

# Arkansas Career Readiness Certificate Skill Levels

**Platinum** – Scores a **Level 6** on WorkKeys® assessments and possesses core employability skills for approximately **99 percent** of the more than 18,000 jobs profiled by WorkKeys®.

**Gold** – Scores a **Level 5** on WorkKeys® assessments and possesses core employability skills for approximately **90 percent** of the jobs profiled by WorkKeys®.

**Silver** – Scores a **Level 4** on WorkKeys® assessments and possesses core employability skills for approximately **65 percent** of the jobs profiled by WorkKeys®.

**Bronze** – Scores a **Level 3** on WorkKeys® assessments and possesses core employability skills for approximately **35 percent** of the jobs profiled by WorkKeys®.

The back of each certificate provides detailed information about the skills of the job seeker earning the certificate.

The Governor of Arkansas and the Director of the Arkansas Department of Workforce Services signs each Arkansas Career Readiness Certificate to certify that the job seeker has successfully completed the WorkKeys® assessments.



As part of the Governor's Workforce Cabinet, the following agencies and institutions have implemented the KeyTrain® instruction system, WorkKeys® assessments, and Arkansas Career Readiness Certificate program:



**Get your Arkansas Career Readiness Certificate. Get the job!**

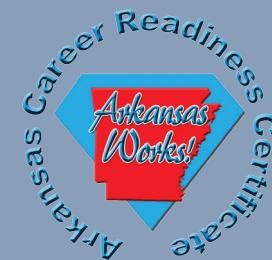
The best part, it's **FREE** to you!  
Job seekers wanting to earn an Arkansas CRC should contact:  
Arkansas Department of Workforce Services  
P. O. Box 2981  
Little Rock, AR 72203  
1-866-757-2999  
TTD/TTY Voice 1-800-285-1121  
TDD 1-800-285-1131  
[www.ArkansasAtWork.org](http://www.ArkansasAtWork.org)  
[www.dws.arkansas.gov](http://www.dws.arkansas.gov)  
[crc@arkansas.gov](mailto:crc@arkansas.gov)

"Equal Opportunity Employer/Program"  
"Auxiliary aids and service are available upon request to individuals with disabilities."



# Arkansas Career Readiness Certificate

A job seeker's foundation for building workplace skills required for 21st century jobs.



**Job seekers:** Do you want to assure employers that you have the necessary skills for the job? Desire a skills credential that increases your employability and sets the stage for possible career advancement? Then you need an Arkansas Career Readiness Certificate!

The certificate is a portable credential signed by the Governor that confirms to employers that you have the basic workplace skills in Reading for Information, Applied Mathematics and Locating Information - skills that all jobs require.



### Get started with a successful career in:

- |                       |               |
|-----------------------|---------------|
| Healthcare            | Manufacturing |
| Computer Technology   | Printing      |
| Automotive Technology | Construction  |
| Business              | Hospitality   |
| Commercial Art        | And more!     |

## What is an Arkansas Career Readiness Certificate (CRC)?

A CRC is a credential based upon the ACT WorkKeys® assessments that confirms to employers that a job seeker possesses the basic workplace skills required for 21st century jobs.

## What is KeyTrain®?

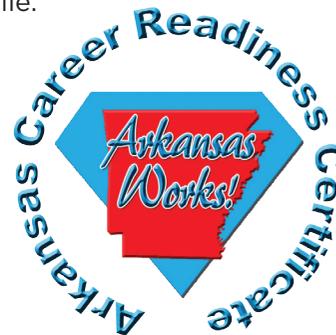
KeyTrain® is a pre-WorkKeys® instructional tool that helps prepare individuals for the WorkKeys® assessments. KeyTrain® is available via the Internet or print.

## What is WorkKeys®?

WorkKeys® measures the common skills required for success in the workplace. WorkKeys® was created by ACT, Inc., who developed the ACT college entrance test.

ACT WorkKeys® measures foundational skills in the following areas: Reading for Information\*, Applied Mathematics\*, Locating Information\*, Applied Technology, Business Writing, Listening, Observation, Teamwork, Writing and ACTs' Talent assessment (The WorkKeys® Talent assessment is a selection and employee development tool that measures job seeker's work related attitude and behavior). Some employers may require additional assessments based on the job profile.

\*Denotes assessments purchased by the State and are free of charge to the employer and job seeker.



To earn an Arkansas Career Readiness Certificate, job seekers must successfully complete the KeyTrain® instruction and score at least a Level 3 on the WorkKeys® assessments in Reading for Information, Applied Mathematics, and Locating Information.

**Reading for Information** - The ability to understand information in common workplace documents such as letters, emails, memos, procedures and instructions

**Applied Mathematics** - The ability to use mathematical reasoning in solving common workplace problems

**Locating Information** - The ability to understand and extract information from graphics such as diagrams, tables, forms, graphs, and charts

Upon successfully completing KeyTrain® and WorkKeys®, job seekers will earn an Arkansas Career Readiness Certificate.

**Get your Arkansas Career Readiness Certificate. Get the job!**