



South Carolina Work Ready Communities Initiative WorkKeys and Career Ready 101 Application Process

As part of the South Carolina Work Ready Communities Initiative, sites must complete an online application for WorkKeys and/or Career Ready 101 for the contract of July 1, 2013 – June 30, 2015.

Online Application Process

Current Workforce Solutions Provider (WSP)

- If your organization or sites under your organization are currently a Workforce Solutions Provider (WSP), call 803.737.2681, South Carolina Work Ready Communities Initiative, for instructions regarding the application process.

Current and New Private Site

- Only one person from each site should complete the online application, following the instructions in this document.
- If your site is already using WorkKeys and/or KeyTrain or Career Ready 101, you must still complete the online application to be part of the South Carolina Work Ready Communities Initiative. After completing the online application, ACT will then contact you to discuss your options concerning transitioning from your current contract to a contract specific to participation in the South Carolina Work Ready Communities Initiative. This will be accomplished through a mutual termination of your current contract and then entering into applicable license(s) for the statewide program, without a lapse in access to WorkKeys and/or KeyTrain or Career Ready 101. A mutually agreed-upon date will be discussed. The termination of your contract does not affect your ability to retain access to current testing data assuming that you sign the applicable license agreement(s) for the South Carolina Work Ready Communities Initiative.
- South Carolina Vocational Rehabilitation Centers, South Carolina Adult Education Centers, and South Carolina Public Libraries do NOT need to complete an online application. Applications for these agencies will be completed by a contact at each agency.
- In 2013, applications will be accepted **only** during the following dates:
 - July 8-19, 2013
 - August 5-9, 2013
 - September 9-13, 2013
 - October 7-11, 2013
 - November 4-8, 2013
 - December 2-6, 2013

- In 2014, there will be a one-week enrollment period once per quarter during which your site may apply:
 - January 6-10, 2014
 - April 7-11, 2014
 - July 7-11, 2014
 - October 6-10, 2014
- After the online application has been submitted and South Carolina Work Ready Communities approves your participation, your site will receive the applicable license and other agreements that must be signed by the appropriate signing authority and returned to ACT. All signed documents must be returned at the same time or processing will be delayed. After ACT receives and processes the license agreement(s), your site will receive information that will allow you to access WorkKeys and/or Career Ready 101. If any documents are incomplete or include incorrect information, the entire process may take as long as 4 weeks. For faster processing, please ensure all documents are complete and accurate.

Qualifying as a WorkKeys and/or Career Ready 101 Site

WorkKeys Private Site Program

The private site license program (“Private Site Program”) allows the site to administer the WorkKeys assessments to its own constituents. Constituents mean individuals who are clients of the site. If the site is a school, the term also includes the individuals who are registered students of that school. If the site is a government-funded agency, such as a South Carolina Works Center, the term also includes individuals who are clients.

To qualify for the Private Site Program for the WorkKeys assessments, your site must be in one of the following categories:

- South Carolina Local Workforce Investment Boards (LWIB) and SC Works Centers (Third-party operators cannot apply on behalf of the LWIB.)
- South Carolina Vocational Rehabilitation Department
- South Carolina Adult Education Center
- South Carolina Technical College System
- South Carolina Public High Schools or Career Centers

Under the South Carolina Work Ready Communities Initiative, the State of South Carolina will incur the costs for the initial administration of the Internet version or initial scoring of the paper-based version of *Applied Mathematics*, *Locating Information*, *Reading for Information*, and *Talent*. *Talent* is only available via Internet. If an individual takes any of these assessments a second time within the same year or the site orders any of the other WorkKeys assessments, the site will be invoiced accordingly.

Career Ready 101 Sites

For those participating in the Private Site Program, the South Carolina Work Ready Communities Initiative includes the State of South Carolina incurring the costs for Career Ready 101 on your behalf.

Any other **city, county, or state government agency** in South Carolina may also obtain a license for Career Ready 101 by completing an online application during an enrollment window (with costs being incurred by the State of South Carolina).

If your site wants access to Career Ready 101, you will receive an administrator's account and login instructions after signing and returning the applicable license agreement(s).

Information about WorkKeys

WorkKeys Internet Version (WKIV) Testing and Training Webinar

WorkKeys Internet Version testing is a quick and convenient way to deliver assessments. With WKIV assessments, you receive score reports immediately after tests are completed.

To learn more about WKIV testing and to see how to administer a WKIV assessment, you can register to attend a live training webinar. Go to <http://www.act.org/workkeys-private/reference/> and click on the most recent WorkKeys Notice for the "WorkKeys Internet Version Training Webinar."

WorkKeys Paper-and-Pencil Testing

Sites that want to order paper-and-pencil tests must complete the South Carolina order form provided by ACT.

- Orders will be accepted after the applicable license agreement(s) has been returned to ACT.
- Paper-and-pencil testing will be available for the *Applied Mathematics, Locating Information, and Reading for Information* assessments at no cost to the site for the initial scoring per examinee per year. All other paper-and-pencil assessments are available and will be invoiced to the site.
- Materials will be shipped via standard shipping. Express shipping is available for an additional cost to be paid by the site.
- After testing is complete, answer documents and test materials must be returned to ACT, at the site's expense. Once answer documents are received, they will be scored.
- Score reports for paper-and-pencil testing will be available via electronic reporting only.

Information about Career Ready 101

Career Ready 101 is a comprehensive career training course that helps design itself based on your resources. It is an integrated approach to exploring careers and career skill requirements, building workplace skills using KeyTrain, and creating life-literacy with such skills as financial awareness and job searching. Career Ready 101 is only available online.

ACT is providing an overview of Career Ready 101 for interested sites. The overview will provide a general understanding of the program and include a look at its features and functions. This session will also be a good starting point for anyone wanting to sign up for the subsequent and more in-depth Career Ready 101 Administrator Training sessions. All Career Ready 101 administrators should attend both the overview and the in-depth training.

To attend a Career Ready 101 overview webinar, click on the link below, then click the Download button and select "Direct download" to access the webinar registration links:

[Click Here to Download Current Webinar Schedule](#)

Completing the Online Application

The online application should be completed by the person who is assigned to be the Site Administrator. The Site Administrator is the primary WorkKeys and/or Career Ready 101 contact for your site and the person who will receive communications from ACT. If you want to have a different contact for Career Ready 101, indicate this on the application form in the "Comments" section.

Instructions for filling out the online application are provided below.

Organization Information: Enter your organization's legal name as shown on your letterhead/business cards.

Test Administration Contact: Enter the name, title, phone number, fax number, and email address of the Site Administrator. (Reminder: The Site Administrator is the primary contact for your site. ACT will send all communications to this individual.)

Mailing/Shipping Information: Enter the physical address of your site.

Billing Information: You **must** enter the name and address that is shown in the accompanying example in order for assessments to be covered under the multi-agency South Carolina Work Ready Communities Initiative. If this section is not completed correctly, invoices will be sent to your organization.

Select Desired Product(s): Place a check mark in the box next to the product(s) your site will be using. The only three products available are:

- ✓ WorkKeys Internet Version (to administer assessments online)
- ✓ Key Train, Career Ready 101 (to access the curriculum used to build skills assessed by WorkKeys)
- ✓ WorkKeys Paper Pencil (to administer paper-and-pencil assessments)

If you select any other products on the online application, your site will be charged for those products.

Comments: To ensure that your site is set up correctly, you **must** include the following information in the “Comments” section:

- The following text: Participant in the SCWRC statewide contract
- Name, address, and email address of the Career Ready 101 contact (if it’s different from the contact listed in the “Test Administration Contact” section)
- City, County, or State agency affiliation (if you are requesting only Career Ready 101 and not WorkKeys)
- Your realm ID number (if you already have access to WorkKeys Internet Version)
- Your site code (if you already use WorkKeys paper-and-pencil assessments or Express Score)

Additional Information

Accommodations

If you think your examinees may need testing accommodations for the WorkKeys assessments, you will need to administer the tests via paper-and-pencil. (Exception: Extended Time is available with WorkKeys Internet Version.) Please review the website below for information about the types of testing accommodations available.

<http://www.act.org/workkeys/assess/pnp.html>

Questions

If you have any questions regarding the application, call ACT at 800.WORKKEY (800.967.5539).

Questions regarding the South Carolina Work Ready Communities Initiative should be directed to Elisabeth Kovacs at 803.737.2681 or ekovacs@dew.sc.gov.

Revised: June 25, 2013

Online Application Example

ACT
The ACT Test Education **Workforce** International Research

Workforce Development
Overview Solutions Resources Contact Us

Sign Up Your Organization to Use ACT Workforce Solutions

The following form must be completed to sign up your organization to use the following ACT workforce solutions:

- WorkKeys® Solutions Provider (WSP)
- Express Score®
- WorkKeys Internet Version
- RegiSTAR
- WorkKeys Readiness Indicator
- KeyTrain®

Please Note

This form is not intended for use by individuals or for product questions. Please call 800/967-5539 or contact us.

Site Setup Information

Site setup fees may apply. An ACT representative will contact you soon with information on pricing, adding test sites, and finalizing the ordering process.

Required fields marked *

If you have been working with an ACT representative, please list the representative's name.

ACT Rep Name

Organization Information

Organization's Legal Name *

Test Administration Contact

Complete this section with the Site Administrator's information.

Site Administrator: The primary WorkKeys contact at your site, the person ACT will send communications to, etc.

First Name *

Last Name *

Title *

Phone *

Fax *

Email *

Mailing/Shipping Information

Physical address of your site

Address (No PO Boxes) *

City *

State/Province *

Postal Code *

Billing Information

Billing Information must be completed using the information shown.

Contact Name * Initiative Manager

Address * 1550 Gadsden Street
Room 515

City * Columbia

State/Province * South Carolina

Postal Code * 29201

PO Number SCWRC

Select Desired Product(s) *

- WorkKeys Internet Version* – Online Delivery of WorkKeys Assessments ← Select this option for online testing
- Spanish WorkKeys Internet Version™ – Online Delivery of WorkKeys Assessments
- Express Score – Local Scoring of Paper/Pencil WorkKeys Assessments (Scanner Required)
- RegiSTAR (National Career Readiness Certificate system)
- WorkKeys Solutions Provider (WSP) – Licensed Reseller of WorkKeys Assessments
- WorkKeys Readiness Indicator – Shortened Tests to Determine Preparedness
- KeyTrain, Career Ready 101 – Curriculum to Build the Skills Assessed by WorkKeys ← Select this option for Career Ready 101
- WorkKeys Paper Pencil–Paper/Pencil Delivery of WorkKeys Assessments ← Select this option for paper-and-pencil testing

Please provide your name, phone number, and email address if submitting this form on behalf of someone else.

IMPORTANT: See page 5 for information you need to include in the Comments box.

Comments

*If applying for WorkKeys Internet Version, please confirm that your site meets the [WorkKeys Internet Version hardware and software requirements](#) before completing this order form.

*If applying for Spanish WorkKeys Internet Version, please confirm that your site meets the [Spanish WorkKeys Internet Version hardware and software requirements](#) before completing this order form.