

## Job Seeker

### How do I Get Certified?

The Certificate is based on standardized WorkKeys® assessment tests. WorkKeys® is a comprehensive skills assessment tool recognized by thousands of companies worldwide, and state and federal agencies in the United States. To earn a Kansas **WORKReady!** Certificate, individuals take an assessment in reading, applied math and locating information at their local Kansas workforce center.

### Take three simple steps to earn your certificate:

1. Choose a [location](#): Call (877) 509-6757 to find the testing location nearest to you.
2. Prepare: Review instructional materials, along with sample questions, available at no cost to you. This is available through your local workforce center; please request access when you call to find a location.
3. Take the assessment. Allot about four hours to complete the full assessments. You will receive your scores at the end of the session, and your actual **WORKReady!** Certificate will arrive by mail.

### A Chance to advance

Certificates are awarded based on the lowest level earned in any of the three core assessment areas, though individuals scores in one or more sections may be higher.

- Bronze indicates a score of at least a level three on each of the WorkKeys® Assessments and has the necessary foundational skills for approximately 35 percent of the WorkKeys® job profiles
- Silver indicates a score of at least a level four on each of the WorkKeys® Assessments and has the necessary foundational skills for approximately 65 percent of the WorkKeys® job profiles
- Gold indicates a score of at least a level five on each of the WorkKeys® Assessments and has the necessary foundational skills for approximately 90 percent of the WorkKeys® job profiles
- Platinum indicates a score of at least a level six on each of the WorkKeys® Assessments and has the necessary foundational skills for approximately 99 percent of the WorkKeys® job profiles