



## FAQ

### What is the Florida Ready to Work Credential?

The Florida Ready to Work Credential is a career readiness certificate signed by Governor Charlie Crist, verifying that a jobseeker/incumbent worker has the foundational skills required for most jobs today from entry-level to professional. Florida is one of 30 states with similar programs, making the Florida Ready to Work Credential portable nationwide.

### What is required to earn the Credential?

To earn the Credential, a jobseeker/incumbent worker must earn a minimum score of 3 on three required assessments:

**Applied Mathematics** — Measures workplace mathematical reasoning and problem-solving skills from basic addition, subtraction, multiplication and division to multiple math functions like calculating percentage discounts and markups.

**Locating Information** — Measures comprehension and application of workplace graphics such as charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps and instrument gauges.

**Reading for Information** — Measures reading comprehension and reasoning skills when using written text on the job including memos, letters, directions, signs, notices, bulletins, policies and regulations.

The applied mathematics and reading for information assessments are scored on a skill-based scale of 3 to 7; the locating information assessment is scored on a scale of 3 to 6. The skills being tested build on each other. For example, to score a 5, the test-taker must correctly answer the level 3, 4 and 5 questions and therefore master the skills corresponding to levels 3, 4 and 5. The questions are multiple-choice. Each assessment takes about one hour to complete – a total of three hours of testing. The assessments are offered online or in paper/pencil form and must be proctored.

### What do the three Credential levels – bronze, silver and gold – indicate?

The Credential level reflects the jobseeker/incumbent worker's composite career readiness score. A higher Credential level indicates an ability to perform more complex tasks and to qualify for a broader range of jobs.

**BRONZE** Minimum score of 3 on all three assessments  
Student/jobseeker has skills for 35 percent of jobs today

**SILVER** Minimum score of 4 on all three assessments  
Student/jobseeker has skills for 65 percent of jobs today

**GOLD** Minimum score of 5 on all three assessments  
Student/jobseeker has skills for 90 percent of jobs today

The Credential level is determined by the minimum or lowest score across all three assessments. For example, a jobseeker/incumbent worker who scores a 4 in applied mathematics, 3 in locating information and 4 in reading for information earns a bronze Credential because the lowest of the three scores is 3. The jobseeker/incumbent worker's scores and the corresponding skills are printed on the Credential.

### Who is eligible to participate?

Any resident of the State of Florida – student, adult jobseeker or incumbent worker – and any employer operating in Florida may participate in the program.

## **How are employers using Florida Ready to Work?**

Employers are using the program as a hiring, training/development, promotional and workforce strategic planning/measurement tool. Opportunities to capitalize on the program include:

- Encourage all hiring and training managers to recognize, request or require the Credential and get better qualified, ready to work employees.
- Include “Florida Ready to Work Credential preferred” in job announcements and add a Florida Ready to Work Credential “check box” to your job application to reinforce that you are looking for applicants with the skills and initiative required for job success.
- Use the online courseware to identify skill gaps, develop the skills and improve the performance of your current employees.
- Encourage incumbent workers to use the courseware and/or earn the Credential as a continuing education tool, prepare for promotion and build employee morale and confidence.
- Pinpoint the job skills and skill levels needed to increase efficiency and productivity by profiling hard-to-fill, high-turnover or other critical positions.

## **What does the Florida Ready to Work courseware include?**

The courseware provides online, self-paced training in the three skill areas required to earn the Credential plus six additional skill areas valued by employers: 1) applied mathematics, 2) locating information, 3) reading for information, 4) applied technology, 5) teamwork, 6) observation, 7) listening, 8) writing and 9) business writing. Once enrolled in the program, courseware access is unlimited. There are placement tests, post-tests and reporting tools embedded in the courseware for monitoring activity and measuring progress.

## **How does a jobseeker/incumbent worker earn the Credential?**

1. Sign up with a participating Assessment Center including high schools, community colleges, technical centers, regional workforce boards, community-based organizations and employers.
2. Complete the online placement tests to measure current skills.
3. Use the online, self-paced courseware to improve skills, if needed.
4. Take the three required assessments at a participating Assessment Center.
5. Earn a minimum of 3 on each of the three required assessments.
6. Receive the Florida Ready to Work Credential.

## **How much does the program cost?**

The Credential, courseware and related implementation support services are provided at no cost. A free, initial bank of assessments is also provided to participating implementation partners, including employers. Job profiling is a fee-based service averaging \$2,500 per profile.

## **Who are the program partners?**

Florida Ready to Work is sponsored by the State of Florida and administered by the Florida Department of Education, Division of Workforce Education. The State of Florida has contracted with Worldwide Interactive Network (WIN) to provide the courseware and implementation services and with ACT/WorkKeys® to provide the assessments for the program. Florida Ready to Work is being implemented by high schools, community colleges, technical centers, regional workforce boards, community-based organizations and employers statewide.

## **For More Information**

**Website:** [www.floridareadytowork.com](http://www.floridareadytowork.com)  
**Toll-Free:** 1-877-444-4505  
**Email:** [CustomerService@floridareadytowork.com](mailto:CustomerService@floridareadytowork.com)