

GUILFORD TECHNICAL COMMUNITY COLLEGE

Career Readiness Certificate (CRC) Labs



**NC Career Readiness Certificate
PREPARE TODAY!!**



Take control of your career!!! Do you need help **improving** your skills in reading, math and locating information? Do you know how to make yourself stand out from other job applicants? Do you know how to prove to employers that you have the ‘real world’ skills to succeed? Don’t wait, get started immediately by attending one of the below classes.

IMPORTANT NOTE: There is no course registration fee for individuals who meet the following criteria: a.) Unemployed; b.) Received notification of a pending lay-off; c.) Working and eligible for the Federal Earned Income Tax Credit (FEIT); d.) Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines. The fee waiver applies only to the preparation course. There is a fee for taking the exams to earn a Career Readiness Certificate.

Weekly Schedules

Guilford County NCWorks (JobLink) Career Centers

** Individuals must first register as an NCWorks customer.*

Greensboro NCWorks (2301 Meadowview Road)

- Mondays: 1:00 pm – 4:00 pm
- Wednesdays: 4:00pm – 7:00pm

High Point NCWorks (607 Idol Street)

- Thursdays: 1:00 – 4:00 pm

Guilford Technical Community College

** Walk-in basis.*

GTCC Greensboro Campus (3505 East Wendover Avenue) Continuing Education Center Building (CEC) – Room 242

- Mondays, Wednesdays, & Fridays: 8:30am – 12:30pm
- Tuesdays & Thursdays: 5:30pm – 9:30pm

GTCC Jamestown Campus (601 High Point Road) Community Training Center Building (CTC) – Room 122

- Thursdays: 5:30 – 9:30pm

GTCC High Point Campus (901 South Main Street) H4 Building, Room 117

- Thursdays 8:30 am – 12:30 pm

GTCC Contact Person: *Gwendolyn Roy*

Phone (336) 334 - 4822; Ext. 53087

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ADVANTAGES OF THE CRC

“The Career Readiness Certificate is a new initiative in the State of North Carolina that will bring about change in the job market and employability of the applicant.”

- ❖ The North Carolina Career Readiness Certificate is a portable skills credential, ensuring employers of a job seeker’s skills.
- ❖ NC Career Readiness Certificate (CRC) Lab
 - Obtain a nationally portable credential trusted by employers across the country as a valuable predictor of employee success
 - Build confidence that skills meet the needs of local employers
 - Show prospective employers proof of skills achieved:
 - Reading for Information, Applied Math, and Locating Information
 - Determine skill improvement and training needs
 - Improve opportunities for career changes and advancement
- ❖ For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, numeracy, and problem solving skills to be job ready. The CRC documents competency in the following areas:
 - **Reading for Information:** Comprehending work-related reading materials, from memos and bulletins to policy manuals and government regulations.
 - **Applied Mathematics:** Applying mathematical reasoning to solve work-related problems.
 - **Locating Information:** Understanding workplace graphics such as diagrams, floor plans, tables, graphs and charts.
- ❖ The focus of the certification is workplace skills in Reading, Math, and Locating Information. The Career Readiness Certificate program is a computer-based assessment rated on levels from 3 to 7, with level 3 being the least complex. A certificate is awarded based on the scores of all three assessments. An individual earns a Platinum certificate by achieving a minimum score of 6, Gold certificate by achieving a minimum score of 5, a Silver certificate with a minimum score of 4, and a Bronze certificate with a minimum score of 3.
- ❖ This certification is supported by:
 - The Governor’s Office; signed by the Governor
 - The North Carolina Community College System; can go on resume under education or specialized training.
 - The North Carolina Employment Security Commission
 - The Guilford Workforce Development Board
- ❖ The CRC will further verify to a potential employer that the holder is trainable and possess the skills necessary to thrive in the workplace.
- ❖ Training is offered to those individuals who need or want to upgrade their skills.