



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



The CTE Basic Skills Assessments are administered through ACT WorkKeys®. The required assessments are **Applied Math, Business Writing, and Workplace Documents**; no other WorkKeys® assessments outlined on the ACT® website will be accepted.

WorkKeys® Skill Assessment	Skill Level Range	Minimum Required Passing Score
Applied Math	3 – 7	4
Business Writing	1 – 5	3
Workplace Documents	3 – 7	4

[LEARN](#) about the required CTE Basic Skills Assessments.

LOCATE a test center and the name of the contact person.


- Assessment registration can ONLY be done by calling the test center. The specific contact person for a test center should be contacted.

**For SCORE REPORT SUBMISSION**

(Please DO NOT submit scanned or paper score reports.)

An email will be sent to the test taker from the test center. The email will contain a score report with an Examinee ID. Once the email is received you will need to complete the following steps:

- Establish a [MyWorkKeys](#) personal account.
- Create a new account
  - Examinee ID required
- Complete required information and submit
  - An email containing your Activation Code will be sent to the email address you provided.
- Locate your Activation Code in your email
- Select link provided in your email
  - Enter Activation Code and submit
- Enter User ID and Password from your personal WorkKeys account.
- Locate Test Management Tab (located on the left side of the screen)
- Locate recent test(s) taken from last 90 days – Please note: ACT WorkKeys is unable to verify tests taken 90 days ago or beyond.
- Select “Share Test” for each assessment under the action bar
- Select “Yes”, agree to terms and submit
- Locate the “Public Share URL” on your screen (located directly above the test) and copy

**Example:**  
 **Public Share URL:**

- Create an email to be sent to [CTE-EducatorCertification@ALSDE.edu](mailto:CTE-EducatorCertification@ALSDE.edu).
- Paste the copied “Public Share URL” in your email and also include:
  - Your Legal First and Last name as it appears on government-issued identification,
  - The last four digits of your social security number OR your entire TCH number, and
  - A statement confirming ACT® provided a link to the score report.

**Example:** John Doe  
SSN: 8523  
I, John Doe confirm ACT provided this link for my WorkKeys test results.

**For additional information regarding test registration or requirements, contact the Educator Certification Section at (334) 694-4557.**

Individuals who are **exempt** from meeting the Basic Skills Assessment requirement are those who hold:

- A valid Specialty Area Career and Technical Certificate, a valid Alabama Professional Educator Certificate, or valid Alabama Professional Leadership Certificate.

**OR**

- At least a bachelor’s degree from a senior institution that was regionally accredited at the time the degree was earned; an official transcript must be submitted to the Educator Certification Section confirming the degree.

To document basic skills, passing scores on **one** of the following have been met:

- **Option 1:** Submission of the applicant’s passing scores on the CTE Basic Skills Assessments administered through ACT WorkKeys® in Applied Math, Business Writing, and Workplace Documents. Assessments completed before July 1, 2019, WILL NOT be accepted. See the above information on score submission. No scanned copies or paper copies of score reports will be accepted.

**OR**

- **Option 2:** Electronic submission by the testing company, directly to the ALSDE, of the applicant’s passing scores on the Praxis Core Academic Skills for Educators (Core) basic skills assessment in Mathematics, Reading, and Writing attained prior to July 1, 2019. Information about requesting score reports for the Core may be found at [ETS Praxis Core Academic Skills for Educators](#).

**Testing Options 1 or 2 CANNOT be combined.**