Career & Technology Education Work-Based Certification
WorkKeys Basic Skills Assessment
Frequently Asked Questions

Who is eligible to use WorkKeys to validate basic skills competency?

Career and Technology Education Work-Based teachers in the Engineering and Industrial Technology Education areas. This includes all work-based certified teachers except those certified in Health Science Technology, Information Technology, Hospitality and Tourism, Clothing Design and Construction Services, Child Care Services and Culinary Arts. These teachers must still use Praxis I to validate basic skills competency. However, teachers initially certified in Culinary Arts prior to October 1, 2002, can also use WorkKeys to validate basic skills competency.

What if I have already taken the Praxis I and passed part of that assessment?

Work-based certified Engineering and Industrial Technology Education teachers who have already attempted Praxis I have the option of validating basic skills competency with Praxis I, WorkKeys or a combination of the two. For example, if a teacher has passed both the reading and mathematics portions of the Praxis I, that teacher could submit a passing score on the writing portion of the WorkKeys to complete the validation of basic skills competency. Additionally, work-based certified Engineering and Industrial Technology Education teachers who began the certification process under old regulation R 43-63 Trade and Industrial Certification may use WorkKeys to validate basic skills.

What parts of WorkKeys do I need to take?

Teachers who choose to take the WorkKeys assessment instead of Praxis I must take Reading for Information, Applied Mathematics and Writing. Please be aware, both Writing and Business Writing assessments are available through WorkKeys, however, Business Writing is NOT the assessment approved by the State Board of Education.

What minimum scores are required to validate basic skills competency with WorkKeys?
- Reading for Information: Level 4
- Applied Mathematics: Level 4
- Writing: Level 3

Where can I preview the required assessments and scoring?
- http://www.act.org/workkeys/products.html

Where can I take the WorkKeys assessment?
- http://www.act.org/workkeys/locations.html

What if I need remediation on one or more of the required assessments?

KeyTrain is an interactive computer-based training system for WorkKeys. KeyTrain contains a series of courses that directly correspond to each of the WorkKeys assessments. You can study exactly the skills that you need for the assessments you will be taking.

- Information about KeyTrain can be found at http://www.keytrain.com.

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How do I report my scores to the South Carolina Department of Education?

- Official transcripts are available from ACT at http://www.act.org/workkeys/asr/

- **Official transcripts must be mailed directly from ACT** to the following address:

  Office of Educator Certification
  3700 Forest Drive, Suite 500
  Columbia, SC 29204

Contact Information

  Mike Thun
  Office of Educator Certification
  3700 Forest Drive, Suite 500
  Columbia, SC 29204

  Phone: 803-734-5830
  Fax: 803-734-5902
  Email: mthun@scteachers.org