

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

Career and Technology Education teachers must take the Basic Skills Examination during their first year of certification and pass all three parts of the exam by the end of the fifth year of certification. Section 59-26-40 of the Code of Laws of South Carolina, State Board of Education Regulation R43-63, and the Attorney General's ruling both state that teachers certified under the career and technology education work-based process may be employed a maximum of five years if they have not obtained an acceptable score on all three parts of the Basic Skills Examination. The Attorney General's ruling further states that the only restriction on the number of times a career and technology education teacher may take the exam is the number of times it is offered during the five (5) year period allowed career and technology education teachers for completion of certification requirements.

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

All Career and Technology Education Work-Based teachers can use WorkKeys **EXCEPT** those listed below. These teachers must use the Praxis I to validate basic skills competency.

- Health Science Technology
- Information Technology (Networking or Programming)
- Culinary Arts.

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.

When must the WorkKeys exams be taken?

- All three parts must be **taken** by **June 30th** of the **1st year of certification.**

When must the WorkKeys exams be passed?

- All three parts must be **passed** by **June 30th** of the **5th year of certification.**

What parts of WorkKeys do I need to take?

- Teachers who choose to take the WorkKeys assessment instead of Praxis I must take the following exams.
 - Reading for Information exam
 - Applied Mathematics exam
 - Writing exam. **NOTE: The Business Writing exam is NOT approved** by the State Board of Education.

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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>.

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/> for a \$5.50 fee.
- Official transcripts should be mailed directly from ACT to the following address:
Office of Educator Certification
3700 Forest Drive, Suite 500
Columbia, SC 29204
- Personal copies of score reports maybe used to verify scores if:
 - Notarized or signed and dated by center director/school principal,
 - Mailed or FAXed to address/number below.

Contact Information

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