

## WorkKeys Voucher Distribution Guidelines

These guidelines are designed to help you identify participants to refer for test vouchers. The goal is to select examinees that are best prepared to earn a National Career Readiness Certificate (NCRC).

### VOUCHER CRITERIA

In order to refer a participant for test vouchers, **ALL** of the following criteria must be met:

- ☐ The participant has scored at least a 4 on all three of the Career Ready 101 pre-tests (Reading, Locating Information, and Math). Alternatively, they may successfully complete the Level 4 Final Quizzes in all three subjects.
- ☐ The cost of the exam (\$24 total, \$8 per subject) and the accompanying National Career Readiness Certificate are prohibitive to the participant. Examinees are not required to provide documentation or evidence of their need.
- ☐ The participant understands that the WorkKeys exam is comprised of three timed assessment tests. Each assessment is comprised of 33 questions, and each assessment has a 55-minute time limit. In contrast, the Career Ready 101 pre-assessments and lesson final quizzes have fewer questions and are not timed.
- ☐ The voucher recipient is prepared for the timed environment and has successfully completed practice tests, pre-tests, or final lesson quizzes under timed conditions.

### ADDITIONAL CONSIDERATIONS

While not required, these are factors that sites should consider when referring a participant for test vouchers, in order to prepare the participant for success and make the best use of the limited resources:

- ☐ Are there any other funding sources that could underwrite the cost of the assessment and certificate for this participant?
- ☐ Has the participant gone through a career exploration process to identify an occupational interest and the targeted WorkKeys skill level needed for that job? Have they achieved that target level in pre-test or final lesson quizzes? It's recommended that examinees aim to complete one Career Ready 101 level above the WorkKeys level for which they are aiming.
- ☐ Has your site coached the participant on how they will promote/describe their NCRC and the skills it reflects in their job search?
- ☐ Has your site reviewed test-taking strategies with the participant to help them prepare for this high-stakes exam? These include: relaxation techniques, arriving early to test site, practicing under timed conditions.

## **WorkKeys Voucher Distribution FAQ**

### **1. How does voucher distribution work?**

There are 2700 vouchers available. Each of the WorkKeys testing sites will receive 25 vouchers as part of an initial dispersion. After these vouchers are awarded, they will be distributed according to the vocalized need to each region.

### **2. How many vouchers does a non-testing site receive?**

None. Vouchers are distributed exclusively to WorkKeys testing sites. This does NOT mean that your participant cannot receive a voucher if your institution is not a testing site. Refer participants with qualifying scores and financial need to the regional WorkKeys testing site as voucher recipient referrals.

### **3. If an organization declines an invitation to become a WorkKeys testing site, does that organization still receive vouchers?**

No, however, the organization can refer voucher recipients to the regional WorkKeys testing center.

### **4. What are the responsibilities of a WorkKeys testing site?**

Testing sites provide WorkKeys access on behalf of their regions. Request enough vouchers to fulfill the needs of participants at your institution, as well as the needs of participants referred to your testing center by regional CR101 partners. It's important to indicate the organizations/partners/ABE's in your region that you have consulted with to determine the number of individuals your organization plans to test using the WorkKeys exam. WorkKeys sites must complete the WorkKeys Voucher Survey to help determine how many vouchers its region will receive.