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**MOUNT ROGERS**  
**Regional Adult Education Program**  
**www. mrraep.com 800-322-7748**



# Please Note the February GED testing dates.

## Bristol Public Library

February

3 (Fri)

11 (Sat)

21 (Tue)

\*\*\*\*\*

## Galax/Crossroads

February

9 (Thu)

17 (Fri)

25 (Sat)

***FROM THE DESK  
OF...***

# SHANNON MUTTER

## PROGRAM MANAGER



## Update on GED Ready vouchers Campaign

**\*27 assigned GED Ready vouchers as of Jan. 30 th**

- 10 have passed
- 17 not taken yet
- 0 have failed

**\* 11 assigned GED Exams**

- 3 have passed
- 3 have failed
- 5 not taken yet

**The campaign is proving to be successful, so keep those requests coming!**

**Reminders about the campaign:**

- **Include the TABE Reading and/or Math level (has to be 4 or above)**
- **GED Ready subjects you are requesting**
- **The student must release scores to MRRAEP on [ged.com](http://ged.com) before vouchers will be assigned**

# Feb. 17-Random Acts of Kindness Day



**KIMBERLY STALLARD**

**DATA SPECIALIST**

Data Due **date Reminder:**

**-Don't forget the Due date for January's data is fast approaching. Please remember to submit all your January data to me via Dropbox no later than February 5th.**

December Data Drawing Winner:

## Rodney Alderman

Congratulations Rodney! Thank you for turning in your data on time!

**\*\*Remember, we will be doing these drawings every month. These are incentives for turning in your data on time. Your name will be entered once for turning your attendance in on time, and twice for turning in both attendance and all corresponding ASPDs on time.**

As always, if you need anything or have any questions, feel free to contact me any time!

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## LORRAINE HEDGEPEETH

## CINDY CAMPBELL

### INSTRUCTIONAL SPECIALISTS

Folder reviews are still ongoing. Please use all of the updated student forms going forward.. If you need copies of these, they can be found in the electronic handbook under Tab 5. Cindy or Lorainne will be more than happy to email them to you.

Here's what needs to be in a student file:

In the manila folder-

- ASPD p. 1-4
- FERPA long form
- Release of Information (This replaced the old short FERPA)
- Print out of DRC results

In the colored folder-

- **Progress at a glance (Be sure to include date, topic)**
- **Put the manila folder behind the progress at a glance.**
- **Individual Learning Plan and Goal Sheet**

**(Please help the students break goals into doable chunks. For example, instead of get my GED. Ask them which subject they want to start with and make that the first goal. Please revisit this form as they progress.)**

- **Student contract (This was updated this year and has a blue border around it. If you have distance only learner, there is a slightly different form for them.)**
- **Learning Style Inventory**

**Thank you so much for having your folders organized for these reviews. It is very appreciated as is all of the hard work you do every day for our students.**

## **Here it is! A new and improved Progress at A Glance.**

**Hats off to Sue Dickens . Sue has been using what they refer to as a Data Record. It is really their Progress at a Glance.**

**One thing we love about this form is that it is an ALL-IN-ONE for keeping track of student's forms that we need in the folders (at a glance) and continue to document the student's progress.**

**Follow these links to PDFs**

[Data Record\\_Progress at a Glance - SAMPLE](#)

[Data Record\\_Progress at a Glance](#)

**Here are the instructions:**

**Attached please find a possible new Progress at a Glance for you to use.**

**As you add the correct forms to the students' folders, you would put a check mark underneath this form. This would be a visual reminder if you don't see a check mark, you need to get a form signed by the student.**

**On the line below the check marks, you would write the date and student's daily progress, each time the student comes to class.**

This idea was presented by Sue Dickens.

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# HANNAH INGRAM

## Career Pathways Coordinator / IET Programming

A new flyer for the NCRC -- less text-heavy!

It's double-sided OR you can print each side on it's own and make 2 flyers.

Please replace any old flyers in your classrooms with this new improved one!

- Follow this [link to PDF](#)

# Future-Proof Your Career

*Prove You Have the Skills They Need!*

- Get noticed in your job search with top employers
- Certify and verify essential work skills needed across industries and occupations
- Improve opportunities for career changes and advancement

	 <b>BRONZE</b> WorkKeys NCRC	 <b>SILVER</b> WorkKeys NCRC	 <b>GOLD</b> WorkKeys NCRC	 <b>PLATINUM</b> WorkKeys NCRC
<b>Certificates are awarded by achieving a minimum</b>	<b>Level 3</b> score on all assessments.	<b>Level 4</b> score on all assessments	<b>Level 5</b> score on all assessments	<b>Level 6</b> score on all assessments
<b>Skill levels demonstrate ability for</b>	<b>16%</b> of jobs*	<b>67%</b> of jobs*	<b>93%</b> of jobs*	<b>99%</b> of jobs*
<b>Sample Occupation Correlation</b>	<ul style="list-style-type: none"> <li>• Auto Body Repair Technician</li> <li>• Veterinary Assistant</li> <li>• Janitorial Supervisor</li> <li>• Drywall Installer</li> <li>• Pharmacy Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Manager</li> <li>• Head Cook</li> <li>• Medical Assistant</li> <li>• Engineering Technician</li> <li>• Machinist</li> </ul>	<ul style="list-style-type: none"> <li>• School Counselor</li> <li>• Pharmacy Technician</li> <li>• Semi-Conductor Processor</li> <li>• Business Executive</li> <li>• Electrician</li> </ul>	<ul style="list-style-type: none"> <li>• Accountant</li> <li>• Technical Writer</li> <li>• Sales Manager</li> <li>• Registered Nurse Manager</li> <li>• Elevator Installer and Repairer</li> </ul>

\*Approximate percentage based on jobs in the WorkKeys® occupational profile database.





# Learn it. Earn it. Share it.



## A National Career Readiness Certificate is earned by completing the three WorkKeys® Assessments



### APPLIED MATH

measures the ability to apply mathematic principles to problems encountered in the workplace



### GRAPHIC LITERACY

measures the ability to find, analyze and apply information presented in workplace graphics



### WORKPLACE DOCUMENTS

measures the ability to understand and apply written information presented in the workplace

#### Four Levels of Difficulty

- Each assessment offers varying levels of difficulty (Levels 3-7). The levels build on each other.
- **For example:** To earn Level 5 in an assessment, individuals need skills from Levels 3, 4, and 5.

#### Four Levels of Proficiency

- The overall NCRC is awarded at four (4) levels, based on the lowest of the three component assessments.
  - **Platinum** = Scores of Level 6 or higher on all 3 exams
  - **Gold** = Scores of Level 5 or higher on all 3 exams
  - **Silver** = Scores of Level 6 or higher on all 3 exams
  - **Bronze** = Scores of Level 6 or higher on all 3 exams

#### Not Just Reading & Writing

- The NCRC measures actual "real world" workplace skills relevant to any occupation across all industries.

#### Make the Most of Your Time

- Test prep for the NCRC isn't months or years, but weeks. For a relatively small investment of time, and NO COST TO YOU through our program, you can jump start big results.

#### Does the NCRC expire?

- No, each NCRC includes a date of issuance and does not expire. (Recommended: Renew NCRC every 5 years.)
- Earn an accredited digital badge which can easily be shared with employers & others.

**ASK HOW YOU CAN GET  
STARTED TODAY!**



# February

27th Joybeth Workman



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Our mailing address is:  
1 PARTNERSHIP CIRCLE  
ABINGDON, VA 24210