



GREATER MEMPHIS LOCAL WORKFORCE DEVELOPMENT BOARD (GMLWDB)

GREATER MEMPHIS LOCAL WORKFORCE DEVELOPMENT AREA

EFFECTIVE DATE:	July 1, 2020
DURATION:	Indefinite
POLICY:	Policy for Reporting National Career Readiness Certificate (NCRC) Data to the State of Tennessee
PURPOSE:	To create a process for report ACT National Career Readiness Certificate (NCRC) data to the State of Tennessee after administration of the WorkK.eyes assessments to GMLWDA participants._

REQUIREMENTS:

Upon completion of the WorkK.eyes assessment, the National Career Readiness Certificate (NCRC) data for GMLWDA participants shall be reported to the State of Tennessee on a quarterly basis. For purposes of this Policy, capturing the NCRC data in the State's electronic system is considered reporting to the State of Tennessee. To ensure that such data is accurately reported in a timely manner, the below process shall be followed.

ADMINISTERING WORKKEYS ASSESSMENTS

At the sole discretion of the GMLWDB, the WorkKeys assessment will be administered to GMLWDA participants by either GMLWDA staff or a Service Provider via the following procedure.

- A. The Career Center Specialist is responsible for referring and scheduling GMLWDA participants to take the WorkK.eyes assessment. NOTE: The GMLWDB WIOA Director of Programs or his/her designee may assign a group of participants affiliated with the specific organization to a Case Manager for NCRC testing purposes;
- B. Prior to referring and/or scheduling participants for the WorkK.eyes assessment, the Career Center Specialist shall (1) accurately complete the necessary documentation applicable to the GMLWDA participant (Registration Form, VOS Basic Intake Screen, etc.); (2) accurately input the participant's data into the State's electronic system; and (3) designate NCRC as a core service activity for the

GMLWDA participant;

- C. By close of business on every Friday, the Career Center Specialist shall submit an email to the GMLWDB WIOA Director or his/her designee specifying the GMLWDA participants that need to be scheduled to take the WorkKeys assessment during the upcoming week.
- D. The GMLWDB WIOA Director or his/her designee shall compile and forward a list of GMLWDA participants scheduled to take the WorkKeys assessment to the Service Provider responsible for administering the WorkKeys assessment. Said notice shall be provided by twelve o'clock noon (12:00 p.m.) on every Friday preceding the week in which the GMLWDA participants are to be scheduled to take the WorkKeys assessment;
- E. If applicable, the Career Center Specialist will work with the Service Provider to schedule the date and time of the WorkKeys assessment for those GMLWDA participants approved to take the assessment.
- F. The Service Provider responsible for administering the WorkKeys assessment shall communicate the schedule date and time of the WorkKeys assessment to the approved GMLWDA participants.
- G. The WorkKeys assessment is administered to the GMLWDA participant(s), in accordance with established policies and procedures, on the scheduled date and time at GMLWDA's expense;
- H. The assessments are scored, in accordance with established policies and procedures, by the agency responsible for administering the WorkKeys assessment; and
- I. The agency or Service Provider provides to the GMLWDB WIOA Director or his/her designee the WorkKeys assessment scores, in writing, along with the National Career Readiness Certificate or Examinee's Memo, as applicable, for each GMLWDA participant referred to take the WorkKeys assessment.

REPORTING NCRC DATA TO THE STATE

Once NCRC data is input into the State's electronic system, such data is considered to be reported to the State of Tennessee. The following procedures shall be followed to report NCRC data to the State of Tennessee.

- A. Upon receipt of the written WorkKeys assessment scores, the GMLWDB WIOA Director or his/her designee shall forward the scores to the Career Center Specialist and Performance Manager;
- B. The Career Center Specialist will mail a copy of the assessment scores to the GMLWDA participant and shall accurately input the NCRC data into the State electronic system no later than close of business on Friday of the applicable week;
- C. Upon receipt of the assessment scores, the GMLWDB Performance Manager shall audit the State's electronic system to ensure that the assessment scores are accurately reflected in the State's electronic system and thereby reported to the State of Tennessee.

INQUIRIES

Please contact Amber Covington, Executive Director, acovington@memphischamber.com, with any questions or concerns regarding this policy.



Desi Franklin
Greater Memphis Local Workforce Development Board

July 20, 2020
Adopted.Date

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