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Arkansas Department of Workforce Services

ISSUANCE NUMBER PY 18-09

Daryl E. Bassett, Director

December 27, 2018

TO: ACT Curriculum Administrators, ACT WorkKeys Test Administrators and CRC Partnership

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

1. **Purpose:** To provide the revised Arkansas National Career Readiness Certificate (CRC) Referral Form and Authorization to Release CRC Scores.
2. **General Information:** CRC Referral Form dated May 3, 2016, refers to Career Ready 101 and Key Train instruction. The revised form removes the references to Career Ready 101, and Key Train instruction; and refers to WorkKeys assessment and Curriculum.
3. **Action Required:** All use of CRC Referral Form dated May 3, 2016, must cease upon receipt of this Issuance. All CRC referrals are made using the revised Arkansas National CRC Referral Form dated December 6, 2018, attached for you use.

If you have questions, please call Jessica Caldwell, CRC Manager, at (501) 537-9222, or email her at jessica.caldwell@arkansas.gov.

4. **Expiration Date:** Continuing