

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**.

The screenshot shows the ACT Work Ready Communities website. The navigation menu on the right includes links for About WRC, For Communities, For Employers, For Educators, News, and Contact Us. The footer contains links for Privacy Policy, Ethics and Compliance, ACT Main Site, and State and County Login, along with a copyright notice for 2011-2021.

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

The screenshot shows the optional goals section for Jasper County. It displays a table with two rows. The first row is for "Job/Curriculum Profiles" with 3 points available. The second row is for "NCRC for College Credit". A "Read More" link is present in the first row's description.

	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.</i> Read More
	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**.

The screenshot shows the expanded optional goals section for "Job/Curriculum Profiles". It includes a detailed description of the process, mentioning ACT WorkKeys profiling methods and alignment between training requirements and job requirements. A "Submit Job or Curriculum Profile" button is at the bottom.

	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.</i> Read More 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

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

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 successful. ACT team members will verify the data and add the point.

Job Profile Verification

Success! You can submit another Job Profile

Profiled Employer Name