



Brad Henry
Office of the Governor
State of Oklahoma

January 30, 2009

Dear Oklahoma Employer:

The Oklahoma Career Readiness Certificate, a new employability credential issued by the State of Oklahoma, is designed to help employers more easily identify an individual's work-related skills. Recipients can receive a Gold, Silver, or Bronze level certificate based on their level of achievement.

To achieve a Career Readiness Certificate, individuals complete skills testing in three specific areas via WorkKeys® assessments developed by the renowned testing company, ACT®. The WorkKeys evaluations are a system of "real world" assessments based on employer input and extensive research. The three areas assessed for the Career Readiness Certificate are *Reading for Information*, *Locating Information* and *Applied Mathematics*. To meet the requests of Oklahoma employers, we are introducing Oklahoma's CRC+ which includes the basic CRC and completion of one of two adopted soft skills instructional programs. The workplace readiness seal is printed on the front of the CRC next to the individual's name.

Companies across the United States have embraced this type of assessment and credentialing process for hiring new employees, assessing current workers and increasing position responsibilities and salaries. Once a position is profiled for responsibilities and necessary skills, WorkKeys score levels are assigned based on the actual skill requirements in the identified areas. Current workers or potential candidates can then be assessed utilizing that profile. More information is available on the web at www.workkeys.com. A database of stock profiles showing needed skill levels for a variety of positions is also available.

I urge you to join the growing number of Career Readiness Champions in Oklahoma by adding your organization to the community of employers who actively participate in Oklahoma's Career Readiness Certificate. To learn more about how the Career Readiness Certificate can benefit your company, please contact Susan Kuzmic at (405) 815-5204 or susan_kuzmic@okcommerce.gov.

Sincerely,

A handwritten signature in black ink that reads "Brad Henry".

Brad Henry
Governor