



All Juneau Construction Academy (JCA) applicants are requested to take the **WorkKeys** test which earns an Alaska Career Readiness Certificate. This is a skill-based credential that enhances career potential. It shows an employer that you are capable of tasks that are common in today's workplace. This test is multiple choice, needs to be scheduled and is taken on a computer.

To earn this certificate, you will need to complete the **WorkKeys** test at one of your local Job Centers. **WorkKeys** is a 3-part assessment: Reading for Information; Locating Information; and Applied Mathematics. In order to earn your Career Readiness Certificate, you will need a score of a least 3 or higher on each section.

- **Note:** If you are unable to schedule **WorkKeys** testing prior to Juneau Construction Academy admission then it is required to take the pre- assessment program called **Career Ready 101** which can be taken at SERRC – The Learning Connection or the Juneau Job Center on a walk-in basis, it is web-based and requires SERRC or the Job Center to set up an account. It is strongly recommended that you take these practice tests before you take the **WorkKeys** test. **It is the applicant's responsibility to submit their score to the Juneau Construction Academy for review.**

The **WorkKeys** tests are timed and proctored and must be taken at a job center **by appointment only**. About one hour is given for each test. A short break will be given in between tests, or you can ask to schedule each test separately. Once you've completed the practice testing in **Career Ready 101** and feel ready for the **WorkKeys** test you need to call one of the job center contacts below and make an appointment:

JUNEAU JOB CENTER 10002 GLACIER HWY SUITE 100 Juneau, AK 99801 Phone: 907-465-4562 Fax: 907-465-2984 juneau.jobcenter@alaska.gov Tests are usually scheduled the second and fourth Fridays of each month 12:15-5 p.m.

The Job Center will provide you with a copy of your WorkKeys test scores which applicants are responsible for submitting to our office in person, email, or fax. Your Alaska Career Readiness Certificate will be mailed to you but is not required to be submitted in your application packet.

Questions? Call the Juneau Construction Academy offices at (907)586-5718 fax (907)586-5673
www.juneauconstructionacademy.org

The Juneau Construction Academy (JCA) is a program of The Learning Connection and SERRC, funded by the Alaska Construction Academies (AKCA), the Alaska Department of Labor and Workforce Development and the Denali Commission. AKCA is an Equal Opportunity program. Auxiliary aids and services available on request.