

## ACT® WorkKeys Testing Guide

WorkKeys in Math and Reading is required for the CLA/Phlebotomy for ASCP Certification and the Clinical Medical Assistant programs at UNMCE. This can be waived with an Associate degree or higher in any field. ACT's National Career Readiness Certificate (NCRC) is a portable credential that demonstrates achievement and a certain level of workplace employability skills in these subjects.

- WorkKeys testing is conducted at a proctored test center.
- Not available online at this time.
- WorkKeys testing is free and can be retaken if needed.
- Send copy of scores to Sarah Treviso, Program Supervisor, Health Careers, UNMCE at:
  - [streviso@unm.edu](mailto:streviso@unm.edu) or fax attn. Sarah: 505-277-8975

<p><b>Math required score Level 3 - 5</b> <b>Reading required score Level 4 - 5</b></p>
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### **Preparing for the tests**

Learn more about the WorkKeys curriculum and other preparation options that help individuals improve their scores, as well as practice exams:

<http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html>

### **Locations to Take Tests**

*If you are currently working with NM Workforce Connection or any of the grant funding agencies, please work with your career counselor to arrange for testing.*

#### **Albuquerque, NM**

##### **Albuquerque Workforce Connection Center**

501 Mountain NE

Albuquerque, NM 87103

Telephone: (505) 843-1967

**Tests are given Monday-Friday 8:00am-3:00pm. Arrange for the Math and Reading tests.**

Check in at front desk to take the tests. If you are not registered with Workforce, you will need to do so before taking the tests.

##### **City of Albuquerque Public Service University**

City/County Building Basement

1 Civic Plaza

Albuquerque, NM 87102

Telephone: (505) 768-3200

**Call to Make an Appointment. Arrange for the Math and Reading Tests.**

## **New Mexico Locations**

For those located outside of Albuquerque/Rio Rancho, you will need to contact a NM Workforce Connection office in your area or a community college near you for testing. Website for locations: <https://www.dws.state.nm.us/Office-Locations>

## **Outside of New Mexico**

**Go to the ACT Work Keys website, Find a Testing Location:**

<http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/shared/test-site-locator-form.html>

Enter your zip code or city and state, it will then provide you with a list of available test centers. If you do not see anything populate you will need to contact a Workforce Connection, similar agency office, or a community college in your area.

## **General Information**

General information, assessments and scoring:

<http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/assessments.html>

### **Q: What is WorkKeys ®?**

A: Designed by ACT, the company that developed the ACT assessment college entrance exam, WorkKeys measures workplace literacy and represents a widely accepted common language for skills definition among employers, educators/trainers, and potential/incumbent employees.

### **O\*Net Code: 29-2012.00**

Clusters: Health Science

Description: Perform routine Medical Laboratory tests for diagnosis, treatment, and prevention of disease. May work under the supervision of medical technologist.

<b>Skill Area</b>	<b>Median Skill Level</b>	<b>Minimum Skill Level</b>	<b>Maximum Skill Level</b>
<b>Applied Mathematics</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Reading for Information</b>	<b>5</b>	<b>3</b>	<b>5</b>

### **Tasks:**

- Conduct chemical analyses of body fluids, such as blood or urine, using microscope or automatic analyzer to detect abnormalities or diseases and enter findings into computer.
- Analyze and record test data to issue reports that use charts, graphs, or narratives.
- Conduct blood tests for transfusion purposes and perform blood counts.
- Set up, maintain, calibrate, clean, and test sterility of medical laboratory equipment.
- Obtain specimens, cultivating, isolating, and identifying microorganisms for analysis.
- Collect blood or tissue samples from patients, observing principles of asepsis to obtain blood sample.

### **Q: What types of skills does WorkKeys assess?**

A: The ability to learn, listen, communicate, work in teams, and solve problems are what employers expect. WorkKeys assessments measure these abilities in three key areas:

- Communication—business writing, listening, reading for information, writing
- Problem-Solving—applied mathematics, applied technology, locating information, and observation
- Interpersonal skills—teamwork.