



Mississippi Community College Board Office of Adult Education & High School Equivalency



Smart Start Class Fact Sheet

The Office of Adult Education has primary responsibility for implementation of the Mississippi Works Smart Start Pathway Model through Smart Start Classes. The pathway is designed around 3 components:

1. Basic Skills, (reading, writing, math)
2. Career Awareness, and
3. Necessary Skills (communication, work ethic, team building, etc.)

- **What is the Smart Start class?** In order to prepare participants for middle-skill level employment, they can enroll in a Smart Start Class to improve their employment skills. Participants will develop job skills needed for their careers, learn and practice good work habits and effective communication necessary for successful employment. Participants that complete all requirements for the Smart Start Pathway will receive an official **Mississippi Smart Start Credential** awarded by the MS Community College Board.
- **Why is this course important for participant?** The Smart Start Credential requires participants to achieve a National Career Readiness Certificate (NCRC). The NCRC is a national credential that demonstrates to employers the participant has the skills needed to be successful in a job. Participants will complete the WorkKeys test for Applied Math, Reading for Information and Locating Information. Participants will also learn how to become prepared to learn new skills for future careers. Mississippi industries will recognize this credential. This credential could increase their ability for middle-skill level jobs which results in higher pay.
- **Who is this for?** This credential is for anyone looking to improve job opportunities.
- **Where can participants find Smart Start Classes?** Most WIN centers offer Smart Start classes, and all 15 Mississippi community colleges offer classes at many different locations.
- **How can participants take the class?** The Smart Start classes can be taken face-to-face, online (on a computer or even their smart phone), or both face-to-face and online.
- **What are the requirements for Smart Start Class?** Participants must be registered in MS WORKS to participate in classes.
- **How can participants register for class?** WIN Center employees can enroll participants in online Smart Start Classes by registering students in Career Ready 101. If the WIN Center does not offer face-to-face classes, participants can register for Smart Start class through the Adult Education program at the nearest community college campus.
- **What is the cost?** This course is free.
- **What are the minimum requirements for achieving a MS Smart Start Credential:**
 1. Career Readiness Certificate – **Minimum Bronze Level**
 - a. Goal – Silver Level due to increased job opportunities
 2. Completion of Curriculum includes the following elements:
 - a. Basic Skills (CRC)
 - b. Career Awareness
 - c. Necessary Skills

- **Do participants need to complete the entire Career Ready 101 curriculum?** Each participant should take the pre-test for the WorkKeys Preparation. Only the skills needed to achieve a Bronze or Silver NCRC is required out of these sections. This will be based on the individual participants score on the pre-test. If a participant enters the program and takes the WorkKeys Test and scores Bronze then they would not be required to do ANY of the CRC Preparation.
- **How does a participant get the Smart Start credential?** Meet all of the requirements listed above, complete and submit the Smart Start Credential Application to the adult education program located at the nearest community college.

MISSISSIPPI WORKS SMART START CREDENTIAL

The local WIN Job Centers are responsible for non-ABE participants that complete the Smart Start Pathway at the WIN Centers.

1. Complete the Smart Start Credential application.
2. WIN Center Administrator (or designee) and participant must sign application.
3. Attach required documentation
 - a. Copy of the CRC, (Minimum Bronze required)
 - b. CareerReady 101 Participant report --- showing the participant has completed the required modules.
4. Mail/Email the Community College Contact person assigned to your WIN Job Center. (see Community College Contact List for your contact at your WIN Center)
5. The contact person will verify information and the community college program will print certificate for participant.
6. Certificates will be returned to the local WIN Center for distribution.

If the course is face-to-face only, a syllabus along with copies of the participant's final quiz for each section is acceptable documentation. If the class is a part-online/part face-to-face class, use the Career Ready 101 reports for the online portions, syllabus for face-to-face and quizzes completed by participant. All documentation should be kept in the participant's folder for monitoring purposes.

MISSISSIPPI WORKS SMART START CERTIFICATE

Smart Start **Certificates of Completion** will be issued to participants upon completion of the requirements listed above **but do not achieve** a National Career Readiness Certificate at a Bronze or higher level.

For completion and distribution of the Smart Start Certificate use the Smart Start Certificate application and follow the same steps listed above for Smart Start Credential. The certificates will be distinctively different from the credential.