



**WORKFORCE INVESTMENT NETWORK
LOCAL WORKFORCE INVESTMENT AREA (LWIA) 13**

DATE:	June 4, 2013
POLICY NUMBER	2013:04
SUBJECT:	WIN (LWIA 13) POLICY FOR REPORTING NATIONAL CAREER READINESS CERTIFICATE (NCRC) DATA TO THE STATE OF TENNESSEE
PURPOSE:	This Policy creates a process for reporting ACT National Career Readiness Certificate (NCRC) data to the State of Tennessee after administration of the WorkKeys assessments to LWIA 13 participants.
REPLACES	N/A
REVISION NUMBER:	N/A

I. REQUIREMENTS

Upon completion of the WorkKeys assessment, the National Career Readiness Certificate (NCRC) data for LWIA 13 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.

II. ADMINISTERING WORKKEYS ASSESSMENTS

At the sole discretion of the Workforce Investment Network (LWIA 13), the WorkKeys assessment will be administered to LWIA 13 participants by either LWIA 13 staff or a subcontractor via the following procedure.

- A. The Career Center Specialist is responsible for referring and scheduling LWIA 13 participants to take the WorkKeys assessment. **NOTE:** The WIN Deputy Director of Education and Training may assign a group of participants affiliated with a specific organization to a Case Manager for NCRC testing purposes;
- B. Prior to referring and/or scheduling participants for the WorkKeys assessment, the Career Center Specialist shall (1) accurately complete the necessary documentation applicable to the LWIA 13 participant (Registration Form, eCMATS 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 LWIA 13 participant;
- C. By close of business on every Friday, the Career Center Specialist shall submit an email to the WIN Deputy Director of Education and Training or his or her designee specifying the LWIA 13 participants that need to be scheduled to take the WorkKeys assessment during the upcoming week;
 - D. The WIN Deputy Director of Education and Training or his or her designee shall compile and forward a list of LWIA 13 participants scheduled to take the WorkKeys assessment to the subcontractor 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 LWIA 13 participants are to be scheduled to take the WorkKeys assessment;
 - E. If applicable, the Career Center Specialist will work with the subcontractor to schedule the date and time of the WorkKeys assessment for those LWIA 13 participants approved to take the assessment;
 - F. The subcontractor responsible for administering the WorkKey assessment shall communicate the scheduled date and time of the WorkKeys assessment to the approved LWIA 13 participants;
 - G. The WorkKeys assessment is administered to the LWIA 13 participant(s), in accordance with established policies and procedures, on the scheduled date and time at LWIA 13'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 subcontractor provides to the WIN Deputy Director of Education and Training the WorkKeys assessment scores, in writing, along with the National Career Readiness Certificate or Examinee's Memo, as applicable, for each LWIA 13 participant referred to take the WorkKeys assessment.

III. 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 WIN Deputy Director of Education and Training shall forward the scores to the Career Center Specialist and Performance and Quality Assurance Manager;
- B. The Career Center Specialist will mail a copy of the assessment scores to the LWIA 13 participant and shall accurately input the NCRC data into the State's electronic system no later than close of business on Friday of the applicable week;
- C. Upon receipt of the assessment scores, the WIN Performance and Quality Assurance 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.

- IV. EFFECTIVE DATE:** This Policy shall be effective on the date referenced above and continue in effect until further notice.

- V. INQUIRIES:** Please contact the WIN Deputy Director of Education and Training or WIN Performance and Quality Assurance Manager with any questions or concerns regarding this Policy.



**WORKFORCE INVESTMENT NETWORK
LOCAL WORKFORCE INVESTMENT AREA 13
POLICY RECEIPT ACKNOWLEDGEMENT FORM**

SUBJECT: Policy for Reporting NCRC Data to the State of Tennessee

POLICY NUMBER: 2013:04

IN EFFECT: June 4, 2013 until further notice

It is the policy of the Workforce Investment Network that all employees receive a copy of the various Local Workforce Investment Act 13 ("LWIA 13") policies and procedures and acknowledge receipt of each policy.

I hereby acknowledge that I have been informed about the content, requirements, and expectations of the LWIA 13 Policy for Reporting NCRC Data to the State of Tennessee ("Policy"). I further acknowledge that I have received and retained a copy of the Policy and agree to abide by the policy guidelines in fulfilling my applicable job duties. I understand that a copy of the Policy can be accessed in the LWIA 13 Policies and Procedures Manual maintained at the Memphis Area Career Center and electronically at www.workforceinvestmentnetwork.com.

Note: Please read the Policy carefully to ensure that you understand the contents of the Policy before signing this Policy Receipt Acknowledgement Form.

Employee Signature: _____

Employee Printed Name: _____

Date: _____