



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

H. Martin Lancaster, President

January 30, 2008

RESPONSE DATE: February 27, 2008

MEMORANDUM

TO: Community College Presidents
Career Readiness Certification (CRC) Sites

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 (CRC) 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. We will also be providing the latest information from ACT and the NC CRC Initiative.

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.

CC08-026
E-mail

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Part 1 of this seminar is an overview of the WorkKeys Industry Skills Assessment System and an overview of the North Carolina Career Readiness Certificate featuring the latest updates. This part of the session is 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 4-6, 2008, in three convenient locations across the state.

The training sites are:

Tuesday, March 4, 2008	James Sprunt CC, Kenansville Boyette Building, Room 113
Wednesday, March 5, 2008	Workforce Development Training Center 313 Chapanoke Rd., Suite 140, Raleigh
Thursday, March 6, 2008	McDowell Technical CC, Marion William Harold Smith Building - Room 113

Attached are directions to each of the sites and a registration form with more specific topics to be covered. Registration needs to be completed by February 27, 2008. 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
College CRC Contacts

**CC08-026
E-mail**

**NORTH CAROLINA
CAREER READINESS
CERTIFICATE**



**NC CRC/WORKKEYS®
BOOT CAMP
Registration Information**

NC CRC/WORKKEYS® BOOT CAMP

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® assessments.**

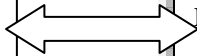
Topics to be covered:

Part I Overview

- Elements of a WorkKeys® System
- Software Publishers-WIN & KeyTrain
- Being a Value Added Reseller
- NC Career Readiness Certificate

Part II Operating a WorkKeys® Center Issuing an NC CRC

- Center Set-up/ Equipment requirements
- Testing options/ protocol
- Scoring options/procedures
- Express Score procedures
- WK Internet Version
- Invoicing from ACT
- CRC Website and Data Entry
- Printing CRCs



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.			
		Tuesday, March 4, 2008	McDowell Tech Community College Marion, NC	William Harold Smith Building - Room 113
		Wednesday, March 5, 2008	Workforce Development Training Center, Raleigh, NC	313 Chapanoke Rd., Suite 140 Raleigh, NC 27603 (919) 329-5588
		Thursday, March 6, 2008	James Sprunt Community College Kenansville, NC	Boyette Building, Room 113

Name:	
College:	
Phone:	
Email:	

***Please fax or email this completed form by February 27, 2008
Please use 1 form per person registering for the training***

Please send to:

Pamela Gobel

gobelp@nccommunitycolleges.edu

Fax: (919) 807-7169

Driving Directions

JAMES SPRUNT COMMUNITY COLLEGE

133 James Sprunt Drive, Kenansville, NC 28349, 910-296-2400

www.jamessprunt.edu

James Sprunt Community College is located on NC Highway 11, one mile south of Kenansville. It is about 80 miles south of Raleigh and 60 miles north of Wilmington traveling by I-40. From I-40, use Exit 373. JSCC is about 5 miles from this exit using NC Highway 903 to NC Highway 11. Directions are clearly marked.

From the Fayetteville area, take NC Highway 24 east through Clinton and Warsaw.

From the Jacksonville area, take NC Highway 24 west through Richlands and Beulaville.

From the Kinston or Greenville areas, take NC Highway 11 south through Pink Hill.

From the Goldsboro area, take NC Highway 117 south to Warsaw, then NC Highway 24-50 east to Kenansville

MCDOWELL TECHNICAL COMMUNITY COLLEGE

54 College Drive, Marion, NC 28752, (828) 652-6021

www.mcdowelltech.edu

From Interstate 40 East or West:

- Take exit 86 for NC-226 toward Shelby/Marion
- Turn left at NC 226
- Turn right at NC 1819

WORKFORCE DEVELOPMENT TRAINING CENTER

313 Chapanoke Road, SUITE 140, Raleigh, NC 27603, 919 329-5588

WEST OF RALEIGH

- Take I-40 East toward Raleigh
- Exit 299 Hammond Rd.
- Turn right onto Hammond Rd.
- At second stoplight turn right onto Chapanoke Rd
- Building is on left .2 mile.

NORTH OF RALEIGH:

- Take US-1 BYP S, which becomes US-1 S
- Stay straight to go onto Capital BLVD/US-401 S
- Merge onto I-440 E toward Rocky Mount
- Take Exit 299 Hammond Rd
- Turn left onto Hammond
- Turn right onto Chapanoke Rd
- Building is on left .2 mile

SOUTH OF RALEIGH:

- Take I-95 N
- Merge onto I-40 W via exit 81 toward Raleigh
- Take Exit 299 Hammond Rd
- Turn left onto Hammond
- Turn right onto Chapanoke Rd
- Building is on left .2 mile

EAST OF RALEIGH:

- Take I-40 West toward Raleigh
- Take Exit 299 Hammond Rd
- Turn left onto Hammond
- Turn right onto Chapanoke Rd
- Building is on left .2 mile