



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 3, 2006

MEMORANDUM

DEADLINE: MARCH 15, 2006

TO: Community College Presidents

FROM: Stephanie Deese, Director
Workforce Initiatives

SUBJECT: WorkKeys Training Sessions

Since many of our colleges are now Value-Added Resellers for WorkKeys, and many of our colleges are pilot sites for the new Career Readiness Certification, we have had several requests for basic training on the WorkKeys Assessment System. As a result, the System Office has developed a *Boot Camp* training seminar on the basics of the WorkKeys System.

The WorkKeys System is a comprehensive business service providing benchmarking, assessment and training to companies. WorkKeys assessments also give students and workers reliable information about their workplace skill levels and assist them in making better career and educational decisions.

Part 1 of this seminar is an overview designed for all college staff and others participating in delivery of the WorkKeys System. This overview will demonstrate the benefits to businesses, students and workers in your community.

Part 2 instructs line staff in WorkKeys testing, scoring and billing “how-to’s.” **Please be sure to include staff members who will be involved in ordering, proctoring and scoring WorkKeys® assessments.**

College personnel and others may attend Part I and Part II or you may choose to attend only one portion of the training.

The training seminars will be held March 20-23, 2006, in four convenient locations across the state.

CC06-042
E-mail

Community College Presidents
Page Two
March 3, 2006

The training sites are:

Monday, March 20, 2006	Catawba Valley CC, Hickory – East Campus – Room 975
Tuesday, March 21, 2006	Davidson County CC, Lexington – Reich Auditorium
Wednesday, March 22, 2006	Workforce Development Training Center – 313 Chapanoke Rd. – Suite 140, Raleigh
Thursday, March 23, 2006	Lenoir CC, Kinston – Room 150 – Bullock

Attached is a registration form with more specific topics to be covered. If you should have any questions, please contact Stephanie Deese at: deeses@nccommunitycolleges.edu.

SD/bl
Attachment

c: Deans of Continuing Education
College WorkKeys Contacts

CC06-042
E-mail

WORKKEYS DEPLOYMENT BOOT CAMP Training

Registration Information

WORKKEYS DEPLOYMENT BOOT CAMP

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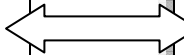
Topics to be covered:

Part I WorkKeys System Overview (10-12)

- Elements of a WorkKeys System
- Being a Value Added Reseller
- Integrating WorkKeys with WIA, HRD and Basic Skills
- Business Services

Part II Operating a WorkKeys Center (1-4)

- Center Set-up
- Testing options/protocol
- Scoring options/procedures
- Equipment requirements
- Express score procedures
- Billing your customers
- Invoicing from ACT



Please Select Preference Part I, Part II or both (Place an “x” in box)		Date	Location	Building/Room
Part I 10-12 p.m.	Part II 1-4 p.m.			
		Monday, March 20, 2006	Catawba Valley Community College Hickory, NC	East Campus – Room 975
		Tuesday, March 21, 2006	Davidson County Community College, Lexington, NC	Reich Auditorium
		Wednesday, March 22, 2006	Workforce Development Training Center, Raleigh, NC	313 Chapanoke Rd. Suite 140 Raleigh, NC 27603 (919) 329-5588
		Thursday, March 23, 2006	Lenoir Community College, Kinston, NC	Room 150 - Bullock

Name:	
College (Or Other Agency):	
Phone:	
Fax:	
Email:	

Please fax or email this completed form by March 15
Please use 1 form per person registering for the training

Please send to:

Temeka Hester

hestert@nccommunitycolleges.edu

Fax: (919) 807-7169