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**DEPARTMENT OF WORKFORCE SERVICES**  
**ISSUANCE NUMBER PY 15-12**

**Daryl E. Bassett, Director**

**June 2, 2016**

**TO:** ADWS Staff

**SUBJECT:** Revised Arkansas Career Readiness Certificate (CRC) Program Referral Form

1. **Purpose:** To distribute the Arkansas Department of Workforce Services approved revised Arkansas Career Readiness Certificate Program Referral form for Jobseekers/Students. **NOTE:** the original form was approved by the CRC Steering Committee and Governor’s Workforce Cabinet (GWFC), April 2008. The revised form includes the agency’s new logo and per ADWS Legal, the “Job Seeker/Student’s Release and Acknowledgement” wording has been updated.
2. **General Information and Instructions:** After successfully completing Career Ready 101 (CR 101) with at least a level 4 in Reading for Information, Applied Mathematics and Locating Information, the job seeker should be referred to an approved Arkansas CRC site to take WorkKeys. The CR 101 instructor should complete the approved referral form (attached), make a copy and give the original copy to the job seeker. This form is the job seeker’s “ticket” for admission to the WorkKeys testing center and should be given to the WorkKeys Proctor the day of testing along with a government issued picture ID. In the event that the job seeker is unsuccessful with CR 101, the CRC partnership will determine if a second attempt will be allowed to complete CR 101 before the job seeker is recommended for developmental courses provided by the Arkansas Department of Career Education (ACE)/ Adult Education Literacy. In this case, the job seeker should receive and use the referral form for admission to Adult Education.
  - a. The purpose of the referral form must be discussed with and understood by the job seeker.
  - b. The job seeker must sign the referral form to provide written authorization to the ADWS, CRC Partnership (state agencies), educational institutions and potential employers consenting to the release of the job seeker’s name, contact information, CR 101 and/or WorkKeys scores for the purpose of issuing the Career Readiness Certificate and determining eligibility in programs and/or job referrals.
  - c. The referral form and a government issued picture identification card are required to be admitted to the WorkKeys training site and/or Adult Education Center.
  - d. A copy of the signed referral form should be placed in the job seeker’s file.
3. **Inquiries:** Arkansas CRC Program Administrative Staff: Clarice Hall at [Clarice.Hall@arkansa.gov](mailto:Clarice.Hall@arkansa.gov) or 501-320-3013; Ayanna Jeffrey at [Ayanna.Jeffrey@arkansas.gov](mailto:Ayanna.Jeffrey@arkansas.gov) or 501-320-3063; Patricia Williams at [Patricia.A.Williams@arkansas.gov](mailto:Patricia.A.Williams@arkansas.gov) or 501-320-1705; general email: [crc@arkansas.gov](mailto:crc@arkansas.gov)
4. **Expiration Date:** Ongoing

# Arkansas Career Readiness Certificate (CRC)

## Referral Form and Authorization to Release CRC Scores

Jobseeker/Student is being referred by:

Agency/School:	
Agency/School Address:	
Referring Staff Name:	Date of Referral:
Staff Email:	Phone: Fax:
Program Jobseeker Referred From:	

Jobseeker Name:	SSN:
KeyTrain User Name:	KeyTrain Password:
Address:	
Phone:	Alt. Phone:

*\* Jobseekers - A government issued picture identification card will be **required** to be admitted to the training site.*

Jobseeker/Student is being referred to:

<input type="checkbox"/> Adult Education Center	Location:
Contact Person:	Phone:
<input type="checkbox"/> WorkKeys Assessment	Location:
Date:	Time:
Contact Person:	Phone:

*\*This form is the jobseeker's "ticket" into the testing center and should be given to the proctor the day of testing along with a picture ID. Results of training and/or assessments must be submitted to the referring staff listed above.*

### **\*Jobseeker/Student Release and Acknowledgement required**

The purpose of this referral has been discussed with me and I authorize the Staff/Contact listed above to provide the ADWS and CRC Partnership (state agencies) with my name, contact information, KeyTrain instruction and/or WorkKeys assessments scores, etc. I understand the information will be used for the purpose of issuing the Career Readiness Certificate and for determining eligibility in programs and/or job referrals and may also be shared with potential employers and educational institutions, and I hereby consent to its use for the purposes listed above.

\_\_\_\_\_  
Jobseeker/Student Name

\_\_\_\_\_  
Date



Revised May 3, 2016