Arkansas Career Readiness Certificate

Step Process/Flow Chart

**Job seeker enters AR Workforce Center seeking Employment**

- **Successful**
  - Job seeker completes AR Job Link Application
  - ADWS Staff administers WorkKeys 2.0 Curriculum
  - The Job seeker must achieve level 4 in Applied Math, Graphic Literacy and Workplace Documents before being referred to take the WorkKeys assessments

- **Unsuccessful**
  - ADWS Staff determines if a second attempt will be allowed to pass the ACT WorkKeys Curriculum before the job seeker should be recommended for remediation through ADWS/Adult Education Section

**ADWS Staff refers job seeker to ADWS/Adult Ed Section for development of skills**

- **Successful**
  - ADWS/Adult Ed will enroll the job seeker and assist with setting up a NEW WorkKeys log on to begin the skill upgrade needed
  - Adult Ed refers the job seeker back to the contact on the referral form indicating the job seeker has successfully passed pretest or assessment(s) with a score of 4 or above

- **Unsuccessful**
  - ADWS provides job seeker with referral for WorkKeys assessments with time and date
  - Adult Ed refers the job seeker back to the contact on the referral form indicating the job seeker has successfully passed pretest or assessment(s) with a score of 4 or above

**Proctor at approved site administers WorkKeys assessments to job seeker**

- **Successful**
  - The maximum attempts allowed for WorkKeys are two before a job seeker is referred for skill upgrading through Adult Education. Jobseekers may retake or take the final assessments with referral form from Adult Ed verifying skill improvement prior unsuccessful assessment(s).

- **Unsuccessful**
  - ADWS provides job seeker with referral for WorkKeys assessments with time and date

**Job seeker arrives for WorkKeys assessments at 2-year college or other approved site with AR NCRC Referral form from AWC**

- **Successful**
  - Job seeker completes curriculum
  - CRC certifies the job seeker has met the national standards for workplace readiness and is ready to succeed.

- **Unsuccessful**
  - The jobseekers shall contact their testing site in 7 days after successful completion of the WorkKeys assessments to determine the available date and time to pick up their CRC