



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

Example Assessment Questions

- Elsie wants to begin organizing her schedule in an electronic scheduling system. She needs to be able to access her calendars from any computer or mobile device without having to rely on one particular device. To accomplish this, she should look for which of the following features?

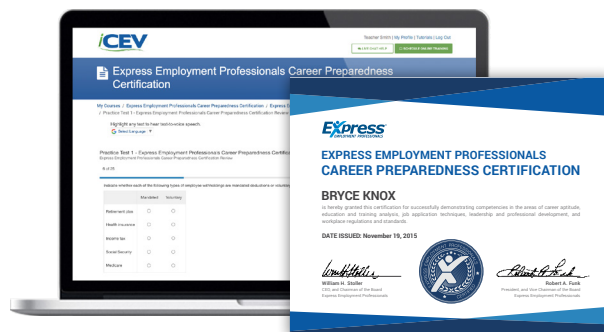
- A** Appointment attachment
- B** Availability sharing
- C** Web-based interface
- D** Calendar exporting

- Select the correct team role for each description: completer/finisher; implementer; shaper.

Drives team to overcome obstacles Challenging, dynamic and thrives on pressure	
Seeks errors and ensures goals are completed on time Painstaking, conscientious and anxious	
Turns ideas into practical action Disciplined, reliable and efficient	

- Marco is filling out a job application for a part-time job. The application asks him to list an expected pay amount, but Marco does not know what is typical and does not want to risk asking for too much or too little. Which of the following is recommended?

- A** Appointment attachment
- B** Availability sharing
- C** Web-based interface
- D** Calendar exporting



Testing Platform

Express Employment Professionals utilizes iCEV as the testing platform for this certification.

iCEV fulfills the following responsibilities:

- Provides secure testing technology for certification exams
- Regulates testing environments
- Works with secondary and post-secondary academic institutions, workforce development associations and the public at large to offer certification options for career advancement
- Provides certification verification to employers for potential job applicants

Schedule a Demo & Get a Free Trial

Schedule a demo today to discuss:

- The wide range of subjects iCEV brings to life
- Abundant resources available for learner engagement and education
- Solutions to teaching challenges with iCEV support
- How you'll be supported by the iCEV team

After your demo, try iCEV with a **FREE 30-day unlimited access trial** to our full library, offering innovative career & technical education curriculum accessible anytime, anywhere.



www.icevonline.com/live

Contact Us: Contact iCEV's dedicated support team by phone, email or fax.



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About Express Employment Professionals

Founded in 1982, Express Employment Professionals ranks as one of the nation's largest franchised staffing companies. With nearly 900 franchise locations in the U.S., Canada, South Africa, Australia, and New Zealand. Express is in the business of putting people to work and helps job seekers in Light Industrial, Skilled Trades, Office Services and Professional roles. In fact, they put more than 586,000 people to work last year, and their goal is to employ a million people annually.

www.icevonline.com/careerprep

"We want to empower the next generation to make knowledgeable decisions about education and careers, and this partnership with iCEV is a powerful stepping stone in helping students discover and achieve their career goals."

Rachel Rudisill

Vice President of Marketing and Communications
Express Employment Professionals