

STATE BOARD OF EDUCATION – ADMINISTRATIVE RULE REPORT

Title/OAR #: National Career Readiness Certificate / OAR 589-007-0700

Date: October 23, 2011

Staff/Office: Camille Preus, CCWD

New Rule **Amend Existing Rule**

Repeal Rule

Hearing Date:

Hearings Officer Report Attached

Action Requested:

**First Reading/Second Reading
Agenda**

Adoption

Adoption/Consent

WHAT THE PROPOSED/AMENDED RULE DOES:

This rule amendment provides housekeeping only and does not change the intent of the original rule. On August 1, 2011, the agency filed a technical rule change request to the Secretary of State which changed the rule title from Career Readiness Certificate Program to the National Career Readiness Certificate (NCRC) Program. This rule amendment corrects two program references and reorganizes the order of Participant's Eligibility Criteria:

BACKGROUND:

Senate Bill 5508 (Section 31), which passed in the 2011 legislative session, directs the Department of Community Colleges and Workforce Development (CCWD) to fund and implement the Oregon On-the-Job Training Program and to further fund the National Career Readiness Certificate (NCRC) Program. These programs support the governor's workforce agenda by providing solutions to workplace employee training, retention and advancement for Oregonians.

The original OAR for 589-007-0700 – NCRC Program was approved by the SBE and adopted by CCWD in January 2010.

Board History:

The State Board of Education has heard presentations on the CRC in December 2005, June 2006, February 2007, October 2007 and in October 2008. In April 2009, the SBE adopted the CRC assessment (WorkKeys) as one of several national standardized tests that meet the Essential Skills requirement for the Oregon Diploma, when the appropriate score level is achieved. Further presentations and discussions on the CRC and its implementation occurred during the Board retreat in August 2009.

Statutory Authority:

ORS 183, 660.330-660.229

Stats. Implemented: Hist: DCCWD 2-2009 (Temp), f & cert. ef. 7-15-09 thru 1-8-10

STAFF RECOMMENDATION:

Report only.

Secretary of State
NOTICE OF PROPOSED RULEMAKING*
A Statement of Need and Fiscal Impact accompanies this form.

Department of Community Colleges and Workforce Development	589
Agency and Division	Administrative Rules Chapter Number
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Rules Coordinator	Address
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RULE CAPTION

National Career Readiness Certificate (NCRC) Program

Not more than 15 words that reasonably identify the subject matter of the agency's intended action.

RULEMAKING ACTION

Secure approval of new rule numbers (Adopted or Renumbered rules) with the Administrative Rules Unit prior to filing
ADOPT:

AMEND: 589-007-0700

REPEAL:

RENUMBER:

AMEND & RENUMBER:

Stat. Auth.: ORS 660.318, 660.330 to 660.339, ORS Chapter 183

Other Auth.:

Stats. Implemented: ORS

RULE SUMMARY

This rule amendment provides housekeeping only and does not change the intent of the original rule. On August 1, 2011, the agency submitted a technical rule change request to the Secretary of State changing the rule title from Career Readiness Certificate Program to the National Career Readiness Certificate Program. This rule amendment corrects two program references and reorganizes the order of Participant's Eligibility Criteria.

The agency requests public comment on whether other options should be considered for achieving the rule's substantive goals while reducing the negative economic impact of the rule on business.

October 21, 2011, close of business

Last Day for Public Comment (Last day to submit written comments to the Rules Coordinator)

	Linda Hutchins	September 15, 2011
Signature	Printed name	Date

*Rulemaking Notices published in the Oregon Bulletin must be submitted by 5:00 pm on the 15th day of the preceding month unless this deadline falls on a weekend or legal holiday, upon which the deadline is 5:00 pm the preceding workday. A public rulemaking hearing may be requested in writing by 10 or more people, or by an association with 10 or more members, within 21 days following the publication of the Rulemaking Notice in the Oregon Bulletin or 28 days from the date Notice was sent to people on the agency mailing list, whichever is later. If sufficient hearing requests are received, notice of the date and time of the rulemaking hearing must be published in the Oregon Bulletin at least 14 days before the hearing.

ARC 923-2005

589-007-0700

National Career Readiness Certificate (NCRC) Program

- (1) The purpose of the **National** Career Readiness Certification (NCRC) program is to prepare Oregonians for the workplace and for college as a part of implementing an integrated workforce delivery system that focuses on developing the skills and talents of Oregonians.
- (2) The NCRC in Oregon will provide **individuals with** documented, transportable, skills-based certificates. ~~to Oregon citizens that assist them in obtaining employment.~~ Employers will recognize the NCRC as a meaningful credential and will have confidence that certificate holders have the skills necessary to be successful in the workplace.
- (3) The Department of Community Colleges and Workforce Development (CCWD) implements the statewide program for the National Career Readiness Certificate called for in Section 2, HB 2398, 2009 session.
- (4) CCWD shall execute and oversee statewide implementation of the National Career Readiness Certificate. Implementation and administration of the NCRC must involve, at a minimum, developing and establishing policies and procedures for:
 - (a) Initial skills review assessments to identify participant’s skill levels;
 - (b) Targeted instruction and remedial skill-building for participants;
 - (c) Foundational skills assessments for participants;
 - (d) Training of staff to administer assessments based on established guidelines;
 - (e) Delivery site criteria and validation of these criteria;
 - (f) Quality Assurance processes;
 - (g) Development of systems to collect, track, and maintain data;
 - ~~(h) Printing and distribution of certificates;~~
 - ~~(i) Participant’s Eligibility criteria:~~
 - ~~(A) Must be a resident of Oregon, Washington, or Idaho;~~
 - ~~(B) Must be a United States citizen;~~
 - ~~(C) Must comply with NCRC assessment-taking procedures and requirements as outlined in American College Testing (ACT) test coordinator manual and directions for administration.~~
 - (h) Participant’s eligibility criteria:**

(A) Must be a citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, or parolee, or other immigrant authorized by the Attorney General to work in the United States;

(B) Must be a resident of Oregon, Washington, or Idaho;

(C) Must comply with NCRC assessment-taking procedures and requirements as outlined in American College Testing (ACT) test coordinator manual and directions for administration.

(5) Services provided by the NCRC program shall include, but are not limited to:

(a) An assessment process that includes an initial skills review and a foundational skills assessment of examinees in reading for information, applied mathematics, and locating information at a minimum;

(b) Targeted and accelerated instruction and remedial skills training to increase foundational skills for participants as determined by the assessment process;

(c) Issuance of a National Career Readiness Certificate to any eligible individual who earns a minimum score of a 3 on each of the NCRC assessments for reading for information, applied mathematics, and locating information:

(A) Certificates issued to examinees on successful completion of the assessments must describe the skills demonstrated by the examinee as evidence of the individual's readiness for employment;

(B) Each of the NCRC assessments shall be scored on a scale of three to seven. The level of credential examinees receive is based on the following:

(i) A bronze-level certificate requires a minimum score of three or above on each of the assessments.

(ii) A silver-level certificate requires a minimum score of four or above on each of the assessments.

(iii) A gold-level certificate requires a minimum score of five or above on each of the assessments.

(iv) A platinum-level certificate requires a minimum score of six or above on each of the assessments.

(6) The results of the NCRC assessments must be used, at a minimum, to determine career readiness as determined by general skills requirements and job profiles; and to determine additional instructional needs for the participant in reading, locating information, and applied mathematics, or other, additional assessments needed or required.

- (7) CCWD shall provide participants with the opportunity to agree to opt out of the NCRC database by informing the Agency in writing, by mail, and with examinee's signature that he or she wants to opt out of the database.
- (8) CCWD shall conduct periodic studies of the assessments used in Oregon to document Essential Skill for high school graduation to compare their effectiveness in preparing graduates for successful transition to post-secondary education and the workplace.

Stat. Auth.: 660.318, 660.330 to 660.339, ORS Chapter 183