WorkKeys Referral for National Career Readiness Certificate
Jefferson/Franklin Consortium

Before completing referral form, Career Center staff will need to confirm individual has completed Welcome Process and has utilized WIN to prepare for assessment. Candidates are encouraged to work through Level 5 in WIN before scheduling assessment.

Customer’s Name: ____________________________ Contact Numbers: ____________________________

Customer’s Occupational Interest (i.e. welder/nurse) ____________________________

If applying to specific company, list company/job title: ____________________________

Funding Source (must be completed by Career Center staff): [ ] Core Service [ ] Wagner Peyser [ ] Trade Act [ ] Veteran [ ] Missouri Work Assistance

Customer is requesting test accommodations: Yes____ No____
If yes, has documentation review by authorized official been completed? Yes____ No____

Approved Accommodations Plan: _____Extended Time _____Assistive Technology _____Other

[ ] This is a retesting appointment. Customer has shown progress in WIN program and/or participated in AEL to enhance skills.

Appointment Scheduled for: ___________________ @ ___________________

Date Time

Missouri Career Center Staff ___________________ Date ___________________

To be completed by WorkKeys Proctor: ___________________

Date of Assessment ___________________

Applied Mathematics Level ______ Scale Score ______

Locating Information Level ______ Scale Score ______

Reading for Information Level ______ Scale Score ______

NCRC to be issued: ___Yes [ ] Bronze [ ] Silver [ ] Gold [ ] Platinum ___No

Referral to AEL? ____Yes ___No (Call Kelly Almond, 636.797.3000, ext.437) ____Customer declined AEL services

Reason for referral: ____________________________

[ ] After completing WorkKeys assessment, I received information about my results and how to utilize the information for career and employment purposes.

[ ] I understand that I am being referred to Jefferson College’s Adult Education program to help me improve my basic skill levels, and I give my authorization to Jefferson College AEL to release information regarding my progress to Missouri Career Center staff.

Customer’s Signature ___________________ Date ___________________

Proctor’s Signature ___________________ Date ___________________

Copies: White & Yellow - Proctor; Pink- Career Center Staff; Goldenrod- Customer 12/2010