

Memorandum of Understanding

Between

Department of Labor and Workforce Development
Division of Employment and Training Services

And

The Alaska Adult Education (AAE) Office on Behalf of
Eligible Providers of Adult Education

To further the Alaska Career Ready program, the Department of Labor and Workforce Development, Division of Employment and Training Services (DETS) is working with American College Testing (ACT) to provide Alaskans access to a National Career Readiness Certificate (NCRC), which is obtained by completing ACT's WorkKeys® assessments.

Regarding the future proctoring and testing of WorkKeys examinees, this MOU makes clear the relationship with eligible providers of adult education that receive WIOA Title II-Adult Education funding. It is acknowledged that DETS holds the contract with ACT, agrees to maintain the Alaska Adult Education (AAE) WorkKeys test sites (realms), and pay for WorkKeys testing, including licensing for scanning equipment. It is understood that AAE eligible providers will pay for the cost of the scanners, any additional equipment needed, as well as the setup and maintenance of those scanners and any other related equipment and technology.

ACT bills DETS for each individual assessment and for each individual NCRC initiated at the AAE WorkKeys testing sites. At this time, there will be no cost to the AAE program for the individual WorkKeys assessments, or for the printing and mailing of the NCRCs earned by the examinees.

DETS will track AAE assessments that were proctored as well as the NCRCs that were issued via the Validus Reports and RegiSTAR portals.

In accordance with the Family Educational Rights and Privacy Act (FERPA) (34 CFR § 99.31) AAE eligible providers can disclose ACT WorkKeys records, without consent from the student, to DETS as ACT NCRC is an accredited organization with a national certification.

This agreement is effective upon date of the last signature and will remain in effect until terminated or altered by either party providing 30 days written notice to the other party.



Signature

8/30/2023

(Date)

Windy Swearingin
AAE State Director



Signature

9/1/2023

(Date)

Paloma Harbour
Director, DETS