



South Carolina Work Ready Communities (SCWRC) FAQ and Guide for Practitioners

The following information is designed to answer frequently asked questions (FAQ) and provide guidance for the South Carolina Work Ready Communities (SCWRC) Initiative. This document includes the following sections with detailed information.

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Certified Work Ready Communities

Overview

***Certified Work Ready Communities** is a community-based workforce and economic development effort that uses common, fundamental criteria to establish baseline goals for county certification across the nation, enabling counties to show that they are “work ready.” The basic infrastructure builds upon ACT WorkKeys® – a valid jobs skills assessment system – and the National Career Readiness Certificate™ (NCRC™). The NCRC is a portable, industry-recognized credential, earned from taking three WorkKeys assessments (Reading for Information, Applied Mathematics, and Locating Information) to identify workplace competencies.*

ACT has created common goals and criteria for counties to be certified. Every county in the nation has been categorized into a small, medium, large, very large, or mega county based on U.S. Census Data. Workforce and business goals are determined by how the county is categorized.

Like the national Certified Work Ready Communities Initiative, the South Carolina Work Ready Communities (SCWRC) Initiative is a multi-agency public/private workforce, education, and economic development effort that measures the quality of a county’s workforce. It is an assurance to business and industry that the community is committed to providing the highly skilled workforce required in today’s competitive economy. The intent of this initiative is to provide counties with the opportunity to show that they have a skilled workforce for new and existing businesses.

Counties will have two years to meet their required goals. Most costs for this initiative will be covered through the initial two-year period.

Criteria and Goals

South Carolina’s initiative certifies the quality of the workforce based on four criteria: (1) the number of individuals in a county earning the National Career Readiness Certificate, (2) business support, (3) the number of individuals taking a soft skills assessment and earning an applicable certificate, and (4) high school graduation rate benchmarks or improvements. The common criteria for counties to be certified are outlined below. County goals are established by applying the criteria to population and labor force data; number of businesses in a county; national and state graduation rate improvement requirements; and the number of individuals earning a National Career Readiness Certificate Plus.

(1) WorkKeys Assessments and National Career Readiness Certificates

A minimum number of individuals in a county must take the three WorkKeys assessments (Applied Mathematics, Reading for Information, and Locating Information) and earn National Career Readiness Certificates representing the current (private and public sector workers), emerging (high school juniors and seniors only and college students), and transitioning (unemployed and Adult Education participants) workforce.

(2) Business Support

Based on the size of the county, 2.5-5% of local businesses are required to support the county's initiative.

(3) High School Graduation Rate Improvement

A minimum, 3-year county graduation rate of 73.1% or a 1% to 2% increase of the 3-year average baseline aligned with the South Carolina Department of Education annual improvement goals must be achieved.

(4) National Career Readiness Certificate Plus

A minimum number of individuals must earn a National Career Readiness Certificate (NCRC™) Plus by taking the ACT WorkKeys Talent Assessment, which is a measure of soft skills that provides insight into personal characteristics that are directly related to on-the-job success.

Costs

Costs covered by SCWRC

WorkKeys assessments (Applied Mathematics, Reading for Information, Locating Information, and Talent), National Career Readiness Certificate and National Career Readiness Certificate Plus registration and printing costs, and Career Ready 101 (a tutorial training courseware, which includes KeyTrain) will be made available as described below through an initial two-year period beginning July 2013. The number of assessments and certificates will be monitored in order to ensure the State is not exceeding the maximum number available under the multi-agency contract with ACT. Job profiles for South Carolina businesses will be conducted by an ACT authorized Job Profiler (see page 13 for additional information).

Costs not covered by SCWRC

Costs not covered through the initial two-year period include: proctoring of WorkKeys assessments, costs for any testing other than the four WorkKeys assessments associated with this initiative (Applied Mathematics, Reading for Information, Locating Information, and Talent) or testing of an individual more than once a year. Other costs not included are: return and expedited shipping costs for sites using Paper-and-Pencil testing; Express Score (for those who do not currently have it); and KeyTrain CDs for sites that do not have Internet access.

Resources and Other Materials

Brochures and other resources for stakeholders and businesses will be developed and made available to local stakeholders through the South Carolina Work Ready Communities.

Other Information

All South Carolina counties have applied to participate in the SCWRC. Although counties have common criteria and goals to meet, taking the WorkKeys assessments is voluntary. For the purpose of project management and in order to track and share demographic information and WorkKeys scores with SCWRC's public agency partners, individuals will be required to sign a consent form. The SCWRC public agency partners will maintain confidentiality of any personally

identifiable information that is released to them under this permission and will not disclose personally identifiable information to any third party. Consent forms must be completed and electronically submitted to the SCWRC, printed and signed by the individual, and kept on file at the testing site.

Additional information about Certified Work Ready Communities and the South Carolina Work Ready Communities Initiative can be found by visiting www.workreadycommunities.org or www.scworkready.org, by calling 1.800.WORKKEY (1.800.967.5539), or sending an e-mail to scworkready@dew.sc.gov.

WorkKeys Assessments

WorkKeys General Information

What is WorkKeys?

ACT WorkKeys is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce. There are nine foundational assessments (Applied Mathematics, Reading for Information, Locating Information, Applied Technology, Business Writing, Teamwork, Workplace Observation, Listening for Understanding, and Writing) and three soft skills assessments (Fit, Performance, and Talent).

What are considered the three foundational WorkKeys assessments that an individual must successfully complete in order to earn a National Career Readiness Certificate?

In order to earn a National Career Readiness Certificate, individuals must score a 3 or above in Applied Mathematics, which measures the skill people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems; Reading for Information, which measures the skill people use when they read and use written text in order to do a job; and Locating Information, which measures the skill people use when they work with workplace graphics.

What is the Talent assessment?

The WorkKeys Talent assessment measures work-related behaviors—or soft skills—using the following personality indices:

- *Work Discipline: Productivity and dependability*
- *Teamwork: Tolerance, communication, and attitude*
- *Customer Service Orientation: Interpersonal skills and perseverance*
- *Managerial Potential: Persuasion, enthusiasm, and problem solving*

Go to the following website for more information:

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

How are the WorkKeys assessments delivered?

WorkKeys assessments are delivered via two formats: Internet or paper-and-pencil. Applied Mathematics, Reading for Information, and Locating Information are available through WorkKeys Internet Version (WKIV) and/or WorkKeys paper-and-pencil (PNP) testing. Talent is available via only WKIV. Sites are encouraged to use Internet testing whenever it's available. All WorkKeys assessments must be administered by a test proctor.

WorkKeys assessments must be delivered at a licensed ACT testing site. Additionally, all sites require a WorkKeys Site Administrator.

How does someone become a test proctor, and what is his/her role?

Individuals must read the applicable test administration manuals and follow the Administrator Training program. Once training is complete, they must complete the Test Site Staff WorkKeys Manual Verification Form at <http://www.act.org/workkeys-private/forms/manual.html>.

WorkKeys Delivery and Testing Site Information Specific to SCWRC

Who can be a WorkKeys testing site as part of the SCWRC Initiative?

The following are eligible to be WorkKeys testing sites:

- *South Carolina Technical Colleges*
- *South Carolina Adult Education Centers*
- *South Carolina Vocational Rehabilitation Centers*
- *Local Workforce Investment Boards (LWIB) or SC Works Centers (Note: Third-party operators cannot apply on behalf of the LWIB.)*
- *South Carolina Department of Education (high school/career centers)*

Note: *Only one application per site will be accepted.*

Can a site deliver tests using both WorkKeys Internet Version (WKIV) and paper-and-pencil (PNP)?

Yes, a site may use both WKIV and PNP. However, sites are encouraged to test via WorkKeys Internet Version whenever possible.

How do current or new WorkKeys testing sites sign up to participate in the SCWRC Initiative?

*All current and new WorkKeys testing sites listed above will be required to complete an online application with ACT during designated enrollment windows. This includes each individual high school, each SC Works Center, and each Technical or Community College or satellite. Workforce Solutions Providers (WSPs) and Private Sites will be notified via email through a South Carolina Work Ready Communities e-blast or by their respective state agencies. **WSPs, Adult Education Centers, and Vocational Rehabilitation Centers should NOT complete the online application.***

Who should complete the application?

The WorkKeys Site Administrator should complete the application. Each site should determine who will be the WorkKeys Site Administrator.

What are the responsibilities of the WorkKeys Site Administrator?

The WorkKeys Site Administrator is responsible for the overall management of WorkKeys, including training test proctors and following all ACT policies and procedures.

What if our site has a current contract with ACT for WorkKeys?

If your site has a current WorkKeys agreement, the WorkKeys Site Administrator will receive information about how to cancel their current contract after they have completed the online application.

Does each eligible entity need to complete the online application to become a WorkKeys testing site?

*All eligible entities must complete an application and include their additional testing sites. **WSPs, Adult Education Centers, and Vocational Rehabilitation Centers should NOT complete the online application.***

Can there be more than one WorkKeys testing agreement per site as part of the SCWRC?

No. A site may have only one agreement as part of the SCWRC. However, a site may opt to have a separate agreement for other testing at the site's cost.

When are the enrollment windows to apply to become a WorkKeys testing site?

Current and new Private Sites may apply 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*
- *January 6-10, 2014*
- *April 7-11, 2014*
- *July 7-11, 2014*
- *October 6-10, 2014*

What if we miss the application deadline during the enrollment window?

Applications will be accepted only during designated enrollment windows. If you miss the deadline, sites will be able to apply during the next enrollment window. Applications will be processed in the order they are received.

What is the cost to a site to participate in the SCWRC Initiative?

Most of the costs for the SCWRC Initiative will be covered by the state. However, each site is responsible for providing proctors for assessments, paying return shipping for PNP materials, and paying expedited shipping, if needed. Retesting of assessments (Applied Mathematics, Reading for Information, Locating Information, and Talent) and testing of assessments other than the assessments mentioned above are the responsibility of the testing site and do not fall under the SCWRC Initiative.

Are Spanish WorkKeys assessments available as part of the SCWRC?

No; although there are ACT Spanish WorkKeys assessments, these assessments do not allow an individual to earn a National Career Readiness Certificate. Therefore, the costs for these assessments are not covered and do not fall under the SCWRC Initiative.

Types of WorkKeys Delivery: WorkKeys Internet Version (WKIV) Testing

Is there training on how to use WKIV?

Yes; a WKIV webinar – offered twice a month – is held by ACT. Registration information will be e-mailed to Site Administrators.

How does a site obtain WKIV score reports?

The reports are available to be downloaded from the administrator’s realm at each site. An Individual Score Report is available immediately after testing. Additional reports are available 24 hours after testing.

If a site currently has a WKIV realm, will they receive another realm?

Yes; if the site has a WorkKeys agreement, another realm will be provided for testing after completing an application for the SCWRC Initiative.

What if a site tests an examinee in the wrong realm?

The site will be responsible for any tests charged in the wrong realm.

Types of WorkKeys Delivery: WorkKeys Paper-and-Pencil (PNP) Testing

How does a site order PNP materials?

PNP materials must be ordered on the special South Carolina order form. Sites not using the special South Carolina order form will assume responsibility for testing costs. An order form will be included with the agreement documents.

How are the PNP materials shipped to a site?

PNP materials are shipped via standard shipping.

What if a site needs an expedited shipment of PNP materials?

A site may request expedited shipping; however, the cost will be billed to the site.

Is there a cost to return PNP materials?

Yes; the site is responsible for the cost of returning PNP materials to ACT. Procedures are included in the WorkKeys Supervisor’s Manual.

Can I borrow PNP materials from another site?

No; all sites are to order enough materials for their testing location.

How long will it take to score answer documents if they are sent to ACT?

ACT has ten business days from the time they receive the answer documents to score them.

How does a site obtain paper-and-pencil score reports?

Score reports will be available through the ACT WorkKeys Electronic Score Report system. Once a site is notified that reports are available, they have 10 calendar days to download the score reports.

Can a site in South Carolina score the answer documents?

Yes; a site can have an Express Score site score the answer documents. Please note that the Express Score site may charge a fee for this service. The file must be coded properly, per the Express Score instructions. Scores will be associated with the site that does the scoring, not the site that administered the tests.

Information Pertaining to Individual Testing**Which WorkKeys assessments are included as part of the SCWRC Initiative?**

The following assessments are included in the SCWRC Initiative: Applied Mathematics, Reading for Information, Locating Information, and Talent.

Who is eligible to take the WorkKeys assessments as part of the SCWRC Initiative?

Emerging (high school juniors and seniors only and college students), Transitional (unemployed or Adult Education participants), and Current workers are eligible to take one battery of the three WorkKeys assessments and Talent, per year, as part of this initiative.

Who is required to be tested at high schools/career centers?

A high school/career center is required to test a percentage of juniors or seniors only as part of the SCWRC Initiative. A school cannot test ALL of its juniors and seniors. It is highly recommended that schools prioritize their testing on Career and Technology Center Students, At-Risk, and students who are not planning to continue with a 4-year postsecondary education.

Where can an individual take the WorkKeys assessment as part of the SCWRC Initiative?

High school students are eligible to take the assessments at their high school or other testing sites as deemed necessary in the community. All other individuals can be tested at any of the eligible testing sites: SC Works Centers, Technical Colleges, and Adult Education Centers, and Vocational Rehabilitation Centers.

How many times can an individual be tested?

An individual may test only one time per year over the two-year period as part of the SCWRC Initiative, and have their assessment fees paid for through the SCWRC Initiative. If an individual wants to test more than one time, he/she must test via a realm not associated with the SCWRC Initiative.

What if an individual needs to take another WorkKeys assessment?

Testing sites will be responsible for assessments not included under the SCWRC and will need to have an alternate method for testing and billing.

How can an individual prepare for the WorkKeys assessments?

All individuals are encouraged to use the KeyTrain pre-tests in Career Ready 101 at no cost prior to taking the WorkKeys assessments.

What if an individual needs WorkKeys special accommodations testing materials?

Individuals who request special accommodations testing must adhere to the testing guidelines established by ACT. The accommodations guidelines are explained in the WorkKeys Supervisor's Manual. The WorkKeys test site is responsible for adhering to the accommodations guidelines. Extended time is available on WKIV. Other WorkKeys special accommodations testing materials will be available on the South Carolina special order form.

Are there additional WorkKeys resources?

WorkKeys training materials, including PowerPoint presentations and Quick Start Guides, are available. Go to <http://www.act.org/workkeys-private/reference/> for more information.

Are WorkKeys practice tests available?

There are WorkKeys practice tests available for \$5 at <http://www.act.org/workkeys/practice/>. In addition, individuals may also use the KeyTrain pre-tests in Career Ready 101 at no cost.

Will our site receive an invoice for WorkKeys testing?

If an individual is taking the assessment for the first time, test sites will put the individual under the South Carolina realm and they will not be invoiced for the testing. The cost of Applied Mathematics, Reading for Information, Locating Information, and Talent once per year are covered as part of the SCWRC Initiative. Test sites that choose to administer other assessments or re-tests will be able to have a separate, second realm for testing outside of the SCWRC Initiative. If a site administers the tests in the wrong WKIV realm, the site will have to pay the cost. Also, if a site does not order materials using the special South Carolina order form for PNP, the site will have to pay the cost.

What if an individual wants to re-test?

The cost of re-testing is not included in the SCWRC Initiative. The examinee would need to be tested in a different WKIV realm. The test would be billed to the test site. If using PNP, the site will need to complete the Scoring Order Form with the correct "Bill to" information.

National Career Readiness Certificate (NCRC) and National Career Readiness Certificate Plus (NCRC Plus)**What is a National Career Readiness Certificate?**

ACT's National Career Readiness Certificate (NCRC) is a portable credential that demonstrates achievement and a certain level of workplace employability skills in Applied Mathematics, Reading for Information, and Locating Information.

What is a National Career Readiness Certificate Plus?

In addition to demonstrating achievement in workplace employability skills in Applied Mathematics, Reading for Information, and Locating Information, individuals will need to take the Talent assessment to identify their workplace behaviors to obtain an NCRC Plus. For additional information, click on the following link: <http://www.act.org/products/workforce-act-national-career-readiness-certificate/>.

Who is eligible for the NCRC Plus?

Individuals who take Applied Mathematics, Reading for Information, Locating Information, and Talent may be eligible for the NCRC Plus.

Should an examinee take all four assessments in a given period of time?

Yes; if an individual wants to earn an NCRC Plus by taking Applied Mathematics, Reading for Information, Locating Information, and Talent, the assessments will all have to be taken within the same week.

If a person has already taken one or two of the three assessments, can they take the third assessment and obtain an NCRC?

Yes; an individual may take any additional WorkKeys assessment(s) in order to obtain an NCRC. However, the NCRC will only be created if the other assessment(s) were taken in a realm or at a site that is part of the South Carolina RegiSTAR account.

What if an individual currently has an NCRC and wants to obtain an NCRC Plus?

Individuals may take the Talent assessment in order to earn an NCRC Plus if they currently hold an NCRC. However, the Talent assessment must be taken in one of the eligible South Carolina realms.

How are the certificates distributed?

The NCRC Plus certificates will be printed by the State and sent to the respective test sites or other designee, as applicable. Each test site is responsible for distributing the certificates to the individuals.

Career Ready 101

What is Career Ready 101?

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

Is KeyTrain[®] included within Career Ready 101?

Yes; KeyTrain[®] is a component in the Career Ready 101 courseware curriculum.

Who can have access to Career Ready 101 as part of the SCWRC Initiative?

Any city, county, or state agency may have access to Career Ready 101.

How does a city, county, or state agency that is not a test site get access to Career Ready 101?

All eligible entities will need to complete an online application during a designated enrollment window. WSPs, Adult Education Centers, Vocational Rehabilitation Centers, and public libraries do NOT have to complete the application.

Note: *Only one application per site will be accepted. You should select Career Ready 101 on the same application used to apply for WorkKeys testing.*

Who should complete the application?

The site should determine who will complete the application and who will be the Career Ready 101 Administrator.

What are the responsibilities of the Career Ready 101 Administrator?

The Career Ready 101 Administrator is responsible for the overall management of the curriculum, including creating accounts for other administrators or instructors and insuring that procedures are followed by others.

What should I do if I have a current KeyTrain or Career Ready 101 license?

Your site should work with the KeyTrain team to move the data to the SCWRC account. If you opt to keep the current account, the site will be charged for the license.

Can there be more than one Career Ready 101 license per site?

No; there can be only one Career Ready 101 license per site, and sites need to coordinate who will complete the license form. However, there can be groups or subgroups under the license. For example, a technical college with multiple campuses will have only one Career Ready 101 license.

When are the enrollment windows to apply for Career Ready 101?

Eligible entities will be allowed to apply only during the enrollment windows.

- *July 8-19, 2013*
- *August 5-9, 2013*
- *September 9-13, 2013*
- *October 7-11, 2013*
- *November 4-8, 2013*
- *December 2-6, 2013*
- *January 6-10, 2014*
- *April 7-11, 2014*
- *July 7-11, 2014*
- *October 6-10, 2014*

What if we miss the application deadline during a designated enrollment window?

If you miss an enrollment window, you will be able to apply during the next enrollment window. Applications will be processed in the order they are received.

Does Career Ready 101 cost anything for the above entities?

There is no cost to city, county, or state agencies as part of the SCWRC Initiative.

Is there a list of topics included in Career Ready 101?

Career Ready 101 includes KeyTrain Workplace Skills, Career Skills, Career Exploration, and Job Search Skills. A complete list is available when you log in to Career Ready 101.

Is there an administrator guide or any other resources?

A variety of resources, including the Guide to Career Ready 101, are available when an administrator or instructor logs in to Career Ready 101.

Are KeyTrain workbooks available?

KeyTrain workbooks are available to be downloaded by an administrator or instructor after logging in to the site's Career Ready 101 account.

Is training available for Career Ready 101?

A variety of online training is available at no cost. Please call or e-mail the WorkKeys Contact Center at 800/WORKKEY (967-5539) or workkeys@act.org for the schedule.

Is on-site training for Career Ready 101 available?

As part of the SCWRC Initiative, there will be two statewide, train-the-trainer seminars. If an agency/site wants on-site training, it is available for a fee. Contact Elisabeth Kovacs at ekovacs@dew.sc.gov for details. Dates for the training have not currently been set; however, they should be held no later than September 30th.

Does Career Ready 101 work on iPads?

Career Ready 101 is not available for iPads.

Is there a comparison for SCOIS and Career Ready 101?

A comparison of SCOIS and Career Ready 101 is not currently available.

Will taking the WorkKeys assessments or using Career Ready 101 help a person get a GED?

Many individuals use KeyTrain as part of their preparation for the GED. Individuals earning a Silver certificate typically pass the GED on the first try. Talk with your GED instructor about this.

Can an individual take the pre-tests in KeyTrain for placement?

All individuals are encouraged to take the pre-tests in KeyTrain at no cost to begin preparing for the WorkKeys assessments. In addition, there are WorkKeys practice tests that are available for \$5 at <http://www.act.org/workkeys/practice/>.

Can a person use Career Ready 101 anywhere?

Once an individual has a Career Ready 101 account, it can be used via the Internet anywhere.

Can a middle school have Career Ready 101?

Middle schools may complete an online application for Career Ready 101.

Is Career Ready 101 available on CDs?

No; Career Ready 101 is only available via the Internet. KeyTrain is available on CD at a cost.

Job Profiles

What is a job profile?

The job analysis component of ACT WorkKeys helps to set benchmarks that correspond with WorkKeys scores. Employers use job analysis to determine which skills are required for a job, and the level of each skill needed to perform the job successfully. This helps employees determine the standards for how an applicant must score in a particular WorkKeys skill assessment in order to be qualified for the job.

Who conducts job profiles?

Individuals who are authorized by ACT to conduct job profiles may do so. Additional information on profilers in SC will be provided at a later date.

Are there certified job profilers in the state and how are they participating in the SCWRC?

Yes, currently there are a number of ACT certified job profilers in the state. Certified job profilers are participating in the SCWRC to provide quality, consistent job profiles to businesses in SC.

What if I am interested in becoming an ACT certified job profiler?

*If an individual is not currently a certified job profiler or is currently in training, the individual and the employer must sign an agreement with the SCWRC to participate prior to applying for certification through ACT. **New profilers will be required to meet minimum standards, as outlined in the agreement, in order to participate in the SCWRC initiative.***

Are job profiles available to businesses as part of the SCWRC Initiative?

*Yes. There are approximately 465 job profiles available to businesses on a first-come, first-serve basis. Businesses must sign a release form in order to be eligible for a no-cost profile, and the maximum number of profiles a business can receive **per profile site** depends on the number of employees working at the profile site and the types of jobs to be profiled.*

- *Small (5-49 employees): 2 profiles per business*
- *Medium (50-249 employees): 5 profiles per business*
- *Large (250 or more employees): 10 profiles per business*

Can a business require an individual to have a WorkKeys score without having a job profiled?
No. Businesses cannot require that an individual applying for an open position have a specific WorkKeys score unless a job profile has been conducted that outlines the necessary skills needed for a specific position.

What job profiling costs are covered as part of the South Carolina Work Ready Communities Initiative?

Job Profile costs up to \$1,500 will be reimbursed per profile conducted for a business. Businesses will have to sign a release form, authorizing job analysis information to be provided as part of the SCWRC initiative.

Examinee FAQs

What is required of examinees to participate as part of the SCWRC?

Examinees will be required to sign a consent form that they are voluntarily participating and to self-certify that they have not already taken the WorkKeys assessments in the past year. Additionally, their consent will allow public partners to have access to their demographic information and WorkKeys scores in an effort to match available jobs. The SCWRC public agency partners will maintain confidentiality of any personally identifiable information that is released to them under this permission and will not disclose any personally identifiable information to any third party.

How long does it take for an individual to receive his/her NCRC certificate or card?

Files are provided to the State on a weekly basis. Printing will be done on a bi-weekly basis and provided to testing sites as soon as possible.

If an individual loses his/her NCRC or NCRC Plus certificate, who do they contact?

Individuals will need to contact the State at scworkready@dew.sc.org. Individuals will be allowed one additional printing of their certificate at no charge.

What if an individual misspells his/her name and needs a re-print of his/her certificate?

Test sites will need to complete the form at <http://www.act.org/workkeys-private/pdf/RequestforModification.pdf>. The State will be notified and will provide one additional printing of a certificate at no charge.

Are Spanish WorkKeys assessments available to individuals as part of the SCWRC?

Although there are ACT Spanish WorkKeys assessments, these assessments do not allow an individual to earn a National Career Readiness Certificate. Therefore, the costs for these assessments are not covered and do not fall under the SCWRC Initiative.

FOR ANY OTHER QUESTIONS OR CONCERNS, PLEASE CONTACT SCWORKREADY@DEW.SC.GOV.

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