



Are You Ready to Work? **A User's Guide to Florida's Ready to Work Credential**

As someone planning to enter the workforce, or considering a job change, it is really important that you have the skills and credentials that employers need. A Ready to Work Credential lets a prospective employer know that you are that person. The information below will give you some additional details about Florida's Ready to Work Credential program and how to earn one.

What is the Ready to Work Credential?

This is a credential awarded by the state of Florida to anyone who has successfully passed designated assessments. A student who has earned a Ready to Work Credential will be considered equipped with the skills needed to enter the workforce.

Who is eligible to earn a Ready to Work Credential?

Any student or resident in the state of Florida is eligible to earn this credential.

What assessments are required to earn a Ready to Work Credential?

Mastery of three (3) WorkKeys assessments must be demonstrated

- Reading for Information
- Applied Mathematics
- Locating Information

What are the three levels of Florida's Ready to Work Credential?

- BRONZE minimum score of 3 or more on all three assessments
- SILVER minimum score of 4 or more on all three assessments
- GOLD minimum score of 5 or more on all three assessments

For Example: Scores of 3-3-5 would result in a Bronze certificate

Participants may re-take the assessment to achieve a higher level certificate at anytime.

What is the process for earning a Ready to Work Credential?

- Sign up at a participating assessment center.
- Complete the on-line pre-instructional assessment to determine mastery level.
- Enroll in self-paced tutorial course work if needed.
- Complete the proctored WorkKeys assessments
- Receive a Ready to Work Credential, signed by the Governor, once mastery level expectations have been achieved.

Where are the Ready to Work Credential assessments being offered?

Participating assessment sites include:

- Public Schools
- Community Colleges
- Area Technical Centers
- One Stop Career Centers
- Vocational Rehabilitation Centers
- Department of Juvenile Justice Programs
- Regional Education Consortium

How will a Ready to Work Credential benefit you?

This credential will demonstrate to current and future employers that you have the skills to meet employment expectations. Businesses are beginning to use the Ready to Work Credential as part of their recruitment and hiring practices. Knowing you possess Florida's Ready to Work Credential, an employer can be more confident that you can begin the job with the skills necessary for successful job performance.

For more information call 1-866-429-2334 or email ReadytoWork@fldoe.org.