



Choctaw Nation Career Development

WORK-READY Skills Initiative

Credential & Incentive Instructions*

Career Development Program Clients (current or past)

1. Contact your Career Counselor or Employment Services Specialist for a referral for the Work-Ready Skills Initiative, to update your contact information, and to submit a new W9 form.
2. Complete our online Soft Skills Survey (a link to the survey will be provided to you).
3. Upon approval, you will receive a login and instructions for the online credentialing system via email.
4. Upon earning an 80% or higher score for each topic, you will be awarded the Work-Ready Skills credential and the incentive award will be processed for you. The timeline for incentive processing is approximately 3 weeks.

Non-Clients (Choctaw members who have never used Career Development program)

1. Complete Career development's online application at www.choctawcareers.com.
 - a. List "Work-Ready Credential" as the credential you are seeking.
2. Submit the W9 form, FERPA form, and tribal membership verification as required with the application. (submit these online, via email, or fax)
3. A Career Counselor will visit with you and you will complete steps 1-4 as shown above for program clients.

Kiamichi Tech Center Students (who have earned the Microburst EmployABILITY credential)

1. If already a Career Development client:
 - a. Submit a copy of your EmployABILITY credential to Becky Hilton at bhilton@choctawnation.com or fax to 580-916-3853.
 - b. Submit a new W9 form.
2. If NOT already a Career Development client:
 - a. Follow instructions for Non-Clients above.
 - b. Submit a copy of your EmployABILITY credential with your required documents.

*Eligibility:

- Choctaw Tribal Members/Career Development clients who are seeking to improve their career opportunities.
- Must be 18 years of age to earn the incentive.
- Individuals may earn only one Work-Ready Skills incentive (maximum of \$300) per lifetime.
- Career Development provides this incentive with the goal of assisting tribal members in pursuing successful careers.