8010/36 weeks)

Agricultural Structural Systems (8017/36 weeks)

Air Force JROTC I (AF7913/36 weeks)

Air Force JROTC II (AF7916/36 weeks)

Air Force JROTC III (AF7918/36 weeks)

Air Force JROTC IV (AF7919/36 weeks)

Air Traffic Controller (8734/36 weeks, 280 hours)

Aircraft Pilot Training I (8731/36 weeks, 140 hours)

Aircraft Pilot Training II (8732/36 weeks, 280 hours)

Applied Agricultural Concepts (8073/36 weeks)

Architectural Drawing and Design (8437/36 weeks)

Army JROTC I (AR7913/36 weeks)

Army JROTC II (AR7916/36 weeks)

Army JROTC III (AR7918/36 weeks)

Army JROTC IV (AR7919/36 weeks)

Auto Body Technology I (8676/36 weeks, 140 hours)

Auto Body Technology II (8677/36 weeks, 280 hours)

Auto Body Technology III (8678/36 weeks, 280 hours)

Automotive Technology I (8506/36 weeks, 280 hours)

Automotive Technology I (MLR 3-Year Program) (8502/36 weeks, 140 hours)

Automotive Technology II (8507/36 weeks, 280 hours)

Automotive Technology III (8508/36 weeks, 280 hours)

Aviation Maintenance Technology I (8728/36 weeks, 280 hours)

Aviation Maintenance Technology II (8729/36 weeks, 280 hours)

Aviation Operations Management (8730/36 weeks, 280 hours)

Basic Small Engine Repair (8724/36 weeks, 140 hours)

Beauty Salon Assistant (8546/36 weeks)

Biological Applications in Agriculture (8086/36 weeks)

Biomedical Engineering (8467/36 weeks)

Biomedical Innovation (PLTW) (8382/36 weeks)

Biomedical Technician (8347/36 weeks)

Biotechnology Applications in Agriculture (8087/36 weeks)

Biotechnology Foundations in Health and Medical Sciences (8344/36 weeks)

Biotechnology Foundations in Technology Education (8468/36 weeks)

Building Management I (8590/36 weeks, 140 hours)

Building Management II (8591/36 weeks, 280 hours)

Building Management III (8592/36 weeks, 280 hours)

Building Trades I (8515/36 weeks, 140 hours)

Building Trades II (8516/36 weeks, 280 hours)

Business Individualized Program (Development) (6746/36 weeks)

Business Law (6131/36 weeks)

Business Management (6135/36 weeks)

Cabinetmaking I (8604/36 weeks, 140 hours)

Cabinetmaking II (8605/36 weeks, 280 hours)

Career Investigations (9070/36 weeks)

Career Strategies (9071/36 weeks)

Career, Community and Family Connections (8282/36 weeks)

Carpentry I (8601/36 weeks, 140 hours)

Carpentry II (8602/36 weeks, 280 hours)

Carpentry III (8603/36 weeks, 280 hours)

Child Development and Parenting (8232/36 weeks)

Civil Engineering and Architecture (PLTW) (8430/36 weeks)

Commercial Photography I (8607/36 weeks, 140 hours)

Commercial Photography II (8608/36 weeks, 280 hours)

Communication Systems (8415/36 weeks)

Community Forestry and Tree Management (8048/36 weeks)

Computer Information Systems (6612/36 weeks)

Computer Information Systems, Advanced (6613/36 weeks)

Computer Integrated Manufacturing (PLTW) (8442/36 weeks)

Computer Network Software Operations (6650/36 weeks)

Computer Network Software Operations, Advanced (6651/36 weeks)

Computer Systems Technology I (8622/36 weeks, 140 hours)

Computer Systems Technology II (8623/36 weeks, 280 hours)

Construction Technology (8431/36 weeks)

Cosmetology I (8527/36 weeks, 280 hours)

Cosmetology I (2-year Program) (8745/36 weeks, 420 hours)

Cosmetology II (8528/36 weeks, 280 hours)

Cosmetology II (2-year Program) (8746/36 weeks, 420 hours)

Cosmetology III (8529/36 weeks, 280 hours)

Criminal Justice I (8702/36 weeks, 140 hours)

Criminal Justice II (8703/36 weeks, 280 hours)

Culinary Arts I (8275/36 weeks, 280 hours)

Culinary Arts II (8276/36 weeks, 280 hours)

Culinary Arts Specialization (8279/36 weeks)

Cybersecurity in Manufacturing (8499/36 weeks)

Cybersecurity in Manufacturing, Advanced (8496/36 weeks)

Cybersecurity Network Systems (8630/36 weeks)

Cybersecurity Software Operations (6304/36 weeks)

Cybersecurity Software Operations, Advanced (6306/36 weeks)

Cybersecurity Systems Technology (8628/36 weeks, 140 hours)

Cybersecurity Systems Technology, Advanced (8629/36 weeks, 280 hours)

Database Design and Management (Oracle) (6660/36 weeks)

Database Design and Management with PL/SQL (Oracle) (6662/36 weeks)

Dental Careers I (8328/36 weeks, 280 hours)

Dental Careers II (8329/36 weeks, 280 hours)

Design, Multimedia, and Web Technologies (6630/36 weeks)

Design, Multimedia, and Web Technologies, Advanced (6631/36 weeks)

Diesel Equipment Technology I (8613/36 weeks, 280 hours)

Diesel Equipment Technology II (8614/36 weeks, 280 hours)

Diesel Equipment Technology III (8615/36 weeks, 280 hours)

Digital and Social Media Marketing (8125/36 weeks)

Digital Applications (6611/36 weeks)

Digital Electronics (PLTW) (8440/36 weeks)

Digital Visualization (8459/36 weeks)

Drafting I (8530/36 weeks, 140 hours)

Drafting II (8531/36 weeks, 280 hours)

Drafting III (8532/36 weeks, 280 hours)

Early Childhood, Education, and Services I (8285/36 weeks, 280 hours)

Early Childhood, Education, and Services II (8286/36 weeks, 280 hours)

Ecology and Environmental Management (8046/36 weeks)

Economics and Personal Finance (6120/36 weeks)

Education for Employment I--Development (9085/36 weeks)

Education for Employment I--Preparation (9078/36 weeks)

Education for Employment II--Development (9087/36 weeks)

Education for Employment II--Preparation (9080/36 weeks)

Electricity I (8533/36 weeks, 140 hours)

Electricity II (8534/36 weeks, 280 hours)

Electricity III (8535/36 weeks, 280 hours)

Electronics Systems I (8416/36 weeks)

Electronics Systems II (8412/36 weeks)

Electronics Systems III (8413/36 weeks)

Electronics Technology (8537/36 weeks, 280 hours)

Electronics/Industrial Robotics Technology (8547/36 weeks, 140 hours)

Emergency Medical Responder (8336/36 weeks)

Emergency Medical Technician I (8333/36 weeks)

Emergency Medical Technician II (8334/36 weeks)

Emergency Medical Technician III (8335/36 weeks)

Energy and Power (8448/36 weeks)

Energy Demand: Sustainability and Efficiency (ED8411/36 weeks)

Energy Supply: Sustainability and Efficiency (ES8411/36 weeks)

Energy Transmission and Distribution, Advanced (TD8411/36 weeks)

Engineering Analysis and Applications II (8451/36 weeks)

Engineering Concepts and Processes III (8452/36 weeks)

Engineering Design and Development (PLTW) (8443/36 weeks)

Engineering Drawing and Design (8436/36 weeks)

Engineering Explorations I (8450/36 weeks)

Engineering Practicum IV (8453/36 weeks)

Engineering Studies (8491/36 weeks)

Entrepreneurship (9093/36 weeks)

Entrepreneurship, Advanced (9094/36 weeks)

Equine Science (8080/36 weeks)

Equine Science, Advanced (8094/36 weeks)

Family and Human Services I (8264/36 weeks, 280 hours)

Family and Human Services II (8265/36 weeks, 280 hours)

Family Relations (8225/36 weeks)

Fashion Careers I (8280/36 weeks, 280 hours)

Fashion Careers II (8281/36 weeks, 280 hours)

Fashion Marketing (8140/36 weeks)

Fashion Marketing, Advanced (8145/36 weeks)

Firefighting I (8705/36 weeks, 280 hours)

Firefighting II (8706/36 weeks, 140 hours)

Fisheries and Wildlife Management (8041/36 weeks)

Floral Design I (8055/36 weeks)

Floral Design II (8056/36 weeks)

Floriculture (8038/36 weeks)

Food Science and Dietetics (8239/36 weeks)

Forestry Management (8042/36 weeks)

Forestry Management, Advanced (8044/36 weeks)

Foundations of Agriculture, Food, and Natural Resources (8006/36 weeks)

Fundamentals of Power Generation (FD8411/36 weeks)



Geospatial Technology I (8423/36 weeks)

Geospatial Technology II (8424/36 weeks)

Global Logistics and Enterprise Systems I (8419/36 weeks)

Global Logistics and Enterprise Systems II (8422/36 weeks)

GRADS (Graduation, Reality, and Dual-Role Skills): Family Focus (8278/36 weeks)

GRADS (Graduation, Reality, and Dual-Role Skills): Work Focus (8213/36 weeks)

Graphic Communications Systems (8458/36 weeks)

Graphic Imaging Technology I (8660/36 weeks, 140 hours)

Graphic Imaging Technology II (8661/36 weeks, 280 hours)

Greenhouse Plant Production and Management (8035/36 weeks)

Health Assisting Careers (8331/36 weeks)

Heating, Ventilation, Air Conditioning, and Refrigeration I (8503/36 weeks, 140 hours)

Heating, Ventilation, Air Conditioning, and Refrigeration II (8504/36 weeks, 280 hours)

Home Health Aide (8364/36 weeks)

Horticulture Sciences (8034/36 weeks)

Hospitality, Tourism, and Recreation I (8202/36 weeks, 280 hours)

Hospitality, Tourism, and Recreation II (8203/36 weeks, 280 hours)

Human Body Systems (PLTW) (8380/36 weeks)

Imaging Technology (8455/36 weeks)

Independent Living (8219/36 weeks)

Individual Development (8210/36 weeks)

Industrial Maintenance Technology I (8575/36 weeks, 140 hours)

Industrial Maintenance Technology II (8576/36 weeks, 280 hours)

Industrial Robotics Technology (8558/36 weeks, 280 hours)

Information Technology Fundamentals (6670/36 weeks)

Interior Design I (8295/36 weeks, 280 hours)

Interior Design II (8296/36 weeks, 280 hours)

International Baccalaureate Business Management (IB6135/36 weeks)

International Baccalaureate Design Technology I (IB4585/36 weeks)

International Baccalaureate Design Technology II (IB4586/36 weeks)

International Baccalaureate Information Technology in a Global Society (IB6613/36 weeks)

Introduction to Animal Systems (8008/36 weeks)

Introduction to Culinary Arts (8250/36 weeks)

Introduction to Early Childhood, Education, and Services (8234/36 weeks)

Introduction to Energy Transmission and Distribution (IT8411/36 weeks)

Introduction to Engineering Design (PLTW) (8439/36 weeks)

Introduction to Family and Human Services (8238/36 weeks)

Introduction to Fashion Careers (8248/36 weeks)

Introduction to Health and Medical Sciences (8302/36 weeks)

Introduction to Health and Medical Sciences (8301/18 weeks)

Introduction to Hospitality, Tourism, and Recreation (8259/36 weeks)

Introduction to Interior Design (8255/36 weeks)

Introduction to Marketing (8110/36 weeks)

Introduction to Natural Resources and Ecology Systems (8040/36 weeks)

Introduction to Plant Systems (8007/36 weeks)

Introduction to Power, Structural, and Technical Systems (8016/36 weeks)

Introduction to Virginia Teachers for Tomorrow (9060/18 weeks)

Introduction to Virginia Teachers for Tomorrow (9061/36 weeks)

Java Programming (Oracle) (6661/36 weeks)

Landscaping I (8036/36 weeks)

Landscaping II (8039/36 weeks)

Leadership Development (9097/36 weeks)

Legal Administration (6735/36 weeks)

Life Planning (8227/36 weeks)

Livestock Production Management (8012/36 weeks)

Lodging Management (formerly Hotel Management and Operations) (8159/36 weeks)

Manufacturing Systems I (8425/36 weeks)

Manufacturing Systems II, Advanced (8427/36 weeks)

Marine Corps JROTC I (MC7913/36 weeks)

Marine Corps JROTC II (MC7916/36 weeks)

Marine Corps JROTC III (MC7918/36 weeks)

Marine Corps JROTC IV (MC7919/36 weeks)

Marine Service Technology I (8750/36 weeks, 140 hours)

Marine Service Technology II (8751/36 weeks, 280 hours)

Marketing (8120/36 weeks)

Marketing Management (8132/36 weeks)

Marketing, Advanced (8130/36 weeks)

Masonry I (8512/36 weeks, 140 hours)

Masonry II (8513/36 weeks, 280 hours)

Masonry III (8514/36 weeks, 280 hours)

Master Barber I (8740/36 weeks, 280 hours)

Master Barber I (Two-year Program) (8743/36 weeks, 420 hours)

Master Barber II (8741/36 weeks, 280 hours)

Master Barber II (Two-year Program) (8744/36 weeks, 420 hours)

Master Barber III (8742/36 weeks, 280 hours)

Materials and Processes Technology (8433/36 weeks)

Mechatronics I (8554/36 weeks)

Mechatronics II (8555/36 weeks)

Mechatronics III (8556/36 weeks)

Medical Administration (6730/36 weeks)

Medical Assistant I (8345/36 weeks, 280 hours)

Medical Assistant II (8346/36 weeks, 280 hours)

Medical Coding and Billing I (8388/36 weeks)

Medical Coding and Billing II (8389/36 weeks)

Medical Interventions (PLTW) (8381/36 weeks)

Medical Laboratory Technology I (8377/36 weeks)

Medical Laboratory Technology II (8378/36 weeks)

Medical Terminology (8383/36 weeks)

Medical Terminology (8384/18 weeks)

Mental Health Assisting Careers (8332/36 weeks, 280 hours)

Modeling and Simulation Technology (8460/36 weeks)

Motorsports Technology I (8509/36 weeks, 140 hours)

Motorsports Technology II (8510/36 weeks, 280 hours)

Motorsports Technology III (8511/36 weeks, 280 hours)

Nail Technician I (8692/36 weeks, 140 hours)

Nail Technician II (8693/36 weeks, 140 hours)

Navy JROTC I (NA7913/36 weeks)

Navy JROTC II (NA7916/36 weeks)

Navy JROTC III (NA7918/36 weeks)

Navy JROTC IV (NA7919/36 weeks)

Nurse Aide I (8360/36 weeks, 280 hours)

Nurse Aide I Condensed (8355/36 weeks, 140 hours)

Nurse Aide II (8362/36 weeks, 280 hours)

Nurse Aide II Condensed (8356/36 weeks, 140 hours)

Nutrition and Wellness (8229/36 weeks)

Office Administration (6621/36 weeks)

Office Specialist I--Preparation (6740/36 weeks)

Office Specialist II--Preparation (6741/36 weeks)

Office Specialist III--Preparation (6742/36 weeks)

Operating the Farm Business (8014/36 weeks)

Opportunities in Global Trade (8135/36 weeks)

Opportunities in Global Trade, Advanced (8136/36 weeks)

Outdoor Recreation, Parks, and Tourism Systems Management (8043/36 weeks)

Personal Finance (6121/18 weeks)

Personal Living and Finances (3120/36 weeks)

Personal Living and Finances (3120/36 weeks)

Pharmacy Technician I (8305/36 weeks, 140 hours)

Pharmacy Technician II (8306/36 weeks, 280 hours)

Physical/Occupational Therapy I (8365/36 weeks, 280 hours)

Physical/Occupational Therapy II (8366/36 weeks, 280 hours)

Plumbing I (8551/36 weeks, 140 hours)

Plumbing II (8552/36 weeks, 280 hours)

Power and Transportation (8445/36 weeks)

Power Generation Design and Function (PG8411/36 weeks)

Practical Nursing III (8359/36 weeks, 420 hours)

Precision Machining Technology I (8539/36 weeks, 140 hours)

Precision Machining Technology II (8540/36 weeks, 280 hours)

Principles of Business and Marketing (6115/36 weeks)

Principles of Engineering (PLTW) (8441/36 weeks)

Principles of Technology I (9811/36 weeks)

Principles of Technology II (9812/36 weeks)

Principles of the Biomedical Sciences (PLTW) (8379/36 weeks)

Production Systems (8447/36 weeks)

Programming (6640/36 weeks)

Programming, Advanced (6641/36 weeks)

Public Safety I (8700/36 weeks, 140 hours)

Public Safety II (8701/36 weeks, 280 hours)

Radio Communications I (8640/36 weeks, 140 hours)

Radio Communications II (8641/36 weeks, 280 hours)

Radiologic Technology I (8375/36 weeks)

Radiologic Technology II (8376/36 weeks)

Respiratory Therapy I (8372/36 weeks)

Respiratory Therapy II (8373/36 weeks)

Sheet Metal I (8663/36 weeks, 140 hours)

Sheet Metal II (8664/36 weeks, 280 hours)

Small Animal Care I (8083/36 weeks)

Small Animal Care II (8084/36 weeks)

Small Engine Repair (8082/36 weeks)

Small Engine Technology I (8725/36 weeks, 140 hours)

Small Engine Technology II (8726/36 weeks, 280 hours)

Sports and Entertainment Management (8177/36 weeks)

Sports and Entertainment Marketing (8175/36 weeks)

Sports Medicine I (7660/36 weeks, 280 hours)

Sports Medicine I Condensed (8316/36 weeks, 140 hours)

Sports Medicine II (7662/36 weeks, 280 hours)

Sports Medicine II Condensed (8317/36 weeks, 140 hours)

Sterile Processing Technician (8367/36 weeks)

Surgical Technologist I (8351/36 weeks, 420 hours)

Surgical Technologist II (8352/36 weeks, 420 hours)

Technical Drawing and Design (8435/36 weeks)

Technology Assessment (8407/36 weeks)

Technology Education--Development (8471/36 weeks)

Technology Education--Preparation (8469/co-op not available/36 weeks)

Technology Foundations (8403/36 weeks)

Technology of Robotic Design (8421/36 weeks)

Technology Transfer (8405/36 weeks)

Telecommunications I (8650/36 weeks, 140 hours)

Telecommunications II (8651/36 weeks, 280 hours)

Television and Media Production I (8688/36 weeks, 140 hours)

Television and Media Production II (8689/36 weeks, 280 hours)

Television and Media Production III (8690/36 weeks, 280 hours)

Travel and Tourism Marketing (formerly Opportunities in Hospitality and Tourism) (8139/36 weeks)

Travel, Tourism, and Destination Marketing (formerly Travel and Tourism Marketing and Sales) (8169/36 weeks)

Turfgrass Management (8051/36 weeks)

Turfgrass Management, Advanced (8054/36 weeks)

Utility/Heavy Construction I (8616/36 weeks, 140 hours)

Utility/Heavy Construction II (8617/36 weeks, 280 hours)

Veterinary Science I (8088/36 weeks, 140 hours)

Veterinary Science II (8089/36 weeks, 140 hours)

Video and Media Technology (8497/36 weeks)

Virginia Teachers for Tomorrow I (9062/36 weeks)

Virginia Teachers for Tomorrow I (9062/36 weeks)

Virginia Teachers for Tomorrow II (9072/36 weeks)

Virginia Teachers for Tomorrow II (9072/36 weeks)

Vision Care Technician I (8397/36 weeks)

Vision Care Technician II (8398/36 weeks)

Welding I (8672/36 weeks, 140 hours)

Welding II (8673/36 weeks, 280 hours)

Welding III (8674/36 weeks, 280 hours)