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 or fax attn. Sarah: 505-277-8975

| Math required score Level 3 - 5 |
| Reading required score Level 4 - 5 |

Preparing for the tests

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](https://www.dws.state.nm.us/Office-Locations)

**Outside of New Mexico**
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**

**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.

<table>
<thead>
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<th>Skill Area</th>
<th>Median Skill Level</th>
<th>Minimum Skill Level</th>
<th>Maximum Skill Level</th>
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<td>Applied Mathematics</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Reading for Information</td>
<td>5</td>
<td>3</td>
<td>5</td>
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**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.