



## AUTHORIZATION FOR WORKKEYS ASSESSMENT

Revised 10/04/2018

|                               |  |                       |  |
|-------------------------------|--|-----------------------|--|
| Service Provider Name:        |  | PO Number:            |  |
| Participant Name:             |  |                       |  |
| Participant Address:          |  |                       |  |
| Participant Phone:            |  | NJCOS/EmployNV #:     |  |
| Program:                      |  | Status (A/DW, YOUTH): |  |
| Referring Career Coach:       |  | CC Phone:             |  |
| Referring Career Coach Email: |  |                       |  |

### TESTING SITE INFORMATION:

\_\_\_\_\_  
Name of Test Site:

Testing Location:

Testing Date:

| <b>SERVICES AUTHORIZED:</b>   |                     |          |
|---|---------------------|----------|
| TYPE OF SERVICE   | COST                | EXTENDED |
| WORKKEYS ASSESSMENT(S) WITH ACT WORKKEYS CURRICULUM AS NEEDED   | \$9.00 each         | \$27.00  |
| SPANISH ASSESSMENTS REQUESTED <input type="checkbox"/> YES <input type="checkbox"/> NO  |                     |          |
| NATIONAL CAREER READINESS CERTIFICATE<br>Assessments for the NCRC include Workplace Documents, Applied Math, and Graphic Literacy. Certificates are printed based on participant scores starting with Bronze Level. Certificate costs are now included in the assessment costs. |                     | \$0.00   |
| RETAKE ASSESSMENT(S):<br><input type="checkbox"/> Applied Math<br><input type="checkbox"/> Graphic Literacy<br><input type="checkbox"/> Workplace Documents   | \$9.00 each         | \$       |
|   | <b>TOTAL COSTS:</b> | \$       |

### AUTHORIZED BY:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### DIRECTIONS:

With this authorization, the participant will receive the approved services listed above and Workforce Connections will invoice the **Workkeys administrator** to receive payment for the services rendered. The administrator is responsible for invoicing all applicable referring agencies.



## WorkKeys Assessment Sites

- 1. Foundation for an Independent Tomorrow**  
1931 Stella Lake Drive  
Las Vegas, Nevada 89106  
Contact Person: **Jennifer Casey**  
Email: [jenniferc@lasvegasfit.org](mailto:jenniferc@lasvegasfit.org)  
Phone: 702-367-4348  
Assessment Days: Wed.  
Time: 8:30 a.m.
- 2. Goodwill of Southern NV – Blvd. Mall**  
3528 South Maryland Pkwy  
Las Vegas, NV 89169  
Contact Person: **Nicole Ellis**  
Email: [NicoleE@sngoodwill.org](mailto:NicoleE@sngoodwill.org)  
Phone: 702-308-4445  
Assessment Days: 1<sup>st</sup> and 3<sup>rd</sup> Monday of the Month  
Time: 10:00 a.m. – 2:00 p.m.
- 3. Help of Southern Nevada**  
1660 East Flamingo Road  
Las Vegas, NV 89119  
Contact Person: **Christina Sewell**  
Email: [csewell@helpsonv.org](mailto:csewell@helpsonv.org)  
Phone: 702-369-4357 Ext. 1868  
Assessment Days: Tues.  
Time: AM
- 4. Hope for Prisoners**  
3430 E. Flamingo Rd. Ste. 350  
Las Vegas, NV 89121  
Contact Person: **Angela Brookins**  
Email: [angelab@hopeforprisoners.org](mailto:angelab@hopeforprisoners.org)  
Phone: 702-586-1371  
Assessment Days: Upon Request
- 5. Lincoln County Workforce**  
360 Lincoln St.  
Caliente, NV 89008  
Contact Person: **Jaime Torrealday**  
Email: [jtorrealday.lcworkforce@gmail.com](mailto:jtorrealday.lcworkforce@gmail.com)  
Phone: 775-726-3800  
Assessment Days: Upon Request
- 6. Nevada One-Stop Career Center**  
6330 West Charleston Ste. 190  
Las Vegas, NV 89146  
Contact Person: **Julie Tate**  
Email: [jtate@nvcareercenter.org](mailto:jtate@nvcareercenter.org)  
Phone: 702-217-1172  
Assessment Days: Fri.  
Time: 8:30 a.m.
- 7. Nevada Partners, Inc.**  
710 West Lake Mead  
North Las Vegas, NV 89030  
Contact Person: **Raven Green**  
Email: [rgreen@nevadapartners.org](mailto:rgreen@nevadapartners.org)  
Phone: 702-924-2101  
Assessment Days: 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the Month  
Time: 8:00 a.m. - 12:00 p.m. & 1:00 p.m. - 4:00 p.m.
- 8. Nye Communities Coalition**  
1020 East Wilson Road  
Pahrump, NV 89048  
Contact Person: **Felicia Lacroix**  
Email: [felicia@nyecc.org](mailto:felicia@nyecc.org)  
Phone: 775-537-2323  
Assessment Days: Upon Request
- 9. Southern Nevada Regional Housing Authority**  
5390 East Flamingo Road  
Las Vegas, NV 89122  
Contact Person: **Vanessa Castro**  
Email: [vcastro@snvrha.org](mailto:vcastro@snvrha.org)  
Phone: 702-477-3186  
Assessment Days: Wed. and Fri.  
Time: 1:00 p.m. – 4:00 p.m.
- 10. Olive Crest – Coming Soon**  
4285 N. Rancho Dr.  
Las Vegas, NV 89130  
Contact Person: **Amy Licht**  
Email: [Amy-Licht@olivecrest.org](mailto:Amy-Licht@olivecrest.org)  
Phone: 702-835-1901  
Assessment Days: Upon Request