Completing the Job Profiling and SkillPro License Agreements

1. Identify the agency/licensee on the front page of the Job Profiling Agreement and the SkillPro License Agreement. Use your agency’s legal name.

   - The agency/licensee is the individual or organization that is entering into the agreement with ACT. This is not where you enter the name of the job profiling trainee—unless the trainee is entering an individual contract with ACT.
   - Invoices will be directed to the agency/licensee.
   - The same agency name must be entered on both agreements.
   - On the SkillPro Agreement, the Licensee name is entered on the top line, and again by the signature line under “Licensee Name”

2. Enter the agency’s (licensee’s) legal address.

   On the SkillPro License Agreement, this is on the first page.

   On the Job Profiling Agreement, this is on page 4.
3. Enter the name(s) of the individual(s) to be trained on the last page of both contracts (Attachment A).

4. Enter signature information and secure appropriate signature.

5. Submit by Fax: 319/337-1725 or Email: JPAnswers@act.org

6. Send signed agreements via US Mail to:
   ACT, Inc.
   Job Profiling Staff – 16
   PO Box 168
   Iowa City, IA  52243-0168

   If you have questions, call 319/337-1724.