



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 23, 2007

RESPONSE DATE: MARCH 2, 2007

MEMORANDUM

TO: Community College Presidents

FROM: Stephanie Deese, Director
Workforce Initiatives

Pamela Gobel, Director
Career Readiness Certification

SUBJECT: WorkKeys Training Sessions

Many of our colleges are now sites for the new Career Readiness Certificate and most colleges are Value-Added Resellers for ACT WorkKeys[®]. The System office has developed a *Boot Camp* training seminar on the basics of the CRC and the WorkKeys system. At the request of our newest CRC sites, we will again offer our basic *Boot Camp* training on the CRC procedures and the WorkKeys[®] Assessment 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.

North Carolina's Career Readiness Certificate (CRC) certifies core employability skills required across multiple industries and occupations. The Career Readiness Certificate is a portable credential that promotes career development and skill attainment for the individual, and confirms to employers that an individual possesses basic workplace skills in reading for information, applied math, and locating information – skills that most jobs require. In addition, the employer has confirmation that the individual is capable of learning job specific skills. The NC CRC database found on our website (www.crcnc.org) provides an up-to-the-minute snapshot of North Carolina's skilled workforce sorted by various geographic criteria.

CC07-051
Paper Copy
E-mail

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

Part 2 instructs line staff in CRC database entry as well as WorkKeys® testing, scoring and billing “how-to’s.” **Please be sure to include staff members who will be involved in issuing, entering, and printing CRCs or 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 6-8, 2007, in three convenient locations across the state.

The training sites are:

Tuesday, March 6, 2007	McDowell Technical CC, Marion – New Building (no name), 1 st building on left, Room 113
Wednesday, March 7, 2007	Workforce Development Training Center – 313 Chapanoke Rd. Suite 140, Raleigh
Thursday, March 8, 2007	Craven CC, New Bern – Building E, Orringer Auditorium

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

SD/bl
Attachment

c: Deans of Continuing Education
College WorkKeys Contacts

CC07-051
Paper copy
E-mail

NC CRC/WORKKEYS® BOOT CAMP Training

Registration Information

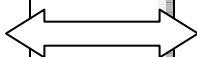
NC CRC/WORKKEYS® BOOT CAMP

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 participating in delivery of the CRC and 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®**



Topics to be covered:

Part I WorkKeys® System Overview

Career Readiness Certificate Overview

- 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 Issuing an NC CRC

- CRC Website and Data Entry
- Printing CRCs
- Center Set-up/ Equipment requirements
- Testing options/ protocol
- Scoring options/procedures
- Express score procedures
- Using your grant-paid assessments
- Invoicing from ACT

Please Select Preference Part I, Part II or both <i>(Place an “x” in box)</i>		Date	Location	Building/Room
Part I 10-12 p.m.	Part II 1-4 p.m.			
		Tuesday, March 6, 2007	McDowell Tech Community College Marion, NC	New building (no name), 1 st bldg. on left, room 113
		Wednesday, March 7, 2007	Workforce Development Training Center, Raleigh, NC	313 Chapanoke Rd. Suite 140 Raleigh, NC 27603 (919) 329-5588
		Thursday, March 8, 2007	Craven CC New Bern, NC	Building E, Orringer Auditorium

Name:	
College:	
Phone:	
Fax:	
Email:	

Please fax or email this completed form by March 2
Please use 1 form per person registering for the training

Please send to:

Pamela Gobel

gobelp@nccommunitycolleges.edu

Fax: (919) 807-7169