

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](http://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)