



PICKAWAY-ROSS CTC JOB READY PROGRAM

Frequently Asked Questions

1. What does Pickaway-Ross CTC do with my test results? **Individuals' contact information and WorkKeys scores are entered into the Job Ready database. This information is provided to local employers upon request.**
2. How long are my scores good? **ACT has determined that these scores are good indefinitely. However, we must have up-to-date contact information to be able to notify you if you are randomly drawn for referral to an employer. It is your responsibility to inform PRCTC of any changes of name, address or telephone numbers. Please update contact information by calling (740) 642-1288 or visit the website at http://www.pickawayross.com/adulteducation_home.aspx then click the Job Ready Database button on the left hand side of the page.**
3. What are the levels (scores) required by employers for an entry-level manufacturing position? **The score requirements vary depending on the company and the positions available.**
4. How can I get a copy of my scores? **Candidates completing a paper/pencil test receive scores by mail within 10 business days. Candidates completing a computer-based test receive scores at the conclusion of the test. Copies of scores (transcripts) are available at a cost of \$10.00.**
5. What if my scores aren't high enough? Can I retest? **Yes!! If your scores do not meet company requirements you may retake WorkKeys. Candidates testing paper/pencil format must wait 30 days to re-test. Candidates using the computer-based format may test sooner, but may be limited to 1 re-test per subject, per month.**
6. Where can I go for help in improving my skills? **Instructional support is available to help you improve your skills at either of the following locations:**

Ross County ABLE
40 W. Fifth Street
Chillicothe, OH 45601
740-779-2035
Call for Appointment

Pickaway Co. ABLE
PRCTC – Mound Street
424 East Mound Street
Circleville, OH 43113
740-642-1294
Call for Appointment

7. When can I take a WorkKeys retest? **You can retest during regular testing times at the PRCTC Test Center. Photo ID is required. Please do not bring cell phones. Testing times are Wednesdays at by appointment and Thursdays at 6:00 pm. Register online at <http://register.pickawayross.com>.**



National Career Readiness Certificate

Thank you for completing the ACT WorkKeys assessments in Applied Mathematics, Locating Information, and Reading for Information at Pickaway-Ross Career and Technology's testing center. If you scored at least a 3 in each of these areas, you are qualified to receive a National Career Readiness Certificate.

The NCRC is a portable national credential that verifies to employers anywhere in the United States, that an individual has essential core employability skills in Reading, Math and Locating Information. The certificate is designed to complement other traditional credentials, such as a high school diploma, community college degree, or college degree. While these educational credentials mark the fulfillment of your classroom learning experiences, the NCRC proves you have the workplace skills needed to succeed at your new job. Carry your certificate with you when you apply for jobs and let your prospective employers know that you have a credential showing you are ready to work. There is a cost to obtain the printed certificate.

When you interview for a job, you may want to offer prospective employers *online* certificate verification. To protect your privacy, ACT does not release any information until you have authorized it. To allow ACT to release information electronically to prospective employers you must activate your certificate. There is no additional charge for activation or electronic verification. As soon as possible you should use the instructions below and log on from any Internet-capable computer. If you would like help in the process you may contact ACT customer service by phone at 1-800-WorkKey.

Go online to <http://www.act.org/myworkkeys>

We wish you the best as you move up to better work opportunities ahead!