

The CRC Advisory Committee, functioning under the Governor's Council for Workforce and Economic Development, recommends the use of KeyTrain® pre-assessment and up-skilling lessons during the sophomore, junior and senior years of high school. KeyTrain® accounts may be available, in some cases, to high schools through their district technology center. High school administrators may contact their district technology center CRC administrator to see what KeyTrain® access may be available to their students. As a related issue, WorkKeys® is not intended to be and should not be used as a pretest for postsecondary admission or academic program decisions.

The committee further recommends that the WorkKeys® assessments for the Career Readiness Certificate be given in the senior year of high school. Once a senior class or CareerTech class has taken WorkKeys® using the assessments provided by the Governor's Council for Workforce and Economic Development, the only assessment that may be re-taken with that funding is the subtest for which an individual student has completed additional KeyTrain® up-skilling lessons (verified by the CRC site administrator) and waited the 30 day period recommend by ACT and the assessment is completed individually, not as a class/group. No classes or groups should ever be re-assessed to see if a higher group average can be attained or to retest students without the required skill building. In addition, the advisory committee, as long time users of KeyTrain® offers the following advice, upskill the student to at least one level above what he/she hopes to achieve in WorkKeys®.

If a school wishes to use the WorkKeys® assessments as both a pre and post test, the school must purchase a WorkKeys® site license from ACT for a fee (presently \$100) and the school will be responsible for the cost of the WorkKeys® pre-test (presently \$15 per student).

Contact Susan Kuzmic at 405-815-5204 or susan_kuzmic@okcommerce.gov with questions.