



**Step 1:** Take Pre-assessment by Registering for the NCRC Online Course:

**Where:**

The LeGrand Center Suite 6102 or complete the HRD Registration Form located at <https://clevelandcc.edu/job-skills/enroll-now/> and email it to [coned@clevelandcc.edu](mailto:coned@clevelandcc.edu)

Class Starts	Class End
Jan. 1	Jan. 31
Jan. 15	Feb. 15
Feb 1	Feb. 28
Feb. 15	Mar.15
Mar. 1	Mar. 31
Mar. 15	Apr. 15
Apr. 1	Apr.30
Apr. 14	May 15
May 3	May31
May 14	Jun. 14

**\$70 FEE (Fee waived for individuals who are unemployed or underemployed)**

**Step 2:** Take National Career Readiness Certificate Final Exam **\$45 FEE**

**Pre-registration is required.** Register in the Continuing Education s office located in the LeGrand Center, Suite 6102

Tuesday	January 19	9:00 am – 1:00 pm	Room 6110	LeGrand Center
Wednesday	February 10	12:00 pm – 4:00 pm	Room 6110	LeGrand Center
Wednesday	February 24	9:00 am – 1:00 pm	Room 6110	LeGrand Center
Wednesday	March 10	12:00 pm – 4:00 pm	Room 6110	LeGrand Center
Wednesday	March 24	9:00 am – 1:00 pm	Room 6110	LeGrand Center
Wednesday	April 7	12:00 pm – 4:00 pm	Room 6110	LeGrand Center
Wednesday	April 21	9:00 am – 1:00 pm	Room 6110	LeGrand Center
Wednesday	May 12	12:00 pm – 4:00 pm	Room 6110	LeGrand Center
Monday	May 24	9:00 am – 1:00 pm	Room 6110	LeGrand Center

**Must Bring** your current driver’s license or state issued picture ID and your social security card to your testing session. No cell phones or electronic devices allowed in testing room.

**Contact Information**

Danielle Beam  
 Career Services Assessment Coordinator  
 704-669-4033  
[beamd@clevelandcc.edu](mailto:beamd@clevelandcc.edu)