

ACT Certified Work Ready Communities

Application for State or Region Participation in ACT Certified Work Ready Communities Academy

Thank you for your interest in ACT Work Ready Communities (WRC). The ACT WRC initiative is an economic development and data driven, community-based workforce development implementation framework and certification process developed by ACT to provide a consistent criteria, performance metrics and third party validation for what constitutes a Work Ready Community. Communities attain certification status through National Career Readiness Certificates (NCRC) registered in the RegiSTAR system, business engagement in recognizing or recommending NCRCs as a part of their hiring process, and in support of their community's ACT WRC effort. For more information on receiving certified ACT Work Ready Community status, please review the [ACT Work Ready Communities: Common Criteria](#).

In order to maximize the benefit of the program for participants, ACT has created the ACT Work Ready Community Academy, a performance-driven leadership program to develop and guide senior state, regional, and county leaders on implementation of the ACT Work Ready Community framework. This application is the process by which states or regions may engage in the ACT Work Ready Community initiative. In order to ensure quality in delivery of the program and technical support, no more than four groups will be selected at a time to participate in the one-year ACT WRC Academy. ACT will continue to offer WRC Academies as needed until all who wish to participate have done so. However, the order in which groups are selected to participate in the Academy will be based on:

- Responses contained in the completed application;
- Submittal of all required letters with the application; and
- Agreement to abide by the Expectations of ACT WRC Participating States and Regions upon acceptance into the Academy

All applications will be reviewed by committee and evaluated. Information on the initiative may be found in the ACT Work Ready Community Academy overview and at <http://www.workreadycommunities.org>. If you have questions while you are completing the application, please contact the ACT Community & Economic Development team at 404-231-5018

SUBMISSION

Application should be completed, printed and signed. Application packets may be mailed or scanned and emailed to:

Debra Lyons
VP-Community & Economic Development
ACT, Inc. -Workforce Development Division
3355 Lenox Road NE, Suite 320
Atlanta, GA 30326
debra.lyons@act.org

CWRC-WFC-FORM-0001

APPLICANT INFORMATION

Contact information of person completing application.

State:	
City, County or Region:	
Team Leader(s):	
Employer(s):	
Phone:	
Email:	

STATE LEADERSHIP INFORMATION

Governor:	
Point of contact:	
Phone:	
Email:	

Commerce or Econ. Dev. agency:	
Secretary or Commissioner:	
Point of contact:	
Phone:	
Email:	

State chamber of lead bus. Org:	
Point of contact:	
Phone:	
Email:	

State workforce agency name”	
Agency head:	
Point of contact:	
Phone:	
Email:	

DRAFT

LETTERS OF SUPPORT AND LEADERSHIP TEAM

Governor’s letter of support [Mandatory for application to be reviewed]

The ACT Work Ready Community initiative is a state- or regional-led public-private partnership with a lead business organization or chamber. A letter of support from the Governor is required for all applications.

State/ Regional WRC leadership team

The WRC leadership team will represent the state or region at the ACT WRC Academy. Members are required to attend all four meeting sessions and participate in conference calls as shown in ACT WRC Academy schedule. These members are responsible for successful execution of the Work Ready Communities effort in their state. A letter of commitment and agreement to participate from each recommended member should accompany the application. Regional applicants should also have a letter of support from the Governor and at least two team members from state agencies.

Agency	Name	Title	Contact info (phone/ email)	Bio?	Letter?
Governor’s representative (state teams only)					
Commerce or Econ. Dev. Agency Rep					
Chamber or lead business org. representative					
Workforce representative					
Technical or community college representative					
K12 representative					
Additional representative [optional]					

APPLICATION QUESTIONS

Please limit your responses to the space provided

- 1. How do you think the ACT WRC criteria will help you state/ region build a consistent statewide framework for community-based workforce development? What do you see as the greatest opportunities? What do you see as the greatest challenges?**

NOTE: The criteria for a county to receive certified ACT Work Ready Community status may be found by [clicking here](#). Please review before answering these questions. More information on ACT Work Ready Communities may be found by www.workreadycommunities.org.

- 2. Building awareness and engagement among the business community is crucial for a successful certified ACT Work Ready Community effort. How do you propose engaging businesses on the value of this system and their role in it?**

3. **Goals are set based on individuals earning ACT National Career Readiness Certificates (NCRC) and employers recognizing this certificate in support of their region becoming a certified ACT Work Ready Community. Does your state/ region currently use ACT WorkKeys[®] and register NCRCs in the ACT RegiSTAR system?**

Yes No

If no, please answer question 3a.

3a. If your state doesn't currently use ACT WorkKeys[®] and/or does not issue ACT NCRCs, how do you envision bringing these tools to your state?

4. **How will your state/region leverage its ACT Work Ready Community initiative to strengthen economic development?**

- 5. Successful ACT WRC often have funding for collateral support such as communications, marketing, service delivery to provide assessments, funds ofr coordinating the initiative and attending the Academy and to maintain the program. Does your leadership team have a palm to acquire the necessary resources to launch and maintain an ACT WRC initiative?**

- 6. Your ACT WRC leadership team will likely include individuals with significant leadership responsibilities in their respective agencies. How do you intend to organize your team and ensure participants are committed to implementing plans and achieving their goals?**

- 7. For state applicants, do you have a region you would like to pilot? Please list the counties and states that will be participating.**

- 8. What additional information would you like to share for consideration in review of your application?**

ACKNOWLEDGEMENT OF COMMON CRITERIA AND TERMS

I am submitting this application on behalf of the State or Region of _____. By signing this application, I certify that: a) I have the authority to submit this application on behalf of _____, and b) I have read the terms of the ACT Work Ready Communities Expectations of WRC Participating States [Found in Appendix A]. I understand that should this application be accepted, execution of a similar Expectations Document will be required for the State or Region to be formally accepted into the program.

I further understand that my team will submit labor force and US Census data based on current population totals and that ACT will calculate NCRC workforce and business goals for each county based on the ACT WRC Common Criteria. State/region teams will develop or present existing processes to on-board counties to the initiative. ACT will post goals for all counties of participating states and activate county-level dashboards when notified of their participation at www.workreadycommunities.org. ACT will notify state/region teams when county goals have been validated. By signing this application, I confirm that all team members have read and understood this statement and agree to actively participate in the ACT Work Ready Community Academies and on-boarding process.

Signature instructions:
 If printing, sign your name in blue or black ink;
 If emailing, type your full name

Today's Date

Application Checklist

CHECK	DOCUMENT
	Completed application
	Governor's Letter of support
	Leadership team bios
	Leadership team letters of commitment
	Acknowledgement of expectations
	Acknowledgement of criteria

APENDIX A
 EXPECTATIONS OF ACT AND STATE PARTICIPATING IN THE
 ACT WORK READY COMMUNITIES (WRC) ACADEMY

The purpose of this document is to outline expectations of ACT and States participating in the ACT Work Ready Communities Academy. The Academy program lasts approximately 12 months during which time participating States are expected to develop and publically launch a State-level Work Ready Communities approach based upon the ACT Work Ready Communities framework. More information on the ACT Work Ready Communities initiative and the ACT Work Ready Communities [WRC] Academy may be found online at <http://www.workreadycommunities.org>.

Key aspects to a State approach are:

- ✓ State will provide demographic data for all counties so that all county goals may be established
- ✓ State will assume responsibility to on board participating counties aligned to ACT Work Ready Communities process.
- ✓ *State will identify an acceptable state organization to serve as the ‘certifying’ organization. Once this organization is identified, the state team shall submit executed State Certifying Organization form to ACT for approval.*
- ✓ State will use the ACT Work Ready Communities Common Criteria as the basic building block to which the state may add additional criteria for counties to achieve.
- ✓ State will certify the counties post completing ACT Work Ready Community Goal Attainment Verification form that all goals have been met and verifying the validity of all employers supporting the county in achieving its goal.
- ✓ State will have an opportunity to continue the state approach through a post-Academy Memorandum of Understanding with ACT and State

Expectations of Participating States:

- Active, consistent state Work Ready Communities team participating in ACT WRC Academy as represented by all team members fully participating
- Adopt the ACT WRC Common Criteria [hyperlink to http://www.workreadycommunities.org/resources/Criteria_for_Certification.pdf] as the foundation of the State Work Ready Communities goals for certification.
- Provide statewide county-level population and labor force data for the purpose of establishing statewide goals for all counties based on the [ACT Work Ready Communities Common Criteria](#) for community certification.
- Publically promote the State’s Work Ready Communities and the ACT National Career Readiness Certificate to the job seekers, employers, community leaders and economic developers.

- Utilize the ACT National Career Readiness Certificate (NCRC) as a required credential of counties obtaining certified ACT Work Ready Community status.
- Utilize ACT Work Readiness System products including WorkKeys® assessments, ACT National Career Readiness Certificates in execution of ACT Work Ready Communities, and agree to have the certificates issued and registered in ACT’s RegiSTAR™
- Leverage ACT Key Train or ACT Career Ready 101® and ACT Job Analysis as appropriate to strengthen initiative
- Acknowledge use of WorkKeys and the NCRC will increase as a result of participation in ACT Work Ready Communities and will strive to provide sufficient resources to ensure availability and success in all counties.
- Develop a plan, publicly launch and actively engage counties in the Work Ready Communities initiative.
- Respect the trademarks and intellectual property of ACT, including but not limited to WorkKeys®, KeyTrain®/CR101®, and the National Career Readiness Certificate™ and the ACT Work Ready Communities.

Expectations of ACT

- Host the [ACT WRC Academy](#) for participating state leadership teams over a one-year period.
- Provide guidance on development and implementation of the State's Work Ready Communities initiative.
- Provide suggested framework and implementation processes to assist the State in establishing an integrated and sustainable approach using the ACT Work Ready Communities model
- Provide examples of ACT Work Ready Communities communication and marketing materials
- Provide updated monthly progress via the ACT WRC website and access to standard ACT WRC reports
- Provide an environment to share best practices among participating states.

This documents is not intended to be, and does constitute, a binding agreement, but, rather, is an expression of the mutual understanding of the State’s and ACT’s expectations through the ACT Work Ready Communities Academy. By signing below, the State agrees to participate in ACT’s WRC Academy and ACT recognizes such participation.

ACT, Inc.

State of

 Debra Lyons
 Vice President-Community & Economic Development
 Date: _____

 Name:
 Title:
 Date: _____