



Phlebotomy

Q: What is the New Mexico “*Certified for Success*” Career Readiness Certificate, and how does it relate to WorkKeys?

A: The New Mexico “*Certified for Success*” Career Readiness Certificate is a portable credential that shows you possess certain fundamental skills needed in the workplace. The WorkKeys assessment system is used to determine those skill levels. Depending on their scores, potential or incumbent employees receive one of these certificates:

- Gold—awarded to those who score at or above a level 5 in each of the core areas
- Silver—awarded to those who score at or above a 4
- Bronze—awarded to those who score at or above a 3 in each of the core areas.

Certificates come in two different formats—an 8 by 10 certificate signed by the governor and a wallet-sized version. Each certificate is assigned a number for security and tracking purposes.

When you complete the ACT assessment registration, you also create an account. This allows current or potential employers to verify scores and completed training or track training needs.

Q: What is WorkKeys ®?

A: Designed by ACT, the company that developed the ACT assessment college entrance exam, WorkKeys measures workplace literacy and represents a widely accepted common language for skills definition among employers, educators/trainers, and potential/incumbent employees.

With a database of more than 14,000 job profiles, WorkKeys identifies skills needed on the job, assesses your skill level, and helps identify training needed to close any gaps.

Q: What types of skills does WorkKeys assess?

A: The ability to learn, listen, communicate, work in teams, and solve problems are what employers expect. WorkKeys assessments measure these abilities in three key areas:

- Communication—business writing, listening, reading for information, writing
- Problem-Solving—applied mathematics, applied technology, locating information, and observation
- Interpersonal skills—teamwork.



Q: Where do I go to take this assessment?

A: Go to the Workforce Connections website to register for career services. The registration process begins at the end of the explanation of this page.

<https://www.jobs.state.nm.us/whyreg.asp>

Choose OPTION 1 and enter all information requested. You may include a resume at this time.

The screenshot shows the registration page for the New Mexico Workforce Connection. At the top, there is a red header with the logo and the text "New Mexico Workforce Connection". Below the header, a yellow box contains the instruction: "Please enter the following login information and click the Next button when you are finished. Be sure to remember your User ID and Password. You will need them to access this system again." Below this, there is a navigation menu with "Workforce Info" selected. The main content area contains three sections: "Login Information", "Social Security Number", and "Residence Information". Each section has several input fields and instructions. The "Login Information" section includes fields for User Name, Password, Confirm Password, Security Question (a dropdown menu), and Security Question Response. The "Social Security Number" section includes fields for Social Security Number and Re-enter SSN. The "Residence Information" section includes a field for residential Zip Code and radio buttons for authorization to work in the United States. A legend indicates that asterisks denote required fields and a question mark icon is used for help.

You now have a profile for receiving job services and assessments. You can access the service available for your job search after completing this training program.

Contact the New Mexico Workforce Solutions to schedule the assessments. Call Robert Whittaker at (505) 843-1967 or Rosanne Shreve at (505) 843-1927 or Arleen Luchetti at (505) 843-1926.

KeyTrain is a tutorial to prepare you to take the WorkKeys assessment. You will then be scheduled to take the WorkKey assessments that are required for the Career Readiness Certificate.

After completing the assessments successfully for Level 5 – Gold Certificate, please forward a copy of the assessment report to UNM Continuing Education, Loree Nalin, Program Supervisor at LNalin@unm.edu or fax to (505) 277-8975. Your CR certificate will arrive to you from the Governor’s Office several weeks later.