



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

April 23, 2008

MEMORANDUM

TO: College Career Readiness Certification (CRC) Site Administrators

FROM: Stephanie Deese, Director Workforce Initiatives
Economic and Workforce Development Division

SUBJECT: Career Readiness Certificate Site Procedures Manual

Please see the attached EWD-CRC Policy Issuance 08-01 concerning the Career Readiness Certification Site Procedures Manual. This copy replaces all previous versions and should be used for the most current CRC information. Please distribute this manual to the primary WorkKeys Administrators, or the CRC Director.

Should you have any questions, please contact Pamela Gobel at 919.807.7215 or e-mail: gobelp@nccommunitycolleges.edu

Thanks for everything you do for Workforce Development in North Carolina.

Enclosure
Attachment

c: Select Presidents

S08-025

**NORTH CAROLINA
CAREER READINESS
CERTIFICATE**



**NORTH CAROLINA COMMUNITY
COLLEGE SYSTEM
ECONOMIC AND WORKFORCE
DEVELOPMENT**

CAREER READINESS CERTIFICATION

EWD-CRC POLICY ISSUANCE 08-01

SUBJECT: **Career Readiness Certification Site Procedures Manual**

PURPOSE: To disseminate the 2008 CRC Procedures Manuals.

BACKGROUND: Enclosed please find a copy of the March 2008 CRC Site Procedures Manual. This copy replaces all previous versions and should be used for the most current information. To highlight some of the changes, you will find CRC /WorkKeys quotes from employers, information about the new Internet –Based WorkKeys Version, National CRC and CRC Consortium information, as well as more detailed CRC and WorkKeys processes.

Please also remember that the manual includes a Quick Start Guide for those sites just getting started, updated contact lists, and other resource information such as website addresses, processes, and forms. Many of these forms can also be found in electronic version on either www.nccommunitycolleges.edu, or www.act.org/workkeys/secure (User ID-Buy, and Password-WorkKeys, case sensitive). The CRC Site Procedures Manual will continue to be revised as necessary.

ACTION: Destroy previous copies of the CRC Procedures manual and replace with the new version.

EFFECTIVE DATE: April 24, 2008

EXPIRATION DATE: Indefinite

CONTACT: Pamela Gobel, 919.807.7215 gobelp@nccommunitycolleges.edu

DISTRIBUTION: Community College WorkKeys Administrators, CRC site contacts