



WorkReady™  
Steering Committee

*Jade Arn*  
Goodwill Industries of NNE

*James Baumer*  
Central/Western Maine  
Workforce Investment Board

*Jeffrey Fantine*  
Maine Department of  
Education

*Bryant Hoffman*  
Central/Western Maine  
Workforce Investment Board

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Corrections

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Casco, Maine

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Workforce, Inc.

*Shannon M. Parker*  
Maine Adult Education  
Rockland, Maine

*Joanna Russell*  
Tri-County Workforce  
Investment Board

*Paul Scalzone*  
Coastal Enterprises, Inc.

*Dena L. Winslow*  
Aroostook and Washington  
Counties Workforce  
Investment Board

# A Work Credential Program

## *WorkReady*™ Credential Rules

- 1. Requirement for Program Certification**  
Any entity located within or outside of state shall obtain permission from the Commissioner of the Maine Department of Education before advertising or delivering the *WorkReady*™ Credential curriculum.
- 2. Certification Procedure**  
Entities must submit a completed application form, furnished by the Maine Department of Education, and required supplemental materials to: State Director of Adult Education and Family Literacy, Maine Department of Education, 23 State House Station, Augusta ME 04333. All applications will be reviewed by the *WorkReady*™ Steering Committee at the quarterly meeting. Programs will be notified of application status within two weeks of the Steering Committee meeting. Certification is valid unless revoked.
- 3. Complaints; Revocation**  
The Commissioner or designee may investigate complaints involving misuse of the *WorkReady*™ curriculum and credential. Complaints will be reviewed by the *WorkReady*™ Steering Committee and may result in suspension or revocation of permission to conduct *WorkReady*™ training. It may also result in the revocation of “certification” status. Permission to conduct *WorkReady*™ training will not be suspended or revoked without opportunity for review.
- 4. Trainers**  
All applicants must provide documentation that a certified *WorkReady*™ trainer is available to deliver the training. Training will be offered a minimum of three times per year by the Maine Department of Education. Applicants can visit the *WorkReady* for ME website at [www.workreadyforme.com](http://www.workreadyforme.com) for dates, times and locations.
- 5. Marketing**  
The name and logo of the *WorkReady*™ Credential may not be modified in any manner without permission of the *WorkReady*™ Steering Committee. A single template of marketing materials will be supplied to each certified *WorkReady*™ entity. Individual entities will be responsible for reproduction costs for materials with site specific text. Modifications to marketing materials, such as changes in size, style, color or appearance, are not allowed and will result in immediate revocation of certification.
- 6. Partnerships**  
The *WorkReady*™ certificate program must be offered in partnership with the Local Workforce Investment Board (LWIB) and local businesses at a minimum. Collaboration with local adult education programs and CareerCenters is highly desired and therefore strongly encouraged.



## A Work Credential Program

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7. **Data Collection and Reporting**

Certified entities will be required to maintain a secure database containing the names, contact information and demographic information of the individuals to whom the credential has been awarded. Certified entities are required to submit data reports to their Local Workforce Investment Board within 30 days of the completion of each *WorkReady*<sup>TM</sup> program. The certified entity providing *WorkReady*<sup>TM</sup> training is required to maintain the grades and supporting documentation for each of the 4 unique assessment points outlined in the curriculum for a minimum of five years. Those assessment points are:

  - \* CASAS pre-post testing scores
  - \* Attendance/Participation logs
  - \* Homework and other graded assignments
  - \* Two completed (by the interviewer) mock interview check lists
  
8. **Security**

All *WorkReady*<sup>TM</sup> Credential materials must be kept in a secure location and may not be duplicated. Only original *WorkReady*<sup>TM</sup> Credentials may be awarded. Requests for original credentials must be submitted to the Maine Department of Education at least 30 days prior to use.
  
9. ***WorkReady*<sup>TM</sup> “Certificates of Attendance” vs. *WorkReady*<sup>TM</sup> Credentials**

Under no circumstances should a certified entity provide a *WorkReady*<sup>TM</sup> Certificate of Attendance to individuals unable to demonstrate mastery of the standards. Failure to comply will be cause for immediate revocation of certification.



## STATE OF MAINE Application for Certification *WorkReady™*

Renewal  
 Original Application

Please submit completed and signed applications to your Local Workforce Investment Board for presentation to the *WorkReady™* Steering Committee for review.

1. Name of Entity: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

2. Authorized Fiscal Agent: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

3. Type of Entity (Community-Based Organization, Local Education Agency, Adult Education, CareerCenter, Business, etc.): \_\_\_\_\_  
\_\_\_\_\_

4. Name and Qualifications of Trainer (please attach resume): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of WorkReady™ Orientation: \_\_\_\_\_

5. Business Partners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Additional business partner names may be added on the back of this page)



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- 6. Please attach a brief narrative describing your organization, your target audience, how you intend to deliver the curriculum, how you will assign responsibility for program segments, and how you will fund the program.

### Signature page

The trainer understands that the *WorkReady*<sup>TM</sup> curriculum can only be delivered under the auspices of a certified entity \_\_\_\_\_ (please have trainer read and initial).

The Fiscal Agent of the Applicant certifies that all information contained in the application is accurate and **agrees to comply with the rules outlined in Section I of this document.**

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Signature of Fiscal Agent

Date

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Typed or printed name or fiscal agent

The Local Workforce Investment Board supports this application to deliver the *WorkReady* Credential.

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Signature and Title of Local Workforce Investment Board Representative

Date

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Typed or printed name or representative

### MAINE WORKFORCE INVESTMENT AREAS

AROOSTOOK-WASHINGTON counties  
Aroostook/Washington County WIA  
144 Sweden Street, Suite 205  
Caribou, ME 04736

PENOBSCOT-PISCATAQUIS-HANCOCK counties  
Tri-County Workforce Investment Board  
EMDC  
P.O. Box 2579  
Bangor, ME 04402

ANDROSCOGGIN-FRANKLIN-  
OFFORD-KENNEBEC-SOMERSET counties  
Central/Western Maine WIA  
Lewiston CareerCenter  
5 Mollison Way  
Lewiston, ME 04240

WALDO-KNOX-LINCOLN-SAGADAHOC  
CUMBERLAND-YORK counties  
Coastal Counties Workforce Board  
Fort Andross  
14 Maine Street, Box 2  
Brunswick, ME 04011