Arkansas Career Readiness Certificate
Step Process/Flow Chart

Job seeker enters AR Workforce Center (AWC) seeking employment.

Job seeker completes AR Job Link (AJL) application.

AWC staff administer ACT WorkKeys 2.0 Curriculum.

The Job seeker must achieve level 4 in Graphic Literacy, Applied Mathematics & Workplace Documents before being referred to take the WorkKeys assessments.

Successful

Unsuccessful

AWC staff will determine if a second attempt will be allowed to pass the ACT WorkKeys 2.0 Curriculum before the job seeker should be recommended for remediation through ADCE/Adult Education/ Literacy.

AWC staff refers job seeker to ADCE/Adult Education/Literacy for development skills.

ADCE/Adult Education/ Literacy provides developmental plan for job seeker.

ADCE/Adult Education/ Literacy refers job seeker back to AWC to retake the ACT WorkKeys 2.0 Curriculum to achieve a Level 4.

Job seeker completes curriculum.

AWC staff provides job seeker with referral for WorkKeys assessments (time & date).

Job seeker arrives early for WorkKeys assessment at 2-year college or approved site with referral from AWC.

Job seeker receives instructions and signs release form for scores to be sent to DWS local office.

Job seeker referred to ADCE/ Adult Education/Literacy for developmental skills remediation.

Job seeker must wait 14 days to retake WorkKeys assessments unless approved by local office manager or CRC partner. The job seeker must provide documentation where he has successfully improved his skill level on the part of the assessment where he was unsuccessful during his first attempt. The skill upgrade work must e done using the ACT WorkKeys 2.0 Curriculum or from services provided from ADCE/Adult Ed. The maximum attempts allowed for WorkKeys are 2 before a job seeker is automatically referred to ADCE/Adult Education.

Job seeker completes curriculum.

ADCE/Adult Education/Literacy provides job seeker with referral to retake the WorkKeys assessments (time & date).

Proctor at approved site administers WorkKeys assessments to job seeker.

Successful

Unsuccessful

CRC partner sends WorkKeys assessments scores to DWS offices for input into AJL.

DWS will award the AR Career Readiness Certificate based on the scores in the ACT WorkKeys Data Export Report.

DWS prepares certificate with the Governor's and DWS Director's signatures.

DWS will forward the certificates to the appropriate proctor for distribution/presentation to the job seeker.

CRC certifies the job seeker has met the national standards for workplace readiness and is ready to succeed.