

 POLICY	POLICY NAME: Field Policy for Administering National Career Readiness Certificate (NCRC) in Kentucky Career Centers
	Date of Issue: 12/16/2013 (reissue) Effective Date: upon receipt Policy #: For more info contact: Joseph.Paul@ky.gov
Applies /Of Interest To: Local Office employees	

Subject	Employer Services – NCRC Testing
----------------	----------------------------------

Purpose	OET is providing the service of NCRC Testing for employers and communities to invest in their local work force. The NCRC is an objective tool for employers to identify qualified job seekers who demonstrate the workplace skills that their job openings require. The NCRC is based on the three WorkKeys® assessments of: Applied Mathematics, Locating Information and Reading for Information.
----------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Background	There will be persons off of the street who wish to take the NCRC. It must first be determined if the customer is eligible for Employment Services through the LWIB or other Partner agencies. This is usually determined by administering the Test of Adult Basic Education (TABE).
-------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Required Action	<p>All WorkKeys® assessments are to be administered in accordance with ACT, Inc. guidelines and the principals of high stakes testing. If an office does not have a person who has gone through the training, they cannot administer the tests. If an office does not have the proper facilities as prescribed in ACT’s WorkKeys Site Supervisors’ Manual, they cannot administer the tests. It is the regional and local managers or administrators’ responsibility to know their facility’s limitations and to utilize NCRC partnerships to best serve our employer and job seeking customers.</p> <ol style="list-style-type: none"> 1. If there is not a time concern for the person receiving their scores, they should first be tested to see if they are eligible for Adult Education services. They are normally screened using the TABE tests. Poor performance on the NCRC can also be used as a determination of eligibility. It is very useful for OET office staff and especially the local administrator and WorkKeys lead to have a good working relationship with the county Adult Education staff. As many as 90% of those job seekers who were TABE tested are eligible for Adult Education Services in some areas. <p>OR, if time is a concern,</p> <ol style="list-style-type: none"> 2. OET will pay for the three assessments, (and other WorkKeys, if Profiled) if ALL of
------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>the following criteria are met:</p> <ol style="list-style-type: none"> 1. a job order has been placed by the employer through a Career Center, and 2. the job seeker is self-registered within the EKOS system, and 3. the job seeker has been matched to that position, and finally, 4. the job prefers or requires the NCRC. Then, 5. the OET office can administer the tests for the job seeker/employer. <p>If a job seeker is confident that they have the skills required for a job order, Workforce Development professionals with proper EKOS, Focus/Career and Focus/Talent training can force a match.</p> <p>Otherwise,</p> <ol style="list-style-type: none"> 3. If the customer is not eligible for Adult Education services and does not meet the LWIB/OET criteria, they will be required to pay for their testing under the current pay structure. These customers will be referred to the nearest KCTCS testing Partner. (Most colleges charge a service fee for testing. This fee is set by the local college and is subject to local rules and requirements. Assessment prices are subject to change by ACT, Inc. Advance notification will be made by ACT, Inc. and conveyed to the Partner agencies as soon as they are announced.) <p>Internet testing is preferred; scores can be almost immediately collected and the Partner can compute whether the person has scored a 3 or above* on all tests which will make the testing eligible for Certified Work Ready Community (CWRC) tallying; and, if they score a 4 or better on all three assessments, they qualify for a Kentucky NCRC certificate which is Silver or better (an additional \$2.50). This process is done through ACT's database and the requesting partner should allow up to two to three (2-3) weeks to request their Certificate to be printed.</p> <p><i>* In order to support the CWRC initiative by the KWIB, the RegiSTAR registration fee (\$2.75) will be applicable to all Partner agencies for testing which earns a bronze or better certificate, even if the partner agency is not requesting a printed certificate.</i></p> <p>Once scores have been obtained and have posted to the KY NCRC system, it is the responsibility of the local NCRC Lead/Proctor to log onto https://ncrc.ky.gov/ and approve or decline any eligible certificates for printing.</p>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Supersedes/ Replaces	<i>Adds to the current NCRC policy originally distributed in October 2012</i>
---------------------------------	-------------------------------------------------------------------------------