

**Career Readiness Certification
 Technical Assistance Meeting
 QUESTIONS AND ANSWERS
 Updated September 8, 2005**

#	Questions	Answers
1.	Are writing tests part of the free tests?	No - It requires a separate sheet.
2.	How much do scanners cost?	Approximately \$6,000.
3.	Should we give all 3 tests at once?	No, not usually. Each test takes about 55 minutes to administer. You may want to give the assessments at different intervals.
4.	How long is the certificate valid?	ACT says approximately 5 years from the date of assessment, barring any major changes in personal situations.
5.	Could you email the PowerPoint out?	Yes. PowerPoint presentations were e-mailed on Friday, September 2.
6.	How long is the pilot period?	Approximately 1 year, but there may be more site roll-outs during that time.
7.	Can we issue CRCs if not selected as pilot sites? Can we do WorkKeys?	No, but you may administer the WorkKeys assessments. .
8.	Are JobLinks the only place that WorkKeys testing will take place?	No. The colleges are encouraged to offer the assessment and the credential at the college and the JobLink Career Centers.
9.	Who is our target audience for WorkKeys testing? Walk-ins?	Work with your local partners to determine the priority for testing.
10.	Is deadline for the RFP "delivered by" date or "postmarked" by date?	The deadline for the submittal of the proposal is by 5:00 on September 23. That means delivered and in-hand by that date.
11.	Budget of \$28,000 - Is there expectations that funding would continue past one year?	The funding is a one-time funding. The expectation is that you will develop a system in which to generate FTE's so that the project can be sustained.
12.	Budget - Include only \$28,000 or everything we expect to spend?	A. The funding is a one-time funding with goals of securing additional funds locally, or in developing a process whereby the college generates FTE's through the CRC process for those enrolled in training.

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13.	Pre-assessment - Do we have to pretest with WorkKeys?	It is advisable to pre-test with WIN or the KeyTrain system. Also to pre-test on reading first.
14.	KeyTrain & WIN -How to get information?	Flyers were part of the RFP package, names and contracts were listed on the flyer, please make contact directly with the provider.
15.	Are we going to statewide system with a particular vendor?	Not at this time.
16.	Can we a buy scanner with the grant money?	We are asking the colleges to make this purchase. We do not want to use the limited grant funds on equipment purchases.
17.	Do we have to spend \$28,000 in certain manner?	You need to be able to provide all the services required in the RFP. An intervention strategy such as KeyTrain or WIN must be used. If you already have one of these training vehicles, you may opt to purchase the other one and do an internal evaluation of the 2 systems.
18.	Do we have to share full-time test administrator?	You may share a full-time test administer. We are not requiring that a full-time test administrator be devoted completely to this initiative.
19.	What is the start of the budget year?	We have some flexibility, but I imagine that the colleges will actual start the program in January.
20.	Where will tests be scored? (Shared?)	Tests will be stored at the local colleges. The college is the official test administrator and may share the tests with appropriate resources such as the JobLink. We are in the process of developing a waiver for individuals to sign, which will allow for the data to be shared and keep in the web site and data base that are to be developed.

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21.	Which format will be used--- Paper and pencil tests or CBT?	Colleges will have both options available to them. It is easier to administer the paper and pencil test because it is portable. Once agreements are in place with ACT, colleges may request as many paper and pencil tests as necessary.
22.	Is there a list with the cost of (tests, etc)?	The costs of the tests are about 3.25 each. The reseller costs to business and industry are higher. A cost increase is expected sometime this month.
23.	Re-sell cost?	Please refer to the agreement between the community college system office and ACT for this answer.
24.	KeyTrain license? Can it be used at other sites?	YES. KeyTrain can be used at other sites. A satellite license for other campuses is available for \$500 per year for up to 10 computers. Also, laptop licenses for \$1000 per year. The colleges can use up to 20 laptops for this fee and can use them concurrently at any variety of locations so long as the 20 laptops are not exceeded for any one-laptop license.
25.	If not selected as a pilot, will there be a chance later to be selected for a grant?	YES, it is anticipated that all colleges and corresponding JobLink Career Centers will be able to issue the credential.
26.	Signatures - All originals on same page?	YES, please send at least 1 copy of the RFP response with original signatures.
27.	Review team - Will all reviewers read all the proposals?	It depends on how many proposal responses are received. May have teams read them.
28.	Budget – are there any workshops or conferences should be included?	That is left up to the colleges. There will be required state team meetings to attend perhaps 4 a year.

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29.	Job profiling - Can we use the budget to hire someone to profile? Can you include the cost of training for a Master profiler? Can state sponsor workshop for pilot schools? Is there a User group for profilers?	YES. Funds may be used to provide training for Job Profilers, as long as the other CRC services can be provided. However the NCCCS will investigate the potential of offering training for the 12 sites. We may want to further explore the option of developing a statewide user group for Profiling. More to follow on this question.
30.	Who actually offers the credential? Will it be a paper certificate?	The initial 12 pilot sites will be offering the credential. It still remains to be determined whether they will be certificates or credit card type IDs.
31.	Who is on the proposal review team?	State partner agencies that are currently on the CRC statewide team. Members of the review team include representatives from the following: Commission on Workforce Development, ESC, Vocational Rehabilitation, Community College System, Division of Employment and Training, and the NC Rural Center.
32.	Will there be a Media blitz for WorkKeys?	There are some funds to develop a marketing strategy. There is a state team working on this.
33.	When will credential be issued by pilot sites?	Not exactly sure yet, we need to build the marketing campaign around the issuance of the credential.

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34.	WIN License? What is the cost and can it be used at other sites, such as JobLink or satellite college sites?	Yes. WIN's software license includes unlimited access for the Community College and JobLink sites. The cost is \$7500 for a 3-year license and includes over 1,000 hours of WorkKeys and Pre-WorkKeys courseware. The WIN license also includes WIN's HRD piece, the WIN Career Center Database, the PDFs of the print-based materials as standard ancillary tools. However, WIN is also offering a special in-kind contribution of two complimentary WorkKeys Job Profiles for any site who includes the WIN product (\$5,000 contribution).