



## 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.