Connect to Your Career

4-2 Certification Options

1. Is certification necessary or available for the job you want to pursue? If yes, research and note the following information:

• name of the certification

• name of the agency or company that issues the certification

• cost to sit for the exam

• frequency in which is the exam administered

• whether the certification expires and how long it is valid if it does expire

• any other pertinent information about the certification

<<Place Answer Here>>

2. If certification is not required for your chosen career, research a certification that might be helpful in moving you forward professionally. Some certifications are applicable to a variety of jobs and career fields. Certification such as the National Career Readiness Certificate, sponsored by ACT, shows that a certain level of workplace employability skills have been achieved. Conduct research on the National Career Readiness Certificate, and note the following information:

• how to prepare for the exam

• the cost to sit for the exam

• the frequency in which is the exam administered

• whether the certification expires and how long it is valid if it does expire

• any other pertinent information about the certification

<<Place Answer Here>>

3. Save your Word document as FirstnameLastname\_Certification.docx (i.e., JohnSmith\_ Certification.docx).