

# **Central Alabama Community College Adult Education Program Policy**

## **Alabama Career Readiness Certificate Policy**

The Alabama Career Readiness Certificate (CRC) is a highly desirable credential that may enhance an individual's ability to secure employment. All Adult Education students should be encouraged to earn a CRC prior to program completion.

1. The Alabama CRC is obtained based on WorkKeys test scores in three areas; Reading for Information, Locating Information, and Applied Mathematics. A minimum score of at least "3" on all three tests qualifies a student for a "BRONZE" level CRC. A minimum score of at least a "4" on all three tests qualifies a student for a "SILVER" level CRC. A minimum score of at least a "5" on all three tests qualifies a student for a "GOLD" level CRC. A minimum score of at least a "6" on all three tests qualifies a student for a "PLATINUM" level CRC.
2. Any Adult Education (AE) student who is currently enrolled in your class and who has been entered into the AAESAP database may take the three required WorkKeys tests online, at no cost. If the internet is available at your class site, your students may take the online WorkKeys test at your class site, under your supervision.
3. The Alabama Department of Postsecondary Education (DPE) has purchased a state-wide license for Keytrain instructional software. This software may be used by your students to assess their readiness to take the three WorkKeys tests needed for the CRC and to improve their WorkKeys score.
4. It is very important that our students achieve the highest possible scores on the three WorkKeys tests so that they may earn the highest level CRC they are capable of attaining. Therefore, it is to the student's advantage to defer attempting the WorkKeys tests until they are near completion of their program of instruction.
5. All AE students should be informed at orientation that participating in WorkKeys tests preparation and taking the required WorkKeys test is an integral part of the AE program of instruction and should result in attaining a valuable and desirable CRC.