



Career Preparedness Certification



The Express Employment Professionals Career Preparedness Certification verifies individuals possess the skills necessary to discover, pursue and successfully achieve their career goals.

Certification Exam

The certification exam, tested for on the iCEV platform, consists of 100 questions and assesses knowledge and skills from the following weighted industry standards:



Meeting the Industry Need

- ✘ Assesses Competencies Based on Weighted Industry-Valued & Industry-Accepted Standards
- ✘ Validates Knowledge & Skills
- ✘ Allows Employers to Identify & Connect with Skilled Candidates
- ✘ Jump-Starts Individuals' Careers

Industry Standards Breakdown

Career Aptitude & Assessment

- Career Testing
- Career Investigation
- Job Search Techniques

Education & Training Analysis

- Education & Training Requirements
- Education & Training Financing Options
- Financial Aid Application Techniques

Job Application Techniques

- Job Application Process
- Cover Letter Writing Procedures
- Résumé Writing Process
- Portfolio Development Techniques

Interview Techniques

- Interview Preparation
- Interview Process
- Proper Interview Follow-Up Procedures

Personal Development

- Goal Setting Techniques
- Leadership Development
- Team Building Dynamics

Professional Development

- Employability Skills
- Workplace Technology Applications
- Electronic Communication Techniques

Workplace Regulations & Standards

- Workplace Laws
- Standard Workplace Etiquette
- Employee Payment & Compensation

