

NATIONAL CAREER READINESS CERTIFICATE

This national credential is part of a comprehensive system that helps individuals gain the skills businesses need to build tomorrow's workforce. It verifies core employability skills that are valuable to all businesses and industries, and provides a standardized approach to recognizing the universal value of these skills to job success.

Three Essential Skills

The National Career Readiness Certificate (NCRC) requires qualifying scores on three assessments that provide a measure of "real world" workplace abilities essential to success in thousands of jobs:

Reading for Information - Necessary to read and use written text, including memos, letters, directions, and signs, in order to do a job

Applied Mathematics - Necessary to apply mathematical reasoning, critical thinking, and problem-solving techniques in work settings

Locating Information - Necessary to locate, summarize, and use workplace information, including charts, forms, diagrams, maps, and gauges

Four Certificate Levels

The NCRC recognizes individual skills at four levels and awards a different certificate for each level:

Platinum certificates signify that an individual possesses skill levels needed for 99 percent of the occupations profiled.

Gold certificates signify that an individual possesses foundational skill levels needed for 90 percent of the occupations profiled.

Silver certificate holders qualify for 65 percent of the occupations profiled.

Bronze certificate holders are qualified for 35 percent of the occupations profiled.

Help for the Hiring Process

Cornerstones Career Learning Center provides job profiling services:

- Employers understand the core skills needed for each job in the company
- Open positions can be listed as "NCRC preferred"
- Employers and job seekers can match the skills needed for the job to their skill levels using certificates

Contact Barb at 605.995.8927 to inquire about the NCRC



CORNERSTONES
CAREER LEARNING CENTER, INC

Mitchell Campus

... your work is our job

FALL COURSE SCHEDULE 2011

ADULT EDUCATION / GED PREPARATION
NATIONAL CAREER READINESS CERTIFICATE
BUSINESS & TECHNOLOGY TRAINING

1315 NORTH MAIN, STE 102
MITCHELL, SD 57301
605.995.8927

MAIN OFFICE:
33 THIRD ST SE, STE 202
HURON, SD 57350
605.353.7175

OTHER SITES:
ABERDEEN
MOBRIDGE
EAGLE BUTTE

WWW.CORNERSTONESCAREER.COM

ADULT EDUCATION PROGRAM OVERVIEW

Must be 18 years of age

TABE (Test of Adult Basic Education) Pre-Test

Attend Minimum 2 Courses (Mon - Thurs mornings
and/or Tues evenings)

ADULT EDUCATION

All Adult Education and Literacy courses will prepare you for GED Testing and improve basic skills for employment or continued education.

Day Courses

Session 1

September 12 - October 20 10:30AM-11:50AM
Monday - Thursday

Orientation: September 12 - 9:30AM

Session 2

October 3 - November 10 9:00AM-10:20AM
Monday - Thursday

Orientation: October 3 - 8:30AM

Session 3

October 31 - December 8 10:30AM - 11:50AM

Orientation: October 31 - 9:30AM

Session 4

November 21 - December 22 9:00AM-10:20AM
Monday - Thursday

Orientation: November 21 - 8:30AM

*“I can’t believe I’m finally getting it!
These classes really let me know what to
expect on the GED.”*

~quote from a GED participant

Night Courses

Session 1

October 11 - November 15 6:00PM-8:00PM
Tuesday

Orientation: October 11 - 5:00PM

Session 2

November 29 - December 20 6:00PM-8:00PM
Tuesday

Orientation: November 29 - 5:00PM

Tutoring

Fee based one-on-one tutoring is available. Please ask for more information and cost(s).

CANCELLATIONS

Participants must notify Cornerstones (605.995.8927) at least 2 working days before the first day of class. Refunds will be mailed within 30 days. No refunds will be made after the first day of class.

GENERAL EDUCATION DEVELOPMENT TESTS

GED Testing is held approximately every three weeks at a CCLC location. Students who have completed the prerequisites for GED testing may take between one and five GED Final Exams during a testing day. Students may register for final test(s) after achieving minimum score of 500 on each Official Practice Test.

**OFFICIAL GED PRACTICE TESTS ARE GIVEN ON
TUESDAYS @ 9:30AM, 1:30PM & 5:30PM.
PRE-REGISTRATION REQUIRED.**

There are five GED Subtests:

1. Writing
2. Mathematics
3. Science
4. Social Studies
5. Reading

The standard scores for all five tests must total 2250 with no single test score below 450 in order to achieve the GED. Each GED Subtest score is valid for two years.

Final test scheduled & fees paid by Thursday

BEFORE test date

- \$20 registration fee
- \$15 per test

Valid picture ID brought to testing appointment date.

GED TESTING DATES

GED 111

Testing

Students must complete prerequisites prior to GED testing. Testers may take between one and five GED Final Exams during a testing day. Contact CCLC for more information about testing requirements. Tests dates are subject to change.

October 13

Mitchell

October 27

Aberdeen

November 10

Huron

December 1

Mitchell

December 8

Aberdeen

December 22

Huron

*“I have learned that if you truly want to
succeed, you have to accept help once in a
while. If you want something bad enough
you will do whatever it takes to get it, even
if that means asking for help.”*

*~quote from a GED student taken from
a practice GED essay. This student
successfully completed the GED*