



### CAREER READINESS CERTIFICATE (CRC)

Martin Community College (MCC) offers the National Career Readiness Certificate (CRC), which confirms an individual's workplace competency skills in three core areas:

- **Applied Mathematics**
- **Workplace Documents**
- **Graphic Literacy**

The CRC, through the ACT WorkKeys® system, provides a national standardized measurement to compare employees and job applicants with established profiles. Martin Community College uses the Internet-based KeyTrain/Career Ready101® software training system to prepare individuals for success when taking the WorkKeys® assessments.

Even if you have a high school diploma (or GED) or a post-secondary degree, the CRC further verifies that you can handle the kinds of tasks – finding information, reading instructions and directions, even working with figures – that are common in today's workplace.

### How Does the CRC Works?

**Building on a Proven Program**

The Certificate is based on established WorkKeys® assessment tests. (WorkKeys is a comprehensive skills assessment tool recognized by thousands of companies in the U.S. and by state and federal agencies.) To earn a Career Readiness Certificate, individuals undergo testing related to Workplace Documents, Applied Math, and Graphic Literacy through the WorkKeys skills assessment system.

### A Chance to Advance

Individuals can earn **four levels** of Career Readiness Certificates based on their test performance in Applied Math, Graphic Literacy, and Workplace Documents.

	 <b>BRONZE</b>	 <b>SILVER</b>	 <b>GOLD</b>	 <b>PLATINUM</b>
<b>Certificates are awarded by achieving a minimum</b>	<b>Level 3</b> score on all assessments.	<b>Level 4</b> score on all assessments	<b>Level 5</b> score on all assessments	<b>Level 6</b> score on all assessments
<b>Skill levels demonstrate ability for</b>	<b>16%</b> of jobs*	<b>67%</b> of jobs*	<b>93%</b> of jobs*	<b>99%</b> of jobs*
<b>Sample Occupation Correlation</b>	<ul style="list-style-type: none"> <li>• Auto Body Repair Technician</li> <li>• Veterinary Assistant</li> <li>• Janitorial Supervisor</li> <li>• Drywall Installer</li> <li>• Pharmacy Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Manager</li> <li>• Head Cook</li> <li>• Medical Assistant</li> <li>• Engineering Technician</li> <li>• Machinist</li> </ul>	<ul style="list-style-type: none"> <li>• School Counselor</li> <li>• Pharmacy Technician</li> <li>• Semi-Conductor Processor</li> <li>• Business Executive</li> <li>• Electrician</li> </ul>	<ul style="list-style-type: none"> <li>• Accountant</li> <li>• Technical Writer</li> <li>• Sales Manager</li> <li>• Registered Nurse Manager</li> <li>• Elevator Installer and Repairer</li> </ul>

\* Approximate percentage based on jobs in the WorkKeys® occupational profile database.

### CRC Assessments

As mentioned above, CRC assessments test applicants in three major areas: Workplace Documents, Graphic Literacy, and Applied Math. The different levels earned – bronze, silver, gold and platinum – signify increasing levels of difficulty in each area.

### CRC PREPARATION CLASS

Martin Community College offers the CRC preparation class (Employability/Career Ready 101 Lab) at the Williamston Campus Monday – Thursday from 8:00 AM - 12:30 PM, Wednesday evenings by appointment by calling (252) 789-0236, and at the Bertie Campus, 409 West Granville Street, Windsor, NC 27983 on Wednesday mornings from 8:00 AM – 12 Noon. An individual is scheduled for CRC testing by the instructor. CRC preparation will soon be offered at the NC Works Center in Martin and Bertie County. **ALL EXAMINEES MUST BE SCHEDULED BY A LAB INSTRUCTOR TO TAKE THE CRC OR A WORKKEYS ASSESSMENT, which is normally scheduled twice a week.**

**WORKKEYS ASSESSMENTS COSTS** (Examinees must bring exact change).  
The costs for the assessments are as follows:



### **PRICING**

- ❖ **\$45** for the full set of CRC assessments: Applied Math, Workplace Documents, and Graphic Literacy
- ❖ **\$15** per assessment (single test or retest for the following tests: Applied Math, Workplace Documents, and Graphic Literacy)
- ❖ **\$25** for all other WorkKeys Tests

### **CRC PREPARATION – OPEN LAB HOURS**

#### **WILLIAMSTON CAMPUS**

BUILDING 1 - RM 33

8:00 AM – 12:30 PM

MONDAY – THURSDAY

#### **WINDSOR CAMPUS**

ROOM 17 & ROOM 18

8:00 AM – 12 PM

WEDNESDAYS

The lab is open on Wednesday evenings by appointment **ONLY** from 4:00 PM – 9:00 PM;  
However, you must arrive by 6:30 PM.

## CRC TEST SCHEDULE

All CRC/Workkeys testing is scheduled by the lab instructor and must be scheduled by 12:00 Noon the day before testing. Cell phones and other items are not allowed in the testing room. Calculators, formula sheets, pencils and scratch paper will be provided for the math test. Examinees must bring exact change.

## CRC TEST HOURS

WILLIAMSTON CAMPUS

BUILDING 1 - ROOM 22

MONDAYS

4:00 PM – 9:00 PM

WILLIAMSTON CAMPUS

BUILDING 1 –ROOM 22

WEDNESDAYS

9:00 AM – 1:00 PM

### FOR MORE INFORMATION CONTACT:

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252-789-0236 or

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