

# STATE OF ALABAMA CAREER READINESS CERTIFICATE



This is to Certify That  
**James Flowers**

having achieved WorkKeys® scores of Five or greater  
in the essential employability skills of Reading for Information,  
Applied Mathematics, and Locating Information  
is awarded the

**Gold Career Readiness Certificate No. 1**

In witness whereof our names are hereto affixed on this  
the 15th day of February, 2007



*Robert Bentley*  
Robert Bentley, Governor  
State of Alabama

## CAREER READINESS CERTIFICATE

WorkKeys® is a national workforce development system that permits a direct comparison of the skills and levels of skills needed to perform a job with the skills and levels of skills an individual currently possesses. This certificate reports an individual's Applied Mathematics, Locating Information, and Reading for Information levels of skills in relation to the level of skills needed in 80% of the jobs and occupations contained in the ACT's WorkKeys® national database. The ACT job profile database now contains thousands of job profiles. The Bronze certificate is only awarded to individuals whose lowest assessment score on any one of the three assessments is three. The Silver certificate is only awarded to individuals whose lowest assessment score on any one of the three assessments is four. The Gold certificate is only awarded to individuals whose lowest assessment score on any one of the three assessments is five.

The individual holding this certificate performs at the following levels and has the following skill proficiencies:

### APPLIED MATHEMATICS

#### Skills Level 6

- Uses fractions, negative numbers, ratios, percentages, or mixed numbers
- Rearrange a formula before solving a problem
- Use two formulas to change from one unit in one system of measurement to a unit in another system of measurement
- Fund mistakes in items that belong at Levels 3, 4, and 5
- Find the best deal and use the result for another calculation
- Find areas of basic shapes when it may be necessary to rearrange the formula, convert units of measure in the calculations, or use the result in further calculations
- Find the volume of rectangular solids
- Calculate multiple rates

### LOCATING INFORMATION

#### Skills Level 5

- Sort through distracting information
- Summarize information from one or more detailed graphics
- Identify trends shown in one or more detailed or complicated graphics
- Compare information and trends from one or more complicated graphics

### READING FOR INFORMATION

#### Skills Level 5

- 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

WorkKeys® is a comprehensive system from ACT™ designed to help individuals develop better career skills.

This certificate of career skills attainment is supported by the following organizations:

Alabama Office of Workforce Development, Alabama Community College System, Manufacture Alabama, Business Council of Alabama, Alabama AFL-CIO