

To obtain a Employability Certificate you must meet all the requirements that are listed below. You are not required to test in TABE, COMPASS, and CRC. It will be your decision to test in only one of those tests. Once that test score has been fulfilled you can move on to finish the employability.



Arkansas Career Pathways Initiative

Student Application for Employability Certificate

The purpose of the employability program is to prepare students for the skills and challenges that await them in the workplace. Many of the skills addressed in the employability program are not covered in other areas of their college experience. Improving the basic academic level in addition to general employability work skills improves the chances for success in both entering employment and retaining employment. All requirements are to be based on targeted businesses and industries survey results. Survey results must be on file at each CPI site.

Student (Please print clearly) _____ Date _____

Institution UAM College of Technology-McGehee Career Cluster _____

Site grade level requirement (if applicable) 8.0 or CRC level required (if applicable) Bronze, Silver or Gold
(one of the following tests: TABE, Compass or CRC)

Initial TABE or Compass score ____ (R) ____ (M) ____ (L) (Note assessment-TABE, Compass, etc.) Date _____

Final TABE or Compass score ____ (R) ____ (M) ____ (L) (Final only if scores were not met on initial test)
Date _____
(May use TABE-Compass concordance if Compass score available)

or

CRC level attained _____ Date _____

(Everything below is required to obtain a certificate)

Kuder Career Inventory with counseling completed (Required for all certificates) Date _____

Register with Arkansas Job Links (www.arjoblink.arkansas.gov) – (now required of all students as part of job search activities and WorkKeys registration) Date _____

Keyboarding – 20 WPM completed (if applicable) Date _____

Updated Resume (Required for all certificates) Date _____

Computer Literacy - Score of 85% required (If applicable)

Teknimedia PC 100 Score _____ Date _____

PC 101 Score _____ Date _____

PC 110 Score _____ Date _____

OR score on approved computer literacy course _____ Date _____

Job Readiness Training Completed (minimum 12 contact hours) Date _____

Attach any additional requirements cited by business and industry survey for the stated Career Cluster

Student Signature (upon completion) _____ Date _____

Signature of Campus Employability Program Coordinator _____

Received and approved by:

Date _____

Career Pathways Initiative Employability Certification Coordinator

(Revised May 2008)