

APPENDIX A

Expectations of ACT and States, Regions and Counties participating in the ACT Work Ready Communities Academy

The purpose of this document is to outline expectations of ACT and States, Regions and Counties ("Participants") accepted to the ACT WRC Academy. The Academy program lasts 12 months. More information on the ACT WRC initiative and the WRC Academy may be found online at www.workreadycommunities.org.

Expectations of Participants

- Actively work with senior state, regional or county leaders as defined in the ACT WRC Academy Application in establishing a Work Ready Communities initiative.
- Adopt the ACT WRC Common Criteria as the foundation of the ACT WRC goals.
- Provide county-level population and labor force data for the purpose of establishing goals based on the common criteria for community certification.
- Publicly promote the ACT WRC and NCRC to the job seekers, employers, community leaders and economic developers.
- Utilize the ACT National Career Readiness Certificate (NCRC) as a required credential of counties obtaining ACT WRC status.
- Utilize ACT Work Readiness System products including WorkKeys® assessments, KeyTrain curriculum, NCRC, ACT Job Analysis in execution of ACT Work Ready Communities, and agree to have the certificates issued and registered in ACT's RegiSTAR™.
- Acknowledge use of WorkKeys and the NCRC will increase as a result of participation in ACT WRC and will strive to provide sufficient resources to ensure availability and success in all counties.
- Develop a plan, publicly launch and actively engage counties in the ACT WRC initiative.
- Respect the trademarks and intellectual property of ACT, including but not limited to WorkKeys, KeyTrain®, and the National Career Readiness Certificate™ and the ACT Work Ready Communities.

Expectations of ACT

- Host the ACT WRC Academy for participating leadership teams over a one-year period.
- Provide guidance on development and implementation of the ACT WRC initiative.
- Provide suggested framework models and implementation processes to assist Participants in establishing an integrated approach using Work Ready Communities.
- Provide examples of ACT WRC communication and marketing materials.
- Provide uniform data reports updated monthly via the ACT WRC website on the ACT WRC common criteria.
- Provide an environment to share best practices among Participants.

This documents is not intended to be, and does not constitute, a binding agreement, but, rather, is an expression of the mutual understanding of the Participants' and ACT's expectations through the Work Ready Communities Academy. By signing below, the Participant agrees to participate in ACT's WRC Academy and ACT recognizes such participation.

ACT, Inc.

State/region/county of Hampton City

For ACT

**Jasen Jones, Regional Manager
ACT Work Ready Communities**

Signature

Printed/typed name - Title