

Help In Finding Employment

Career Readiness Certificate (CRC)

Getting a North Carolina Career Readiness Certificate (CRC) allows career seekers and workers to show prospective employers that the workers or career seekers possess the basic skills that jobs and employers require.

Even if you have a high school diploma, GED, or a post-secondary degree is possessed by career seekers or workers, possessing a CRC further verifies that career seekers or workers can handle the kinds of tasks – finding information, reading instructions and directions, even working with figures – that are common in today's workplace.

How It Works *Building on a Proven Program*

The Certificate is based on established WorkKeys® assessment tests. (WorkKeys is a comprehensive skills assessment tool recognized by thousands of companies in the U.S. and by state and federal agencies.) To earn a Career Readiness Certificate, individuals undergo testing related to reading, applied math, and locating information through the WorkKeys skills assessment system.

A Chance to Advance *Individuals can earn three levels of Career Readiness Certificates based on their test performance in Applied Mathematics, Locating Information, and Reading for Information.*

<u>Bronze Level</u> signifies that a recipient possesses skills for approximately 30% of the jobs profiled by WorkKeys in these three specific skill areas.	<u>Silver Level</u> signifies that a recipient possesses skills for approximately 65% of jobs profiled by WorkKeys in these areas.	<u>Gold Level</u> signifies that a recipient possesses skills for 85% of jobs profiled by WorkKeys in the three areas.
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CRC Assessments

As mentioned above, CRC assessments test applicants in three major areas: Reading for Information, Locating Information, and Applied Mathematics. The different levels earned – bronze, silver and gold – signify increasing levels of difficulty in each area.

How to Earn Certification

Career seekers can obtain a Career Readiness Certificate by taking WorkKeys assessments. Individuals who do not initially achieve the certificate can pursue targeted training and education through the Human Resources Development (HRD) Program. For more information on how the Career Readiness Certificate may be earned, call **Ms. Brenda G. Moore** at **252-789-0236**.

Human Resources Development (HRD)

Tuition is waived for the HRD training for the following persons

- those who are currently unemployed
- those who have received notification of a pending layoff
- those who are working and eligible for the Federal Earned Income Tax credit
- those who are working and earning wages at or below twice the federal poverty guidelines

HRD Works!

The HRD Program works to help adults find and keep employment or seek further training. Job search assistance is provided! A high school education is not required for participation. No tests are required for enrollment.