

Career Readiness Certificate

CAN YOU PROVE YOUR WORTH?

- Many employers feel there is a skills gap in today's workforce. Too many new hires lack the required skills to be successful.
- The Career Readiness Certificate (CRC) is proof that you have attained the skills needed in today's workplace.
- When many claim to be best candidate, you can prove it. Would an employer rather hire the person who can prove their worth, or the one who only claims to be qualified to do the job?

HOW DO YOU "SELL" YOURSELF TO AN EMPLOYER?

- This certificate helps you "sell" yourself to an employer. Many people make the mistake during an interview of simply *telling* an employer what they are qualified to do.
- Most do not support that by talking about examples of their work. The back of the CRC specifically outlines your skill level. Be prepared to talk about where you have used the skills.

WHY DO YOU NEED THE CRC?

- As of 2010, more than 80% of all jobs require skill levels beyond high school. In the United States, most training is done on the job. Employers need employees who are trainable; the CRC can demonstrate this!
- What do the levels mean? The levels awarded are: Bronze, Silver or Gold. In order to receive Gold, you must score at least a 5 on all three tests. To earn the Silver, you must earn at least a 4 on all three tests. For the Bronze, a minimum score of a 3 is required on all tests. No certificate is awarded for scores below level 3.

If you would like to earn a higher CRC level, you can retake any test section. However, it is highly recommended that you work on your skills before a re-test.

CAN I RE-TAKE THE TEST TO EARN A HIGH SCORE?

- Yes! RCC has access to a web-based training program that is offered to you FREE. Just call 804-333-6758 to learn about the WIN system and how to boost your CRC scores.

Quick Facts About Career Readiness Certificates

- Powered by the WorkKeys assessments (a product of ACT, Inc.)
- Career Readiness Certificate document an individuals' skill levels in three areas:
 - Reading for Information
 - Applied Mathematics
 - Locating Information
- Career Readiness Certificates are issued based on score levels achieved on the WorkKeys assessments
- Career Readiness Certificates offer certification at three levels of achievement:
 - Bronze: A minimum Level 3 score on all assessments
 - Silver: A minimum Level 4 score on all assessments
 - Gold: A minimum Level 5 score on all assessments
- Included with resumes, Career Readiness Certificates can provide a summary report of the workplace skills an individual possesses
- Career Readiness Certificates open job opportunities based on level of skill development:
 - Bronze: demonstrates a skill level of eligibility for 30% of profiled jobs
 - Silver: demonstrates a skill level of eligibility for 65% of profiled jobs
 - Gold: demonstrates a skill level of eligibility for 90% of profiled jobs