



Adult Basic Education & Literacy Services

Pathways to a Diploma, Workforce Readiness,
and Lifelong Learning

Allegany College of Maryland's **Adult Education Program** provides free, grant-funded educational services to Maryland residents seeking to: Earn a Maryland High School Diploma, improve reading, writing, or math skills, Learn English as a Second Language (ESL), Advance their careers or prepare for college, Support their children's academic success through **Family Literacy**.

Our programs are flexible, supportive, and designed with busy adult learners in mind—with both **in-person and online learning options** available.

Programs Offered

- **GED® Preparation & Testing**

Prepare for and take the official GED® test to earn your Maryland High School Diploma.

- **National External Diploma Program (NEDP)**

A flexible, self-paced path for adults with life and work experience to earn a high school diploma.

- **Adult Basic Education (ABE)**

Strengthen your foundation in reading, writing, and math—key skills for employment and further education.

- **English as a Second Language (ESL)**

Learn to communicate effectively in English through beginner to advanced classes, including Civics and Citizenship.

- **Family Literacy**

Adult learners can build their own literacy skills while also learning how to support their children's learning at home and at school—creating stronger family learning environments.

- **Workforce Readiness & Career Pathways**

Develop essential workplace skills through **ACT® WorkKeys®** curriculum and earn the **National Career Readiness Certificate (NCRC®)**. Includes individualized career planning and support.

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Support Services

- Academic skills assessment to determine placement
- Instruction from beginning literacy through high school level
- Two diploma pathways: GED® or NEDP
- College and career transition advising
- **Free childcare** at our YMCA Family Support Center site for eligible participants

Eligibility

- Maryland resident
- At least **18 years of age**
- Not currently enrolled in public school

Cost:

All programs are **free**, funded by the **Maryland Department of Labor** and the **U.S. Department of Education**.



Student Success Spotlight

“I never thought I’d go back to school, but the staff believed in me from day one. Now I’ve earned my diploma and have a full-time job I love. It changed my life.”

— Tamika S., GED® Graduate

Call 301-784-5445 to register,
visit www.allegany.edu/abe

Or Scan the QR Code for information
about our Intake and Orientation Sessions.



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ACT® Essential Skills for Workplace Success

Prepare for the Job Market with ACT WorkKeys®

Essential skills—also known as soft skills, durable skills, or 21st-century skills—are the behaviors and competencies that employers value across every industry. Unlike academic or technical knowledge, essential skills help you navigate the workplace, communicate effectively, solve problems, and adapt to change. These abilities are vital for employment, advancement, and long-term career success.

This course will help you:

- Strengthen your interpersonal and professional communication skills
- Improve your ability to work with others in diverse team environments
- Build self-management strategies for staying on task and managing time
- Develop workplace resilience and adaptability
- Prepare for the ACT® WorkKeys® Essential Skills Assessment

Why it matters:

Mastering essential skills is one of the strongest predictors of job performance and retention. Employers consistently rank these competencies as just as important—if not more so—than technical skills. Whether you’re new to the workforce, changing careers, or upskilling for advancement, this course will give you the foundation to thrive in any work setting.

Digital Badge Opportunity:

Participants who score at or above the **84th percentile** in each of the measured essential skill areas will earn a **micro-credential** issued through **Credly**, a digital badging platform. This badge can be easily shared with employers to demonstrate your workplace readiness.

Who should take this course?

- Job seekers and career changers
- High school or adult education graduates entering the workforce
- Employers looking to upskill their teams
- Individuals preparing for ACT WorkKeys® assessments

What WorkKeys Essential Skills Measures

The WorkKeys system, trusted by business and education leaders for decades to measure career readiness skills, now offers assessments that measure the behaviors and values that fuel productivity, team effectiveness, durability, and overall success.



Integrity

Honesty, sincerity, fairness toward others, and modesty.



Work Ethic

Persistence, goal striving, reliability, dependability, and attention to detail.



Collaboration

The ability to work on teams, empathy, helpfulness, trust, and trustworthiness.



Resilience

Stress management, emotional regulation, a positive response to setbacks, and poise.



Leadership

Assertiveness, influence, optimism, and enthusiasm.



Creativity

Ingenuity, flexibility, open mindedness, and embracing diversity.

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To support career development and establish instructional relevance, each participant will work with WIOA core partners, Maryland Job Service and Western Maryland Consortium, to explore effective resume writing, leverage access to employment and training opportunities, and become familiar with the multiple partnerships and resources aligned with WIOA and the Western Maryland Workforce System.

Course Format: On-demand enrollment – contact us for start dates

Duration: 8 weeks

Tuition: \$80 | **Maryland Senior Rate:** \$75

Assessment Fee: \$15 per assessment

Delivery Mode: Hybrid (mobile + support sessions available)

For more information or to register call: Melanie Chapman 301-784-5446

ACT® WorkKeys® & National Career Readiness Certificate (NCRC®) Preparation Course

Boost your credentials.

Prove your workplace readiness.

This course is designed to help individuals prepare for the **ACT® WorkKeys® assessments** and earn the nationally recognized **National Career Readiness Certificate (NCRC®)**—a valuable credential that demonstrates your skills to employers across industries.



What You'll Learn:

- Personalized preparation in the three core skill areas:
 - ▶ **Applied Math**
 - ▶ **Graphic Literacy**
 - ▶ **Workplace Documents**
- Pre-course diagnostic testing to tailor your learning plan
- Access to a **mobile-based learning system** with customized study schedules and interactive lessons

Workforce Support Included:

Participants will also engage with **WIOA core partners**, including the **Maryland Department of Labor – Job Service** and the **Western Maryland Consortium**, to:

- Create or refine a professional résumé
- Explore local job and training opportunities
- Learn how to access supportive services and resources across the **Western Maryland Workforce System**

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Certification Opportunity: Earn a Shareable Credential

Students who score at or above the required levels on the assessments will earn the **ACT® National Career Readiness Certificate (NCRC®)**. The NCRC is issued with a **digital badge** through **Credly**, allowing participants to showcase their credential online to potential employers via LinkedIn, email, or digital résumé platforms.

Earners Can Showcase Their Accomplishment

After earning the WorkKeys NCRC, individuals can easily set up an online account at myworkkeys.com that enables employers to verify their credentials quickly and conveniently. They'll also want to showcase their accomplishment by [accepting their digital badge from Credly](#) and including it on transcripts, resumes, social media, job boards, and more.



Platinum WorkKeys NCRC
earners have scored a minimum level score of 6 on the ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents Assessments.



Gold WorkKeys NCRC earners have scored a minimum level score of 5 on the ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents Assessments.



Silver WorkKeys NCRC earners have scored a minimum level score of 4 on the ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents Assessments.



Bronze WorkKeys NCRC earners have scored a minimum level score of 3 on the ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents Assessments.

Why It Matters:

More than 4 million individuals have earned the NCRC, and thousands of employers recognize it as proof of workplace readiness. Whether you're entering the workforce, changing careers, or seeking advancement, this credential can open doors.

Course Format: On-demand enrollment – contact us for upcoming start dates

Duration: 15 weeks

Tuition: \$150 | **Maryland Senior Rate:** \$145

Assessment Fee: \$60 (WorkKeys® NCRC® Assessment)

Delivery: Hybrid (mobile + support sessions available)

For more information or to register call: Melanie Chapman 301-784-5446