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DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
LANSING

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E-mailed: 11/19/10 (pv)

Bureau of Workforce Transformation (BWT)
Policy Issuance (PI): 08-30, Change 1

Date: November 19, 2010

To: Michigan Works! Agency (MWA) Directors

From: Liza Estlund Olson, Director, Bureau of Workforce Transformation
(SIGNED)

Subject: Michigan National Career Readiness Certificate (MI NCRC)

Programs Affected: All Programs Funded through the Michigan Department of Energy, Labor & Economic Growth (DELEG)/BWT and Michigan Rehabilitation Services

Rescissions: None

References: BWT PI 07-07, issued August 20, 2007, and subsequent changes
U.S. Department of Labor (USDOL) Training and Employment Guidance Letter (TEGL) 17-05 and Change 1
Bureau of Workforce Programs PI 07-35, issued June 2, 2009, and subsequent changes
Office of Workforce Development PI 04-03, issued March 1, 2004

Background: This is a modification to PI 08-30 for the MI NCRC issued to the MWAs during Program Year (PY) 2009. This policy issuance modification includes new policy guidance for the MWAs in the following areas:

- Further guidance on program participant WorkKeys testing requirements
- Remediation
- Employer engagement/outreach materials
- Data & Reporting
- Funding

DELEG is an equal opportunity employer/program.
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Policy: Remediation

While there are numerous tools available for remediation, MWAs are strongly encouraged to use a Level One (1) WorkKeys publisher as identified by ACT, Inc. (formerly American College Testing) to directly address MI NCRC remediation. Additionally, to avoid duplicate testing in determining grade equivalency skill levels for reading and math, MWAs may reference the Educational Functioning Level Descriptors attached in the USDOL’s TEGL 17-05 (see Exhibit #1, Page 6). The level descriptors referenced in TEGL 17-05 equate WorkKeys Reading and Math levels with other remediation tools such as Tabe, Comprehensive Adult Student Assessment System (CASAS), and ABLE, which are used to determine grade equivalency skill levels. TEGL 17-05 may be viewed via the Internet at: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195.

Exhibit #1

Outcome Measures Definitions			
EDUCATIONAL FUNCTIONING LEVEL DESCRIPTORS—ADULT BASIC EDUCATION LEVELS			
Literacy Level	Basic Reading and Writing	Numeracy Skills	Functional and Workplace Skills
<p>Low Intermediate Basic Education Test benchmark: TABE (7-8 and 9-10) scale scores (grade level 4-5.9): Reading: 461-517 Total Math: 442-505 Language: 491-523</p> <p>CASAS: 211-220</p> <p>ABLE scale scores (grade level 4-5.9): Reading: 613-645 Math: 593-642</p>	<p>Individual can read text on familiar subjects that have a simple and clear underlying structure (e.g., clear main idea, chronological order); can use context to determine meaning; can interpret actions required in specific written directions, can write simple paragraphs with main idea and supporting detail on familiar topics (e.g., daily activities, personal issues) by recombining learned vocabulary and structures; can self and peer edit for spelling and punctuation errors.</p>	<p>Individual can perform with high accuracy all four basic math operations using whole numbers up to three digits; can identify and use all basic mathematical symbols.</p>	<p>Individual is able to handle basic reading, writing and computational tasks related to life roles, such as completing medical forms, order forms or job applications; can read simple charts, graphs labels and payroll stubs and simple authentic material if familiar with the topic. The individual can use simple computer programs and perform a sequence of routine tasks given direction using technology (e.g., fax machine, computer operation). The individual can qualify for entry level jobs that require following basic written instructions and diagrams with assistance, such as oral clarification; can write a short report or message to fellow workers; can read simple dials and scales and take routine measurements.</p>
<p>High Intermediate Basic Education Test benchmark: TABE (7-8 and 9-10) scale scores (grade level 6-8.9): Reading: 518-566 Total Math: 506-565 Language: 524-559</p> <p>CASAS: 221-235</p> <p>ABLE scale score (grade level 6-8.9): Reading: 646-681 Math: 643-693</p> <p>WorkKeys scale scores: Reading for Information: 75 – 78 Writing: 75 – 77 Applied Mathematics: 75 – 77</p>	<p>Individual is able to read simple descriptions and narratives on familiar subjects or from which new vocabulary can be determined by context; can make some minimal inferences about familiar texts and compare and contrast information from such texts, but not consistently. The individual can write simple narrative descriptions and short essays on familiar topics; has consistent use of basic punctuation, but makes grammatical errors with complex structures.</p>	<p>Individual can perform all four basic math operations with whole numbers and fractions; can determine correct math operations for solving narrative math problems and can convert fractions to decimals and decimals to fractions; can perform basic operations on fractions.</p>	<p>Individual is able to handle basic life skills tasks such as graphs, charts and labels, and can follow multi-step diagrams; can read authentic materials on familiar topics, such as simple employee handbooks and payroll stubs; can complete forms such as a job application and reconcile a bank statement. Can handle jobs that involve following simple written instructions and diagrams; can read procedural texts, where the information is supported by diagrams, to remedy a problem, such as locating a problem with a machine or carrying out repairs using a repair manual. The individual can learn or work with most basic computer software, such as using a word processor to produce own texts; can follow simple instructions for using technology.</p>

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NOTE: WorkKeys scale scores of RI 75-78 and AM 75-77 are Level 4.

Outcome Measures Definitions			
EDUCATIONAL FUNCTIONING LEVEL DESCRIPTORS—ADULT BASIC EDUCATION LEVELS			
Literacy Level	Basic Reading and Writing	Numeracy Skills	Functional and Workplace Skills
<p>Low Adult Secondary Education Test benchmark: TABE (7-8 and 9-10): scale scores (grade level 9-10.9): Reading: 567-595 Total Math: 566-594 Language: 560-585</p> <p>CASAS: 236-245</p> <p>ABLE scale scores (grade level 9-10.9): Reading: 682-698 Math: 694-716</p> <p>WorkKeys scale scores: Reading for Information: 79 – 81 Writing: 78 – 85 Applied Mathematics: 78 – 81</p>	<p>Individual can comprehend expository writing and identify spelling, punctuation and grammatical errors; can comprehend a variety of materials such as periodicals and non-technical journals on common topics; can comprehend library reference materials and compose multi-paragraph essays; can listen to oral instructions and write an accurate synthesis of them; can identify the main idea in reading selections and use a variety of context issues to determine meaning. Writing is organized and cohesive with few mechanical errors; can write using a complex sentence structure; can write personal notes and letters that accurately reflect thoughts.</p>	<p>Individual can perform all basic math functions with whole numbers, decimals and fractions; can interpret and solve simple algebraic equations, tables and graphs and can develop own tables and graphs; can use math in business transactions.</p>	<p>Individual is able or can learn to follow simple multi-step directions, and read common legal forms and manuals; can integrate information from texts, charts and graphs; can create and use tables and graphs; can complete forms and applications and complete resumes; can perform jobs that require interpreting information from various sources and writing or explaining tasks to other workers; is proficient using computers and can use most common computer applications; can understand the impact of using different technologies; can interpret the appropriate use of new software and technology.</p>
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<p>High Adult Secondary Education Test benchmark: TABE (7-8 and 9-10): scale scores (grade level 11-12): Reading: 596 and above Total Math: 595 and above Language: 586 and above</p> <p>CASAS: 246 and higher</p> <p>ABLE scale scores (grade level 11-12): Reading: 699 and above Math: 717 and above</p> <p>WorkKeys scale scores: Reading for Information: 82 – 90 Writing: 86 – 90 Applied Mathematics: 82 – 90</p>	<p>Individual can comprehend, explain and analyze information from a variety of literacy works, including primary source materials and professional journals; can use context cues and higher order processes to interpret meaning of written material. Writing is cohesive with clearly expressed ideas supported by relevant detail; can use varied and complex sentence structures with few mechanical errors.</p>	<p>Individual can make mathematical estimates of time and space and can apply principles of geometry to measure angles, lines and surfaces; can also apply trigonometric functions.</p>	<p>Individual is able to read technical information and complex manuals; can comprehend some college level books and apprenticeship manuals; can function in most job situations involving higher order thinking; can read text and explain a procedure about a complex and unfamiliar work procedure, such as operating a complex piece of machinery; can evaluate new work situations and processes, can work productively and collaboratively in groups and serve as facilitator and reporter of group work. The individual is able to use common software and learn new software applications; can define the purpose of new technology and software and select appropriate technology; can adapt use of software or technology to new situations and can instruct others, in written or oral form on software and technology use.</p>

NOTE: WorkKeys scale scores of RI 79-81 and AM 78-81 are Level 5.

Employer Engagement and Outreach

DELEG/BWT has developed outreach materials for all 25 MWAs, to use which are included as digital file attachments to this policy issuance. Materials are to be locally reproduced by MWAs, including:

1. File Name “MI Employer brochure8.pdf” - MI NCRC Employer Brochure
2. File Name “MI NCRC Poster.pdf” – 24 x 36 Poster
3. File Name “MI NCRC Display.pdf” – Portable Display Banner Design
4. File Name “Fact Sheet Main_new_C.pdf”
5. File Name “14386 NCRC Michigan employers handbook 2.23.pdf”
6. File Name “MNCRC Hndbk CD3.pdf” – Employer handbook CD Cover

Data and Reporting

Although the One-Stop Management Information System (OSMIS) data entry will identify those participants who are eligible to receive a certificate, the OSMIS will not create a certificate. For this to occur, the assessments must be completed under a realm or site code associated with an ACT RegiSTAR account. The RegiSTAR system will create a registration number that can be verified in the ACT system by employers and job seekers. These certificates that have been assigned a registration number and have been printed and sent to the participant are the only certificates that should be reported to DELEG in monthly and quarterly reports.

Funding

Funds initially awarded for the MI NCRC initiative in PY 2009 that were unexpended as of June 30, 2010, are permitted to be carried into PY 2010. With this carry-in provision all MWAs are required to expend 100 percent of the ARRA funding by March 31, 2010. All MWAs are also required to 85 percent or more of WIA Statewide Activities and regular Wagner Peyser funding sources used to fund the initiative by December 31, 2011. BWT will recapture unexpended balances of WIA Statewide Activities and regular Wagner Peyser in excess of 15 percent on January 1, 2011. Unexpended funds as of March 31, 2011, from WIA Statewide Activities and regular Wagner Peyser funding sources will be recaptured by BWT.

Unless otherwise noted, all other provisions of PI 08-30 remain unchanged and in effect.

Action: No action is required from MWAs.

Inquiries: Questions regarding this policy issuance should be directed to Mr. Keenan Wade by telephone at (517) 373-8281 or by e-mail at wadek@michigan.gov.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request received by this office.

**Expiration
Date:** Continuing

LEO:KW:pv

Current WorkKeys Assessment and Certificate Pricing****All Prices below will increase by fifty cents (\$0.50) as of September 1, 2010**

Product/Pricing	Education/Government
	2008-2009
APPLIED MATH	\$5.00
LOCATING INFORMATION	\$5.00
READING FOR INFORMATION	\$5.00
MI CAREER READINESS CERTIFICATE	\$5.00

Michigan National Career Readiness Certificate (NCRC) Allocations					
Program Year 2008 (July 1, 2009 – March 31, 2011)					
Michigan Works! Agency (MWA)	WIA Statewide Activities (\$)	Wagner-Peyser Allocation (\$)	Wagner-Peyser ARRA (\$)	*Additional Wagner-Peyser ARRA (\$)	Total Allocation (\$)
ACSET	90,510	38,560	154,273		283,343
Berrien/Cass/Van Buren	35,054	14,934	59,749		109,737
Calhoun ISD	29,604	12,612	50,459	6,900	99,575
Capital Area	59,414	25,312	101,271	24,999	210,996
Career Alliance	58,294	24,835	99,361		182,490
Central Area	28,042	11,947	47,798	16,382	104,169
City of Detroit	87,338	37,208	148,866		273,412
Eastern U.P.	6,512	2,774	15,714	20,000	45,000
Kalamazoo-St. Joseph	39,199	16,700	66,813	21,388	144,100
The Job Force	22,161	9,441	37,773		69,375
Livingston County	22,401	9,543	38,182		70,126
Macomb/St. Clair	120,205	51,210	204,888	9,535	385,838
Muskegon County	24,873	10,597	42,395		77,865
Northeast	15,951	6,795	27,188	10,059	59,993
Northwest	38,203	16,275	65,116		119,594
Oakland County	149,868	63,848	255,449		469,165
Ottawa County	32,754	13,954	55,828	18,470	121,006
Region 7B	15,360	6,544	26,182		48,086
Great Lakes Bay	46,269	19,712	78,865	24,999	169,845
South Central	35,668	15,196	60,796		111,660
SEMCA	142,923	60,889	243,611		447,423
Thumb Area	27,195	11,586	46,354	17,843	102,978
Washtenaw County	45,026	19,182	76,746		140,954
West Central	17,473	7,444	29,783		54,700
Western U.P.	9,703	4,134	16,540		30,377
Total	\$1,200,000	\$511,232	\$2,050,000	\$170,575	\$3,931,807

*Additional allocations based on calendar year 2009 average civilian labor force (50%) and average unemployment 50% with maximum allocation of \$24,999.