

APPENDIX A

Expectations of ACT and States, Regions and Counties participating in the ACT Work Ready Communities Boot Camp

The purpose of this document is to outline expectations of ACT and Regions and Counties ("Participants") accepted to the ACT WRC Boot Camp. More information on the ACT WRC initiative and the WRC Boot Camp may be found online at www.workreadycommunities.org.

Expectations of Participants

- Actively work with regional and/or county leaders as defined in the ACT WRC Boot Camp Application in establishing a Work Ready Communities initiative.
- Adopt the ACT WRC Common Criteria as the foundation of the ACT WRC goals.
- Provide county-level population and labor force data for the purpose of establishing goals based on the common criteria for community certification.
- Publicly promote the ACT WRC and the WorkKeys NCRC to the job seekers, employers, community leaders and economic developers.
- Utilize the ACT WorkKeys National Career Readiness Certificate (Workkeys NCRC) as a required credential of counties obtaining ACT WRC status.
- Utilize ACT Work Readiness System products including WorkKeys® assessments, WorkKeys curriculum, WorkKeys NCRC, ACT Job Analysis in execution of ACT Work Ready Communities, and agree to have the certificates issued and registered in ACT's RegiSTAR™.
- Acknowledge use of WorkKeys and the Workkeys NCRC will increase as a result of participation in ACT WRC 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 ACT WRC initiative.
- Respect the trademarks and intellectual property of ACT, including but not limited to WorkKeys, Career Ready 101®, and the WorkKeys National Career Readiness Certificate™ and the ACT Work Ready Communities.

Expectations of ACT

- Host the ACT WRC Boot Camp for participating leadership teams
- Provide guidance on development and implementation of the ACT WRC initiative.
- Provide suggested framework models and implementation processes to assist Participants in establishing an integrated approach using Work Ready Communities.
- Provide examples of ACT WRC communication and marketing materials.
- Provide uniform data reports updated monthly via the ACT WRC website on the ACT WRC common criteria.
- Provide an environment to share best practices among Participants.

This document is not intended to be, and does not constitute, a binding agreement, but, rather, is an expression of the mutual understanding of the Participants' and ACT's expectations through the Work Ready Communities Boot Camp. By signing below, the Participant agrees to participate in ACT's WRC Boot Camp and ACT recognizes such participation.

ACT, Inc.

State/region/county of _____

For ACT

Signature

Printed/typed name - Title

Appendix B
County Official ACT Work Ready Communities Support
Form
For _____ (county) _____ (state)

The purpose of this document is for the county and municipality leaders to provide their support for their county to actively participate in the ACT Work Ready Communities (ACT WRC) initiative.

By participating in the ACT WRC initiative, counties can both identify skill gaps and quantify the skill level of their workforce. This helps educators build career pathways aligned to the needs of business and industry-- and it also helps a community stand out and be recognized for its workforce development efforts. A strong workforce is a tremendous economic development advantage.

Our county has organized a cross agency team of government, educators, workforce, economic developers and business/chamber leaders. We commit to developing and launching a local ACT WRC program. We will have ACT WorkKeys and ACT WorkKeys National Career Readiness tools accessible to individuals in our county. As local government leaders, we fully support the county engaging in the ACT Work Ready Communities.

Instructions: For counties to participate in the ACT Work Ready Communities, local county and municipal officials are required to show their support of the counties active engagement in the initiative. More information about ACT Work Ready Communities may be found at www.workreadycommunities.org. County and municipal leaders may show their support as outlined below.

Acceptable county documentation to engage:

County and municipal leaders completing and signing this form

- A County Resolution and a letter of support from a Mayor
- Signed letters of Support from both a county and a municipal leader [may be joint]
- If consolidated county-city governance, only one Letter of Support document required

It is encouraged that counties adopt a resolution of support. However, at a minimum, this form shall be signed by a county official to provide support for the county to participate in ACT Work Ready Communities. If there are one or more cities in the designated county, at least one municipal leader shall also sign to provide support. If there is more than one municipality in the county that would like to show their support, additional signatures or letters of support from other municipal leaders may be included. Lastly the County team leaders shall complete the information and sign the form acknowledging their role in leading the ACT WRC initiative on behalf of the county.

I support the County to participate in the county ACT Work Ready Communities initiative

State/county of: _____

County Official Signature: _____

Printed Name: _____

Title: _____

I support the County to participate in the county ACT Work Ready Communities initiative

State/county of: _____

Municipality Official Signature: _____

Printed Name: _____

Title: _____

COUNTY WRC TEAM LEADER 1: _____ Signature: _____

COUNTY WRC TEAM LEADER 2: _____ Signature: _____