

BOB RILEY
GOVERNOR



STATE OF ALABAMA

DR. MATTHEW HUGHES
DIRECTOR

MEMORANDUM #2008-FLDSVC-008

DATE: December 17, 2008

TO: Area Managers, Career Center Management Team

FROM: Susan (Miller) Norman
Associate Director of Field Services

RE: Career Readiness Certificate (CRC) Voucher Procedure

This directive is to provide guidance for the continuation of offering Career Readiness Certificates (CRC) Voucher referrals for WorkKeys testing. The Chancellor has directed the Community College testing centers to continue accepting the CRC Vouchers from the career centers for another calendar year.

As before, the vouchers are to be used for those individuals who are actively seeking full-time work and who need to verify their work ready skills. The vouchers are provided to individuals who are not involved in other programs that provide CRC as part of their program such as Adult Education, Ready-to-Work, etc.

The Career Center staff will provide interested individuals access to targeted instruction through KeyTrain to upgrade skills and to determine skill levels prior to providing a voucher referral to take the WorkKeys CRC test. Area Managers will ensure that each center has adequately trained staff to assist individuals in accessing KeyTrain software.

SMN/mew

c: Amy Brabham
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