ACT® WorkKeys® Profiling

Training Information and Application

What is the value in being an ACT-authorized WorkKeys Profiler?

When your organization is tasked with helping businesses and career seekers to succeed, it's crucial to become an expert and a resource on the local jobs and the skills needed to perform them. Using our approach, you receive input directly from subject matter experts, such as job incumbents and instructors, to ensure a customized analysis which links to and validates the optimal WorkKeys assessments to use for hiring, advancement, and training decisions.

The WorkKeys profiling method brings the specifics of a job, a curriculum, or an occupation into focus and your clients (such as employers, educational institutions, workforce development agencies) are able to use this information for a number of purposes including, but not limited to, the development of employee selection procedures and the identification of entry requirements into technical or other training programs.

WorkKeys Profiling also supports ACT's Work Ready Communities efforts and can be used as a method to achieve maintaining goals.

What will I be expected to do to complete the training?

The training consists of online self-paced learning activities and live group webcasts, normally completed over 5 weeks, and concludes with a 3½-day in-person simulation workshop* conducted by ACT industrial/oganizational (I/O) psychologists where you put your new skills into practice. You should expect to spend approximately 10-15 hours each week completing the online distance learning exercises. A sample 5-week milestone chart is attached, but flexible training schedules can be arranged by contacting us.

> * Due to evolving Covid-19 conditions, in-person training may be scheduled as a series of virtual webcasts.

Many Profilers are able to apply their participation in this training toward continuing education requirements such as the SHRM CP or SCP credential.

Note: ACT, Inc. is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP®. ACT WorkKeys Profiling Training is valid for 13.0 PDCs for the SHRM-CP® or SHRM-SCP®. For more information about SHRM certification or recertification, please visit www.shrmcertification.org

What equipment will I need?

You will need a **laptop computer** that meets the SkillPro software computer specifications and a **portable printer** for the onsite workshop and for profiling. You can complete the online self-paced learning activities on any computer, however, your laptop must be configured with the SkillPro profiling software for the in-person workshop, so allow time for this when obtaining your computer equipment. You will also need **access to the Internet** for the online learning activities and webcasts.

How do I know if I have the training or experience to be a successful ACT Profiler?

Successful Profilers have training or experience with the following:

- analyzing the requirements of jobs, training programs, or occupations
- the development and implementation of training programs for business and industry
- acting as a group facilitator
- federal regulations related to employment procedures

Contact us at jpanswers@act.org or 319.337.1724 if you would like to speak with a trainer about your qualifications before you apply.

Where should I send my completed Profiling Training application?

Email your completed application to: **jpanswers@act.org**

Applications are accepted at any time. There is no commitment or obligation associated with submitting an application. Your application will be reviewed by two ACT industrial/organizational psychologists and you will be notified of the status of your application after their review.

How much does Profile Training and a SkillPro license cost?

The fee for WorkKeys Profiling Training is $2,100 and the annual fee for the SkillPro software license (required for conducting WorkKeys profiling) is $1,600. ACT invoices for the annual SkillPro license after your training is successfully completed. Subsequent renewals are invoiced yearly on your anniversary date and are based on the completion of current renewal requirements.

In summary, the first-year costs are:

Profiling Training fee	$2,100	***Note:*** *Depending on your local and state regulations, sales tax may*
Annual SkillPro license fee	+ $1,600*	*be charged for the SkillPro software license. Tax can be waived upon*
Total	$3,700	*presentation of a tax-exempt certificate.*

How do I select my onsite training workshop ?

Select an in-person workshop from the dates available on the ACT WorkKeys Profiling Training website
http://www.act.org/content/act/en/products-and-services/workkeys-for-workforce-developers/job-profiling/job-profiling-training.html
or by contacting us at jpanswers@act.org or 319.337.1724.

The documents listed below must be submitted by the registration deadline for your selected in-person workshop, but submitting them earlier allows you to begin your online self-paced learning activities as soon as they are processed.

 REQUIRED DOCUMENTS:

- Payment for the Profiling Training fee (check, credit card, money order, or purchase order)
- Signed Job Profiling Agreement or Amendment*
- Signed SkillPro License Agreement or Amendment*

    *If your agency already has one or more ACT-authorized Profiler(s), your name will be amended to the existing agreements.
    You may contact us for agreements or amendments at jpanswers@act.org or 319.337.1724.

ACT® WorkKeys® Profiling
Training Application

Name:

Title:

Organization:

Shipping Address (Training materials cannot be shipped to PO Boxes)**:** ☐ Self-employed

Mailing Address (if different)**:**

City: | **County:** | **State:** | **Zip:**

Email: | **Phone:** | **Fax:**

Name of Supervisor:

Supervisor's Email: | **Supervisor's Phone:** | **Supervisor's Fax:**

I. Educational Background Information

Please list degree(s), certifications, or other relevant credentials held, if any:

Other: | Describe:

Note: ACT, Inc. is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP®. ACT WorkKeys Profiling Training is valid for 13.0 PDCs for the SHRM-CP® or SHRM-SCP®. For more information about SHRM certification or recertification, please visit www.shrmcertification.org..

II. Relevant Experience

If you have performed any of the tasks on the following list, indicate how you gained this experience by checking the appropriate box. Provide a detailed description of this experience on the following page.

	Education	Specialized Training	Work Experience
1. Conferred with supervisors or managers to determine the human resource needs (i.e., job analysis) of an organization.	☐	☐	☐
2. Developed products such as training/policy manuals, reporting forms, training films, and slides based on the job analysis.	☐	☐	☐
3. Observed on-the-job performance of job incumbents to identify the necessary skills, knowledge, abilities, and other job requirements.	☐	☐	☐
4. Studied organizational data such as organization flow charts, annual reports, and company newsletters as part of a job analysis.	☐	☐	☐
5. Interviewed job incumbents individually or as a group in order to write task statements to describe the job they perform.	☐	☐	☐
6. Researched jobs and worker characteristics by reviewing training materials and job descriptions in order to write task statements to describe a job.	☐	☐	☐
7. Performed the task analysis process to develop materials such as job descriptions, job specifications, or lines of career movement (e.g., ISO 9000 or DACUM training).	☐	☐	☐
8. Facilitated focus group meetings in a work environment to accomplish an objective.	☐	☐	☐
9. Utilized job or occupational data to evaluate or improve methods and techniques for recruiting, selecting, promoting, evaluating, and training workers and for the administration of related personnel programs.	☐	☐	☐
10. Developed and implemented training programs for business and industry based on the results of a job or needs analysis that you performed.	☐	☐	☐
11. Demonstrated knowledge of federal regulations related to employment procedures.	☐	☐	☐
12. Directly participated in making hiring decisions.	☐	☐	☐
13. Utilized knowledge of job requirements, valid selection processes, and legislation concerning equal employment practices.	☐	☐	☐
14. Established and maintained working relationships with local employers.	☐	☐	☐
15. Developed sufficient keyboarding skills to edit while facilitating a group discussion.	☐	☐	☐

4

For each box that you marked, please provide specific descriptions and detailed examples of your relevant course work (give course titles), seminars, or other specialized training (indicate title, length of training, and a short description of training content), or work experience. Use the space provided and attach additional pages if needed.

Item Number	Description of Experience
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

III. Onsite Workshop Selection

If known, please list your preferred in-person workshop dates here:

First Choice   _____   Second Choice_   _____

For current available in-person workshops, go to our website at:
http://www.act.org/content/act/en/products-and-services/workkeys-for-workforce-developers/job-profiling/job-profiling-training.html or contact us at jpanswers@act.org or 319.337.1724.

IV. Contact Information – for Invoicing Purposes

Name of Organization Paying for SkillPro® License (must be same entity listed on SkillPro License Agreement):

Organization's Billing Address (Required):

Billing Contact (Required):

Billing Contact Email (Required):

Billing Contact's Phone (Required):

Billing Contact's Fax:

V. Client Services

We appreciate your interest in WorkKeys Profiling Training®. To help us serve our clients better, we would appreciate a description of how you, and the organization you are affiliated with, plan to use the WorkKeys system:

Is your organization part of an ACT Work Ready Community? ☐ Yes   ☐ No   ☐ Don't know

      If Yes, are you part of the WRC team? ☐ Yes   ☐ No   ☐ Don't know

      If yes, is your WRC currently being certified or is it maintaining certification?

           ☐ Being certified   ☐ Maintaining

           If maintaining, is Profiling one of the selected goals? ☐ Yes   ☐ No   ☐ Don't know

What, if any additional counties will your organization serve? __

6

VI. Your Commitment to WorkKeys Profiling Training

I,_____, understand that I must complete all of the Profiling Training online self-paced learning activities, participate in all three webcast activities, and provide ACT with the results of these activities, before I can participate in a Profiling Training in-person workshop. I understand that it will take approximately 10-15 hours per week to complete the online activities and I have reviewed the sample milestone chart to comprehend the time commitment involved and the approximate due dates.

I understand failure to complete all the online self-paced learning activities, including the three live webcasts, will delay my participation in the Profiling Training in-person workshop and my authorization as an ACT WorkKeys Profiler.

I understand I must submit signed agreements/amendments and payment for the training fee before I can receive my training materials and start the online portion of Profiling Training.

I have also read, understand, and agree to the rescheduling policies below.

Signature of Applicant	Date

Signature of Applicant's Supervisor	Date

Withdrawal, Rescheduling, and Trainee Substitution Policies

One half ($1,050) of the $2,100 Profiling Training fee, is a nonrefundable deposit. If you withdraw from, or reschedule, your profiling training in-person workshop after the registration deadline, this deposit is forfeited. If you **do not** wish to reschedule or send a substitute* at a later date, you may receive a refund of the remaining balance ($1,050). To receive this refund, all training materials delivered must be returned to ACT within two weeks of your cancellation notice.

If you withdraw from your profiling training in person workshop after the registration deadline and wish to reschedule or send a substitute* at a later date, you are charged a rescheduling fee of $370. Payment of this fee must be received by ACT, before you or the substitute are assigned to another in-person training. All previously completed distance learning activities and webcasts will be repeated and submitted according to the milestone chart for the new workshop.

Rescheduling of workshops or substitution of trainees can be arranged without penalty if the rescheduling or substitution is resolved prior to the registration deadline of your selected profiling training in-person workshop.

*Substitutes are required to go through the regular application review and approval procedure.

My Self-Study Milestone Chart

Activities should take an average of 10 -15 hours per week to complete.

	Activities and Completion Dates for March 3-6, 2020 In-person Workshop	Submit Activity Via:	Complete Activity By:	Review Answers Received:	✔ when Complete
Prep	A: Bookmark the training website		1/27/20		
	B: Read the Welcome and FAQ sections on the training website		1/27/20		
	C: Install SkillPro on my laptop computer		1/27/20		
	D: Prepare and test computer being used for live webcasts		1/27/20		
Weekly Distance Learning Completion Dates					
Week 1	1: Tutorial: Client Contact and Tour		1/31/20		
	2: Tutorial: Initial Task List Preparation	Email	1/31/20		
	3: Create an Initial Task List for Customer Service Representative		1/31/20		
	4: Create Librarian Initial Task List	Email	1/31/20		
Week 2	5: Tutorial: Task Analysis	Email	2/6/20		
	6: **Live Webcast** - Editing an Initial Task List		2/6/20		
	7: Calculate Importance	Email	2/7/20		
	8: Tutorial: Skill Analysis	Email	2/7/20		
Week 3	9: Best Practices Activity (Complete prior to webcast)	www	2/12/20		
	10: **Live Webcast** - Best Practices		2/13/20		
	11: Analyze Workplace Documents Skill		2/14/20		
	12: Analyze the Applied Math Skill		2/14/20		
	13: Analyze the Graphic Literacy Skill	www	2/14/20		
Week 4	14: Analyze the Workplace Observation Skill	www	2/21/20		
	15: Tutorial: Completion of the Job Profile	Email	2/21/20		
	16: Summarize the CSR Profile in SkillPro	SkillPro	2/21/20		
	17: Prepare for Job Profiling Simulation		2/21/20		
Week 5	18: **Live Webcast** - Preparation for Workshop and Skill Analysis		2/27/20		
	19: Analyze the Business Writing Skill	www	2/28/20		
	20: Write a Profile Report	Email	2/28/20		
	21: Analyze the Applied Technology Skill	www	2/28/20		
	OPTIONAL - Curriculum Profiling and Alignment				
	OPTIONAL - Profile Plus				

Key for Submitting Activities

www = Submit answers via training website http://www.act.org/workkeys/jptrain/activity/index.html

SkillPro = Submit via SkillPro software

Email = Email results to jpanswers@act.org