



Charles E. Jordan High School

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November 2, 2018

Dear Parents/Guardians of CTE Concentrators:

The North Carolina Department of Public Instruction recently informed districts that 12th graders who are Career & Technical Education (CTE) concentrators will take the WorkKeys test on **December 3, 2018 at 9:00 a.m.** A CTE concentrator is a student who has earned four or more technical credits in a Career Cluster. The WorkKeys system from ACT is being used in high schools across the state and throughout the country to help ensure that students have the skills they need to be college and career ready.

WorkKeys is a job skills assessment system that helps students compare their skills to the skills real jobs require. All students enter the workforce eventually—whether they get a job right out of high school, work part-time while continuing their education, or go to college first. Students are awarded at four levels—Bronze, Silver, Gold, and Platinum—based on the scores an individual achieves on three WorkKeys tests: Locating information, Readiness for information, and Applied Mathematics. **Students can earn a North Carolina Career Readiness Certificate (NCRC) for free. This certificate may be referenced on résumé or job application to enable employers and human resource managers to verify that you have earned the certificate and possess the work skills needed for success. ACT WorkKeys gauges a student on career readiness and is widely recognized as an industry credential.**

Student Information Session: November 7, 2018

Time and Location: CE Jordan High School Cafeteria at 10:00 a.m.

Practice *ACT WorkKeys* questions can be located at the following website:

<http://www.act.org/workkeys/assess/sample/html>

For more information, please visit the ACT/North Carolina Department of Public Instruction website:

<http://www.act/stateservices/northcarolina/>

If you have questions about the test, or tutorials please visit the ACT website at www.act.org/workkeys. Other questions should be directed to Ms. Antoinette Daye, Career and Technical Education Coordinator, at antoinette.daye@dpsnc.net.

Sincerely,

Antoinette H. Daye

Antoinette H. Daye, CDC
ACT WorkKeys Testing Coordinator
C.E. Jordan High School

A handwritten signature in black ink, appearing to read "Susan S. Taylor", with a long horizontal flourish extending to the right.

Susan S. Taylor
Principal
C.E. Jordan High School
