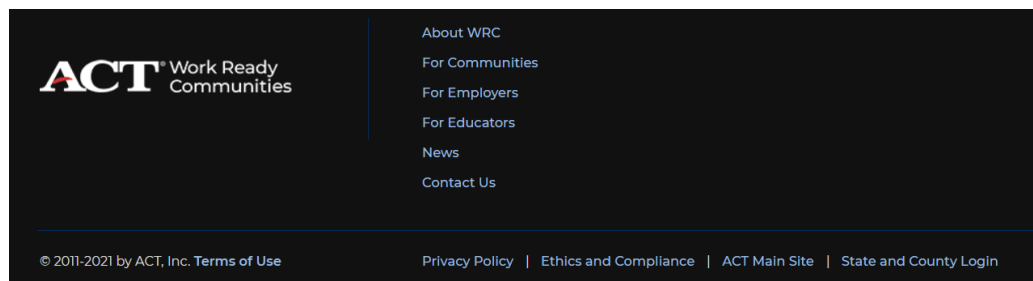


Job Profile Verification and Processing of WRC Points for Maintaining Phase

1. Log on to County Admin site at footer of WRC home page. The link is titled **State and County Login**.



2. Scroll down to **OPTIONAL GOALS** section.

A screenshot of the ACT Work Ready Communities dashboard. At the top left is the ACT Work Ready Communities logo. At the top right are links for Dashboard, My Account, and a user icon. Below the header is a section titled "OPTIONAL GOALS" with the text "Jasper County may earn a maximum of 3 points from these activities:". Below this is a table with two columns: Points and Task.

Points	Task
Up to 3	Job/Curriculum Profiles <i>As a Large A size county/parish your goal is 5 Job or Curriculum profiles to receive 1 point. You currently have 0 profile(s) this period for a total of 0 points. Read More</i>
Up to	NCRC for College Credit

3. Listed first is Job/Curriculum Profiles. Click **Read More** to expand the description.

4. The expanded listing provides basic information on Job and Curriculum Profiles. To access the form to submit a profile for WRC points, click on **Submit Job or Curriculum Profile**.

A screenshot of the expanded "OPTIONAL GOALS" section for "Job/Curriculum Profiles". It shows the same header and table as the previous screenshot, but the "Job/Curriculum Profiles" row is expanded to show more details.

Points	Task
Up to 3	Job/Curriculum Profiles <i>As a Large A size county/parish your goal is 5 Job or Curriculum profiles to receive 1 point. You currently have 0 profile(s) this period for a total of 0 points. Read More</i> ACT's WorkKeys profiling methods are used to document the requirements of jobs, occupations, and curricula, by linking those requirements to ACT WorkKeys assessment criteria. Each of these profiling tools is powerful on its own, but when combined the results yield an alignment (or misalignment) between training requirements and job requirements. You can find more information about these profiling models and how to become an ACT Authorized WorkKeys Profiler here . Submit Job or Curriculum Profile
Up to	NCRC for College Credit

5. Complete the form fields and click the button **Submit Job or Curriculum Profile**.

ACT Work Ready Communities

[Dashboard](#) [My Account](#) [Reports](#) [Employers](#) [My State Admin](#)

Job Profile Verification

Profiled Employer Name

Profiled (Job or Curriculum) Title

Date Completed

mm/dd/yyyy

Profiler name

Submit Job or Curriculum Profile

6. A green bar above the form confirms the information was submitted successfully. ACT team members will verify the data and add the point.

Job Profile Verification

Success! You can submit another Job Profile

Profiled Employer Name