



## To whom it may concern:

At Express Employment Professionals, our long-term goal is to put a million people to work annually. To support the development of the future workforce, we are excited to offer the Career Preparedness certification. One of the reasons Express created the Career Preparedness Certification was because of the increase in age for the first job. In the 1980s more than 57% of people between 16-19 worked, compared with currently about 35% of teens working. With people waiting longer to enter the workforce the need to offer career preparedness training increased.

Express works closely with leaders in a wide variety of fields to lead the way in matching qualified employees with the right workforce fit for them. As a global staffing provider with more than 35 years of experience, we take great responsibility in sharing our knowledge of and passion for developing effective and confident employees.

Individuals should consider earning the Express Career Preparedness Certification to give them an overall picture of choosing career, understand how to look for and get a job, and gain insights into workplace regulation and standards.

The value of the Career Preparedness Certification is two-fold, both for the individual certified and the company hiring them. For those certified the understanding of how to navigate the employment process and successfully enter the workforce brings added confidence to a typically stressful process. For the businesses, working with someone that achieved this certification should advance the onboarding process and offer the added benefit of an individual that understands workplace standards.

One of the best things about the Express Career Preparedness Certification is that the skills gained through the certification should help an individual select a career that is the best match for their education abilities, employability skills, and talents. By understanding the building blocks of selecting a career, attaining the skills for the career, and the process for successfully entering the workforce, this certification sets someone up for success no matter their field.

The Express Employment Professionals Career Preparedness Certification is a powerful stepping stone in helping individuals discover and achieve their career goals.

Sincerely,

A handwritten signature in black ink that reads "Rachel Rudisill".

**Rachel Rudisill**  
Director of Marketing  
Express Employment Professionals



# DMM MANAGEMENT

May 7, 2018

To Whom It May Concern:

I am writing this letter in support of Certification coursework and exams as they are used to prepare students for gainful and meaningful employment. Preparation for work and a career is enhanced greatly by courses and certifications to verify readiness to be employed.

As Director, I know that students that take courses and certification exams are more prepared to do the required work of the businesses in which they are employed. They are ready with expectation and anticipation of what needs to be done on the job. Along with actual work duties, customer support is vital. Communicating with customers and tending to their needs appropriately and in a timely manner is vital to a business's existence. Employees that possess the soft skills to keep a business' purpose and image as a focal point of each work day are priceless.

- Teamwork
- Leadership
- Positive customer service and its impact on the business
- Timeliness
- Quality work

Each of the above qualities can be refined through certification coursework and exams. As a member of our business and educational communities, I can see where every student in High School could greatly benefit from completing the Professional Communications Certification endorsed by Southwest Airlines, the Business Office Technology Certification, or the Career Preparedness Certification, both endorsed by Express Office Professionals.

It is a struggle to find employees who demonstrate the "soft-skills" that all businesses rely on for success. An employee that has earned either of these certifications would demonstrate to a business owner that they are more qualified for employment than a candidate without the certification.

I do hope that our educational system will make these certification exams available options for students to attain.

Respectfully,



Darcia Moon



JIMMY PARNELL  
PRESIDENT

December 15, 2021

To Whom It May Concern:

I am writing this letter in support of the Express Employment Professionals Career Preparedness Certification.

My name is William Green, and I serve as the Forestry and Wildlife Divisions Director for the Alabama Farmers Federation (AFF). AFF is Alabama's largest farm organization comprised of and representing agricultural and associate members in all 67 Alabama counties. We strive to protect and improve the ability of farmers engaged in production agriculture to provide a reliable supply of food through responsible stewardship of Alabama's resources.

The certification validates candidates have a basic understanding of the workplace and their role in a professional environment. Students who earn the Express Employment Professionals Career Preparedness Certification have demonstrated that they have been prepared to take advantage of the following skills:

- Personal development skills
- Professional development such as employability skills and electronic communication techniques
- Education and training analysis
- Job application techniques
- Workplace regulations and standards
- Interview techniques

It is vital that there be a way to prepare and expose young people to career preparation and get them ready for much-needed positions in any industry or workplace. This certification will bridge the gap between education and industry in order to supply Alabama with a new and knowledgeable generation of industry leaders.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Green", written over a printed name.

William Green

Forestry and Wildlife Division Director  
Alabama Farmers Federation





Serving: Lawrence, Randolph and Craighead Counties  
[www.firstnb.bank](http://www.firstnb.bank) 1-800-530-7561

July 25, 2019

To Whom It May Concern,

I am writing this letter in support of the Express Career Preparedness Certification. I am a Loan Officer/Vice President for First National Bank of Lawrence County. I have been in banking for 17 years. First National Bank of Lawrence County has 6 locations in Northeast Arkansas and has 62 employees. We are a full service Bank.

Individuals who earn this certification have demonstrated the ability to achieve and pursue a successful career. This certification includes job application techniques, interview techniques, and personal & professional development, just to name a few. It is very important that we have workers who are qualified and prepared with these basic skills and have an understanding of the workplace. It is also important for individuals to have these skills for achieving their career goals, as well for everyday life.

An individual who has earned the Career Preparedness Certification has proven they are more qualified and prepared to enter any work environment, regardless of industry interest, than an applicant without the certification. I believe this type of certification is beneficial to the individual, as well as for our business. Therefore, I do support this Career Preparedness Certification.

Sincerely,

A handwritten signature in black ink that reads 'Maria A. Kovak'. The signature is written in a cursive, flowing style.

Maria A. Kovak  
Vice President  
870-892-3158





6/3/2019

To Whom It May Concern:

I am writing this letter in support of the Express Career Preparedness Certification.

Pocahontas Aluminum Company has been operating in Pocahontas Arkansas for over 50 years. We have two locations, both in Pocahontas, with a total of around 140 employees.

Individuals who earn this certification have demonstrated possession of the technical computer skills necessary to discover, pursue and successfully achieve career goals.

It is imperative we have a pipeline of workers who have a basic understanding of the workplace and their role in a professional environment. We are currently experiencing employees who enter the workforce without knowledge of what is expected of them.

An individual who has earned the Express Career Preparedness Certification, issued by a nationally recognized, industry-leading company, has proven they are more qualified and prepared to enter any work environment, regardless of industry interest, than an applicant without the certification. In addition, this certification is extremely valuable to employers like me because it helps connect us to qualified candidates.

Sincerely,

A handwritten signature in blue ink that reads 'Tiffany Palmer'.

Tiffany Palmer  
Human Resource Manager



University of Colorado Denver  
Anschutz Medical Campus  
Department of Obstetrics and Gynecology  
Fellowship Program

Academic Office 1  
12631 East 17<sup>th</sup> Avenue, MS B198-6  
Aurora, Colorado 80045  
303-724-2014  
303-724-2055 Fax

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To Whom It May Concern:

I am writing this letter in support of the Express Employment Career Preparedness Certification endorsed by Express Employment Professionals.

As a Maternal Fetal Medicine specialist at the University of Colorado and soon to be at Baylor Scott & White, I have experienced first hand the importance of excelling at the interview process, the value of a well crafted resume and the importance of business communication skills. Having spent the past 11 years in medical training from medical school, residency and a sub-specialty fellowship I have found that one of the most challenging aspects to teach not only to medical trainees but my staff as well is employability skills. Often times careers are made based on a single interview or presentation.

After reviewing the curriculum of the Career Preparedness Certificate Program, these skills acquired by students would be of tremendous value to a career in the medical field as these skills are assumed to be present in every medical professional but never taught. Thus a program that teaches these skills would be invaluable to a medical professional and set them apart from other applicants in a field that is highly competitive. Students who earn this certification have demonstrated that they have a mastery of concepts vital to succeeding in this industry, including: creating a well crafted resume and cover letter, mastering the interview process and learning proper business etiquette and communication.

As a medical professional, I can see where every student in high school could greatly benefit from completing this Career Preparedness Certification. It is a struggle to find students who demonstrate the "soft-skills" that all businesses and professionals rely on for success. A student that has earned this certification would show me as a medical professional that they are more qualified for employment than a candidate without the certification.

Sincerely,

Jessica Ehrig, MD  
Maternal Fetal Medicine Fellow  
Department of Obstetrics and Gynecology  
University of Colorado | Anschutz Medical Campus  
cell 806.470.6260

South Campus  
1100 E. Airport Drive  
Carthage, Missouri 64836  
417-359-7026  
Fax: 417-359-7098



North Campus  
609 River Street  
Carthage, Mo 64836  
417-359-7095  
Fax: 417-359-7419

Dr. Holley Goodnight  
Director

[www.carthagetech.org](http://www.carthagetech.org)

Dr. Mark Baker  
Superintendent

Mr. Gage Tiller  
Assistant Director

May 2, 2022

To whom it may concern;

Please accept this letter of support for the **iCEV Express Employment Professionals Business Office Technology** and **Express Employment Professionals Career Preparedness Certifications**. The current list of approved IRC and Stackable credentials is lacking in the area of Business and Marketing. These two certifications address many of the areas of need that we routinely hear from our advisory boards; particularly the Office Technology Certification. Carthage Technical Center strongly supports the approval of these certifications either as stand alone or stackable IRC's.

These two exams address the areas of technical skills necessary to be successful in the business world. They also address workplace readiness and expectations, and ethics within the business environment. These things have all been woven into our business courses for years, but there are few IRC's that are valid and show a student's progress in these areas; these two certifications would provide a great opportunity for students to showcase these knowledge, skills, and abilities.

Thank you for your time and consideration,

A handwritten signature in cursive script, appearing to read "Gage Tiller".

Gage Tiller, Assistant Director  
Carthage Technical Center

"Making the Future Work"



CASA of South Central Missouri  
406 N. Main, Suite A  
PO Box 31  
Rolla, MO 65402

April 26, 2022

To Whom It May Concern:

CASA of South Central Missouri is a 501(c)3 non-profit organization that serves children in foster care within the 25th Judicial Circuit. I have served as a grant writer and development person for the past 11 years. We recruit volunteers who serve as judicial advocates for children who are part of the foster care system in the four counties that make-up the 25th Judicial Circuit. Presently we have 153 advocates who serve 357 children. We employ eleven administrators and volunteer supervisors. We are located in South Central Missouri which includes the counties of Maries, Phelps, Pulaski and Texas. Rolla which is our headquarters is located directly on Interstate 44 almost exactly halfway between Springfield, MO and St. Louis, MO. We also have satellite offices in the Houston, MO. and Waynesville, MO. These two satellite offices primarily serve their respective counties of Texas and Pulaski.

The three certifications we are requesting for state approval are: Express Employment Professional Business Office Technology Certification; Express Employment Professionals Career Preparedness Certification; and Southwest Airlines Professional Communications Certification. We are requesting state approval for these certifications so that our employees and volunteers would have an opportunity to receive the training needed to be certified in these areas. Being a non-profit our employees and volunteers do not necessarily have a certain skill level for working in a professional business setting and would benefit from receiving certification training in these areas. I trust the certifying agencies of the certifications and the testing platform, iCEV. I have done some extensive research on the website and spoken with people about iCEV. As the former Career and Technical Education Director for Rolla Public Schools, my evaluation process for the iCEV method of instruction and materials is very sound.

The state approval of these certifications will offer value for our volunteers and employees by giving them the opportunity to upgrade their professional skills to afford them the opportunity to develop better human relations with our clients and amongst their co-workers. At times It is very difficult for us to find knowledgeable and skilled entry-level employees for our organization. Being a non-profit it is difficult to convince people to come to work for us at the pay rate that we can afford to pay along with the job itself having a higher stress level than a lot of other office/business operations. Because of the lack of trained workers our organization struggles to find qualified employees. If we were able to explain to people that with these three certifications, or combination of two, they would be more apt to be hired and it would help to lessen their probationary period, I think it would suffice to say that we would have a larger and more highly trained pool of applicants that would help us address some of the hiring difficulties we are experiencing. I also think that if we could tie the certification process to a pay incentive for exiting employees that it might extend the length of employment for those individuals as well.

Again, being a primarily volunteer organization, having the opportunity to offer our volunteers and employees the opportunity to receive the three certifications that are mentioned above for state approval would help greatly to recruit, retain, and promote both our employees, as well as develop a better court advocate volunteer. We presently have over 500 children in foster care and our goal is to have a volunteer advocate for everyone of those 500 children. It is imperative that we find a way to be able to have at least another 75 volunteers and 5 more employees to reach that goal. The proposed employment certifications would definitely help us reach that goal in a reasonable amount of time.

Sincerely,

A handwritten signature in blue ink that reads "Janece Martin".

Janece Martin  
Community Liaison  
CASA of South Central Missouri

**Pulaski County Office**  
301 Route 66, Suite 206  
Waynesville, MO 65583  
[pulaski@casascmo.org](mailto:pulaski@casascmo.org)

**Main Office**  
PO. Box 31  
Rolla, MO 65402-0031  
573-426-5437  
[info@casascmo.org](mailto:info@casascmo.org)

**Texas County Office**  
519 N Grand Ave  
Houston, MO 65483  
[texas@casascmo.org](mailto:texas@casascmo.org)



May 16, 2022

**Subject: Letter of Support**

To Whom It May Concern,

I am writing to provide my support for the Express Employment Professionals Career Preparedness Certification offered by iCEV. In my role as Director of Medical Research at Phelps Health, a county hospital serving a seven-county region across South Central Missouri, I work closely with clinical research professionals, medical students, and other individuals entering the healthcare workforce. In addition to the subject matter expertise and technical skills required by these positions, individuals entering the healthcare workforce require professional career skills that can enable them to operate and communicate effectively in the workplace.

Based on my review of the Express Employment Professionals Career Preparedness Certification, this certification would provide evidence that individuals have sought and developed professional career skills that will enable them to pursue and achieve their career goals. In my opinion, candidates with this certification may be more favorably reviewed at time of application compared with non-certified peers who would likely require additional training.

In summary, this certification program may empower individuals to pursue successful careers across a spectrum of diverse and evolving industries.

Sincerely



Casey Burton, Ph.D.  
Director of Medical Research Phelps Health  
cburton@phelpshealth.org





Express Employment Professional  
3973 S McCarran Blvd Reno, NV 89502  
775-826-4442

1/31/2022

To Whom It May Concern:

*I am writing in support of educating and preparing our workforce through the Express Certification programs for both Business Office Technology and Career Preparedness Certifications.*

- Business Office Technology Certification – verifies individuals have acquired the technical computer skills necessary to be competitive in today’s modern workplace. Nearly 1,800 individuals have earned this certification.
- Career Preparedness Certification – validates candidates have a basic understanding of the workplace and their role in a business environment. More than 2,500 individuals have earned this certification

Express Employment Professionals is a staffing partner in the Reno location and as a franchise owner, I see great value in this program that can help prepare our workforce for what Business Owners and Companies are looking for.

At Express we help staff over 100 Businesses in the Reno Market, and see the need to give our community a resource to help elevate the skill level needed to keep our community business savvy.

With the Reno market providing so many opportunities, we need to offer a resource to give a competitive edge for our company’s, workers, and Job seekers. These certifications will equip our workplace to be more business minded and lays the groundwork of expectations.

We staff over 300 workers in our area and see many employees wanting to move up in their careers and need that boost of knowledge to get them there.

I would like to use this certification program not only for my own business with our outside hires, but for my internal hires as well!

In our field we work with many entry level workers just getting into the working market, or workers that have not yet been successful in the working market. Many do not know what to expect, what companies expect from them, how to communicate, what a good employee looks like and common courtesy on the job.

I am hoping for a way to be a resource and help by getting this program approved.

Sincerely,  
Michele Davies





# Nevada Farm Bureau Federation

2165 Green Vista Dr., Suite 205, Sparks, NV 89431

Phone: (775) 674-4000 or Toll-Free (800) 992-1106

August 16, 2022

To Whom it May Concern,

Nevada Farm Bureau is the largest agricultural organization in Nevada, representing farm and ranch families throughout the state. We are pleased to offer our endorsement for the Express Employment Professionals Career Preparedness Certification.

As a statewide organization that's mission is to be the voice of Nevada's agriculture, we see the importance of this certification. At Nevada Farm Bureau Federation, we work to promote, preserve, protect, and resolve challenges in agriculture through advocacy, education, and leadership. This certification directly lines with our values seeing as it provides proper education in any industry. With industry standards developed by Express Employment Professionals, I can be sure that the Express Employment Professionals Career Preparedness Certification.

I believe this certification will provide individuals with the skills needed to enter any industry with confidence and succeed. Earners of this certification will be much more qualified than those who do not hold this certification. I would absolutely consider an individual who holds the Express Employment Professionals Career Preparedness Certification for an interview or job with Nevada Farm Bureau Federation. I know that earners are dedicated to their work, willing to step outside of their comfort zone, and overall well-rounded individuals. I look for this in all employees and feel confident that earners will have all of these skills.

Agriculture is an extremely technical and wide-ranging industry. Those who have earned the Express Employment Professionals Career Preparedness Certification have demonstrated that they come to you with qualified expertise.

Sincerely,

Doug Busselman

Executive Vice President

# DBS Commodities

184 E. Darby Road Dexter, NM 88230

DBS  
184 E. Darby Road  
Dexter, NM 88230  
575-622-9200

February 18, 2022

To Whom It May Concern:

At DBS Commodities, we value the agricultural industry and need valuable, hardworking employees with adequate skill base. DBS Commodities services dairies and feedlots in New Mexico and West Texas with feed, mineral, forage, and commodities on a daily basis. In the dairy industry, there is not a day that cows aren't fed and milked; therefore, it's important to ensure the dairy operations have what they need to be successful. Our company employs over twenty individuals, located in Dexter, NM.

We are requesting approval for Express Employment Career Preparedness Certification. We trust that individuals that are successful in this certification area will have important skills that employees in our company need to possess. Over the last several years, it has become very difficult to hire entry level employees with knowledge and skills that are necessary to complete the job. State approval of this certification will benefit the dairy industry in giving a skill base and information needed to be an effective and efficient employee.

Thank you for your consideration in approving this certification allowing students across the state to gain and learn important employability skills that will benefit agricultural companies. It is extremely important to equip and provide people with a solid and strong foundation, so they are ready and able to be successful in their career. This is certification will benefit not only companies like ours, but ag businesses across NM as well.

Sincerely,



Kyle Kaufman  
DBS Commodities Managing Partner



Express Employment Professionals  
9664 Eagle Ranch Road Northwest  
Suite #2  
Albuquerque, NM 87114  
(505) 508-2162

Jan. 28, 2022

To Whom It May Concern:

Express Employment Professionals helps local businesses find workers; the jobs we have available are a reflection of our local client companies. Annually Express helps more than 73,000 businesses find workers, employing more than half a million people each year. I have been the franchise owner of the Albuquerque, NM location since 2019.

This letter is to request the approval of our Career Preparedness Certification in the state of New Mexico.

Express has been putting people to work for nearly 40 years, and we believe strongly in making every effort to equip individuals to enter the workforce successfully. Earning the Career Preparedness Certification demonstrates skills in:

- Career Aptitude & Assessment
- Education & Training Analysis
- Job Application Techniques
- Interview Techniques
- Personal Development
- Professional Development
- Workplace Regulations & Standards

We wanted to give people a way to demonstrate work readiness, and these skills are great assets in entry-level positions. Express often helps people get started in their careers. Within Express we believe there is honor in work, and that the opportunity to work and provide for yourself and your family is a privilege and responsibility. I would consider individuals that have earned this certification to be taking proactive steps to succeed at work and would honor the opportunity to help them find work.

I urge the state of New Mexico to approve the Career Preparedness Certification to ensure more individuals are ready to enter the workforce successfully.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Thom', with a long horizontal flourish extending to the right.

Jonathan Thom  
Express Employment Professionals Franchisee of Albuquerque, NM.



Lincoln County Zia Senior Programs  
PO Box 519  
Carrizozo, NM 88301  
575-648-2121

February 21, 2022

To Whom It May Concern:

My name is Renee Montes, and I am the County Director for the Zia Senior Programs located in Lincoln County New Mexico. Currently we have 5 locations within the county focused on serving the needs of our aging and elderly populations. Our organization has approximately 20 employees located in the various communities we serve. The main office is located in Carrizozo, which is the county seat however we have meal sites in Capitan, Corona, Hondo, and Ruidoso Downs as well.

As the county director one of main tasks is hiring new employees for the various sites. This proves to be a challenging and at times nearly impossible task, therefore, I am asking for state approval for the Express Employment Career Preparedness Certification. After viewing the topics addressed in this certification, I am quite confident that the skills gained in the completion of this program would be beneficial for any candidate I am seeking to hire.

Moreover, all of the schools in our service area offer Agricultural Education classes and this opportunity would help build a more skilled labor force for our county. Many young people leave our area looking for better and higher paying jobs. The jobs offered through employment with Lincoln County are some of the best paying in our area, and the County is one of the largest employers for our residents. Currently when we look to hire a new employee, we have few applicants that can meet the basic criteria we are looking for, however an applicant with this type of certification would certainly stand out.

In closing, I would strongly encourage the state approval for this certification. Not only would I see a benefit to my local organization, it would be helpful across the state as we look to a younger generation of employees to fill our jobs.

Sincerely,

A handwritten signature in black ink that reads "Renee Montes". The signature is written in a cursive style with a large, flowing "R" and "M".

*Renee Montes*  
Program Director



## College of Agricultural, Consumer and Environmental Sciences

Department of Agricultural and Extension Education  
MSC 3501  
New Mexico State University  
P.O. Box 30003  
Las Cruces, NM 88003-8003  
575-646-4511, fax: 575-646-4082

March 1, 2022

To Whom It May Concern:

I am writing this letter in support of the Express Employment Career Preparedness Certification.

New Mexico State University is a land-grant institution dedicated to comprehensive teaching, research, and service. Ranked as a top-tier university by the U.S. News & World Report, NMSU is a NASA Space Grant College, a Hispanic-serving institution, and home to the first Honors College in New Mexico. NMSU provides an accessible education for nearly 14,000 undergraduate and graduate students on the main campus in Las Cruces, New Mexico.

I have worked in higher education for nine years at New Mexico State University, Oklahoma State University, and Texas A&M University. I am currently an assistant professor in the Department of Agricultural and Extension Education in NMSU's College of Agricultural, Consumer, and Environmental Sciences. I currently employ seven students (undergraduate and graduate) in my lab focused on identifying effective strategies to communicate science to the public. Prior to graduation, many faculty and staff hire student employees. Career readiness skills are vital to the agricultural workforce and to academia, and students who possess a strong ability to communicate, lead, make decisions, work together, and identify details are often the students we seek to hire.

Students with an Express Employment Career Preparedness Certification would easily rise to the top of the applicant list as they would showcase a commitment to workplace and personal success. This certification is extremely valuable for employers like me because it helps connect us to qualified candidates and provides an anchor for future growth.

Please contact me—[norriss@nmsu.edu](mailto:norriss@nmsu.edu) or (575) 590-0030—if you have questions. Thank you for your support of this potential certification that will invest in the next generation of leaders.

Sincerely,

A handwritten signature in blue ink that reads "Shannon Norris".

Shannon Norris  
Assistant Professor, New Mexico State University





111 E Gypsy Lane Rd. | Bowling Green, OH 43402  
o: 419.352.5178 | 877.635.3426 (Toll-Free)  
111 E Gypsy Lane Rd. | Bowling Green, OH 43402  
f: 419.354.2199  
o: 419.352.5178 | 877.635.3426 (Toll-Free)  
f: 419.354.2199

January 31, 2022

To Whom it May Concern:

I am writing this letter in support of The Express Employment Professionals Career Preparedness Certification. My name is Andy Witker, an account officer with Ag Credit. I assist with making good loans for youth projects and farm loans to people of all ages. Ag Credit serves 18 counties in Northern Ohio. I strongly support the approval of this certification, so high school students in Ohio can graduate with strong career readiness.

It's impressive that this certification confirms that a student understands how to effectively apply and interview for a desired job. It is necessary for a student to graduate high school with this type of foundational knowledge, no matter their career field of interest. It is also great to see students with this certification have communication and other essential workplace skills.

With this certification out there, I can have confidence in making Ag Credit a provider of money to young people who have these skillsets. Personally, I would have been excited to have earned the Express Employment Professionals Career Preparedness Certification ahead of obtaining my role as an account officer. The agricultural business sector, and other financial institutions, would benefit greatly from future employees with this certification. I agree that this certification offers value to students and prepares them for future employment and career success. Ohio students and employers will benefit from the approval of this certification.

Sincerely,

A handwritten signature in black ink that reads "Andy Witker".

Andy Witker  
Ag Credit Account Officer



Express Employment Professionals  
5348 Broadview Road  
Parma, OH 44134  
(216) 459-2800

March 22, 2022

To Whom It May Concern:

Express Employment Professionals helps local businesses find workers; the jobs we have available are a reflection of our local client companies. Annually Express helps more than 73,000 businesses find workers, employing more than half a million people each year. I have been the franchise owner of the Parma, OH location since 2021.

This letter is to request the approval of our Career Preparedness Certification in the state of Ohio.

Express has been putting people to work for nearly 40 years, and we believe strongly in making every effort to equip individuals to enter the workforce successfully. Earning the Career Preparedness Certification demonstrates skills in:

- Career Aptitude & Assessment
- Education & Training Analysis
- Job Application Techniques
- Interview Techniques
- Personal Development
- Professional Development
- Workplace Regulations & Standards

We wanted to give people a way to demonstrate work readiness, and these skills are great assets in entry-level positions. Express often helps people get started in their careers. Within Express we believe there is honor in work, and that the opportunity to work and provide for yourself and your family is a privilege and responsibility. I would consider individuals that have earned this certification to be taking proactive steps to succeed at work and would honor the opportunity to help them find work.

I urge the state of Ohio to approve the Career Preparedness Certification to ensure more individuals are ready to enter the workforce successfully.

Sincerely,

Earl Bell  
Express Employment Professionals Franchisee of Parma, Ohio.



Express Employment Professionals  
2200 N. Limestone St.  
Suite #116  
Springfield, OH 45503  
(937) 399-5323

April 14, 2022

To Whom It May Concern:

Express Employment Professionals helps local businesses find workers; the jobs we have available reflect our local client company needs. Annually Express helps more than 73,000 businesses find workers, employing more than half a million people each year. We have been franchise owners of the Springfield, Ohio location since 2001.

Express has been putting people to work for nearly 40 years, and we believe strongly in making every effort to equip individuals to enter the workforce successfully. Earning the Career Preparedness Certification demonstrates skills in:

- Career Aptitude & Assessment
- Education & Training Analysis
- Job Application Techniques
- Interview Techniques
- Personal Development
- Professional Development
- Workplace Regulations & Standards

We wanted to give people a way to demonstrate work readiness, and these skills are great assets in entry-level positions. Express often helps people get started in their careers. Within Express we believe there is honor in work, and that the opportunity to work and provide for yourself and your family is a privilege and responsibility. I would consider individuals that have earned this certification to be taking proactive steps to succeed at work and would honor the opportunity to help them find work.

I urge the state of Ohio to approve the Career Preparedness Certification to ensure more individuals are ready to enter the workforce successfully.

Sincerely,

*Bud Downing*

Bud Downing

Express Employment Professionals Franchisee of Springfield, Ohio.



Grobe Fruit Farm Ltd.

01/26/2022

To Whom It May Concern:

My name is Brooke Grobe, and I am a manager/family member at Grobe Fruit Farm located in Elyria, Ohio. We are a family-owned retail and wholesale business striving to be a leading produce supplier in Northeast Ohio, while working with other Ohio growers selling through cooperatives. We operate a diverse business, producing hundreds of acres of high-quality apples, many kinds of fruits and vegetables, and we operate one of the most productive cider mills in the state of Ohio. Safety, quality, and friendly service are top priorities in all that we do within our business.

I am writing this letter in support of the Express Employment Professionals Career Preparedness Certification. As an agricultural employer, our business is constantly looking for qualified talent to help our operation. This certification would allow us to intentionally pursue candidates who can help us improve our family operation.

In this certification, I see many of the skill sets being taught as valuable. I can especially see professional development, personal development, and workplace regulations and standards as important skillsets to look for in potential employees. Job candidates with the Express Employment Professionals Career Preparedness Certification would stand out among other applicants due to their professionalism and preparedness for joining our work team. As a hiring member of our farm, I would look for this certification on resumés when seeking out staff members on our farm, especially when hiring in management and administrative positions.

I encourage state approval of the Express Employment Professionals Career Preparedness Certification for Ohio students. This certification will help bring more qualified and talented individuals to the table for hiring. I look forward to seeing what opportunities this certification will provide to both employers and job seekers across the state.

Sincerely,

Brooke Grobe  
Manage/Family Member  
Grobe Fruit Farm Ltd.

43875 Telegraph Rd  
Elyria, Ohio 44035  
(440) 322-8312

[www.grobefruitfarm.com](http://www.grobefruitfarm.com)



February 1, 2022

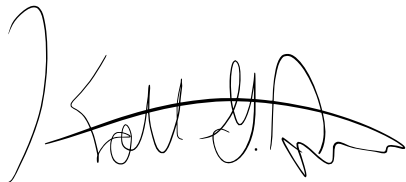
To Whom It May Concern:

My name is Kolt Buchenroth and I am a Farm Broadcaster at Ohio's Country Journal and the Ohio Ag Net, which are affiliated companies of Ag Net Communications, LLC. Our team's goal is to provide the Ohio farming community the information they need to help make their farm profitable, while also providing an enjoyable and entertaining experience through our print, radio, and online offerings. Our company, located in Columbus, Ohio, was founded in 1972.

As someone only a few years into my career, I recognize how vital it is for today's generation to understand basic career readiness techniques, like those verified by the Express Employment Professionals Career Preparedness Certification. Therefore, I see huge value in this certification becoming available to all Ohio students. This knowledge is essential for any future job seeker. It is great to see that certification earners have obtained necessary employability skills, such as working in a team and using professional communication. These earners have proven they value their own personal growth by preparing for and earning this certification, which shows they have a strong work ethic and would be easy to train as a new employee.

In addition to full-time employees, Ohio's Country Journal and Ohio Ag Net also work with contractors and interns for certain projects, including hiring student reporters to help us cover the annual Ohio FFA Convention. For these roles, we look for individuals who can professionally and effectively communicate with us and our audience. We want to see our interns graduate high school and experience career success. We would welcome the opportunity to hire an intern with the skillsets verified by the Express Employment Professionals Career Preparedness Certification. I believe this certification will be a great asset for Ohio students and businesses because it will help connect qualified individuals to businesses looking to fill a related job role. I hope to see this certification available to all Ohio students.

Sincerely,

A handwritten signature in black ink, appearing to read "Kolt Buchenroth".

Kolt Buchenroth  
Video Manager & Farm Broadcaster



**THE OHIO STATE UNIVERSITY**

WEXNER MEDICAL CENTER

Jordan Hoyer, BSN, RN  
410 W 10<sup>th</sup> Ave  
Columbus, OH 43210

18 January 2022

To Whom It May Concern:

My name is Jordan Hoyer, and I am a nurse at the Ohio State University Wexner Medical Center. I am writing this letter in support of the Express Employment Professionals Career Preparedness Certification.

This Industry Certification aims to prepare students for any type of career within their specific field. As someone in the medical field, I think every student should have the opportunity to learn more about career exploration and preparedness in order to understand the things that I have had to teach myself or learn second-hand throughout my career. There is a wide range of concepts and topics like Personal Development, Professional Development, Education & Training Analysis, Workplace Regulation & Standards and Interview Techniques just to name a few. These are all key in preparing any student to graduate and be successful in their job searching process.

Secondly, students who earn the Express Employment Professionals Career Preparedness Certification are confident in their career decision because they have been exposed to career aptitude assessments and know more about the types of careers within a range of industries. Because the certification earner is confident in their career decision, employers can be certain that they are hiring an individual who is going to positively contribute to their organization.

I hope to see this certification implemented into Ohio CTE programs so that more students can be assured in their career path decision upon walking the stage.

Sincerely,

Jordan Hoyer, BSN, RN  
The Ohio State University  
Wexner Medical Center

**Reiterman Feed & Supply**  
103 N. London St.  
Mt. Sterling, OH 43143  
740-869-3817



February 22, 2022

To Whom it May Concern:

My name is Nicol Reiterman and my brother in law John and I manage Reiterman Feed & Supply located in Mt. Sterling, Ohio. We carry major feed brands and products for livestock, horses, and pets. We also provide home care and lawn and garden products. I am writing this letter to show our support for the Express Employment Professionals Career Preparedness Certification.

Please consider state approval of this certification to help see to it that more Ohio students graduate with the skills necessary to discover, pursue, and successfully achieve their personal career goals. I see value in the Express Employment Professionals Career Preparedness Certification because it allows a student to confirm they have the basic knowledge needed for entry level job roles in today's working environment.

For our business, it has been instrumental that we (and our employees) understand standard workplace etiquette, laws, and professional communication techniques. This knowledge, and the ability to effectively set goals and work cohesively as a team, has been essential to our success. I believe this information and skillsets are valuable for any person beginning their career – no matter the industry. This is why we are impressed by the professional and personal development standards assessed by this certification.

Having a certification like this on one's resume helps them be more employable because an employer can trust they are competent in proper workplace behavior and professional standards. Earning a certification shows the dedication and work ethic of a future employee. The skills an individual walks away with by earning the Express Employment Professionals Career Preparedness Certification are impressive. Our team at Reiterman Feed & Supply hope to see this certification approved by the Ohio Department of Education.

Sincerely,

A handwritten signature in cursive script that reads "Nicol Reiterman".

Nicol Reiterman



December 29, 2021

To Whom it May Concern:

My name is Kameron S Rinehart, and I am the Founder and Owner at Rural Beans Roastery LLC. I am writing this letter to show my support for the Express Employment Professionals Career Preparedness Certification – an impressive certification for today’s high school students to earn.

Rural Beans Roastery is a local small-batch coffee roaster in south central Ohio. We strive to provide the community and surrounding areas with their everyday coffee needs, specializing in single-origin roasts for the perfect cup of coffee. As a young business owner, I recognize how valuable it is to be competent in goal setting, professional communication, and workplace regulations. These skills have been immensely helpful while building my business, and I am excited to see them as standards on this certification. I also believe every graduating student should be knowledgeable in job application and interview techniques. These skills will follow them throughout their career – whether they are applying for a job or the one doing the hiring.

Earning a certification like this takes dedication and commitment, valuable traits for someone to have in any career field. As our business grows, we will seek out individuals with these character traits and skills to join our team. Whether a student is graduating high school and pursuing further education or jumping straight into their chosen career-field, this certification will greatly benefit them. As a business owner, I encourage approval of the Express Employment Professionals Career Preparedness Certification so Ohio students can take advantage of this resource and be well prepared for their future career.

Sincerely,

A handwritten signature in black ink that reads 'Kameron S. Rinehart'.

Kameron S Rinehart  
Founder and Owner  
Rural Beans Roastery LLC

Stratovation Group  
531 E Weber Rd  
Columbus, OH 43202

04/28/2022

To Whom It May Concern:

My name is Lea Kimley and I am the account coordinator at Stratovation Group located in Columbus, Ohio. We are a specialized management consulting and research firm that has a suite of go-to-market practices that help build business success through above average returns for marketers and professionals. Through a crazy customer centric focus, we engage in projects, staff augmentation, managing business processes and partnerships to achieve desired outcomes.

I am writing this letter to show our support for the workplace and professional standards assessed by the Express Employment Professionals Career Preparedness Certification. This is a tool we hope to see approved for Ohio students. This program will help fill the void that students feel when beginning to enter the job market. It is important students learn more about the job application processes, how to prepare for an interview, and how to conduct themselves when they enter the professional world. No matter where each student's path leads them, these are all necessary skills in all professions. We work with multiple organizations every day. In this unique labor shortage, many are seeking young talent with knowledge of these next steps in their lives. Students armed with this certificate will be better prepared and have an advantage over their peers when entering the job market. I know Stratovation Group and a lot of our clients would like to see potential employees with the career preparedness certification on their resume. It will indicate to employers the candidate has taken an extra step and has the knowledge to thrive in a professional work environment.

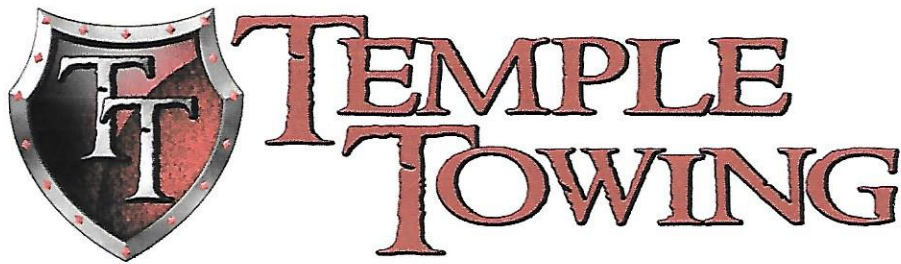
The Express Employment Professionals Career Preparedness Certification is a valuable resource for Ohio students and businesses. We encourage the state approval of this certification. In today's job market, it is important to provide tools to young professionals to propel them into the real-world.

Sincerely,



Lea Kimley  
Account Coordinator





3815 Shallow Ford West Rd.  
Temple, TX 76502  
Phone: 254.771.1303  
Main Fax: 254.771.5613

February 8, 2018  
To Whom It May Concern:

I am writing this letter in support of the Career Preparedness Certification endorsed by Express Employment Professionals. My name is Taylor Winkler and my father and I own Temple Towing, Inc. We have been in business for over 35 years, and we currently employ 18 people full-time and 5 people part-time.

Students who earn this certification have demonstrated that they are more career ready than a student without the certification. To earn the certification, the student has to demonstrate mastery of several competencies, including:

Understanding the several options available to the student upon graduation so they select the path that best fits their needs, Developing and demonstrating the skills needed to obtain employment, regardless of the industry they are entering, Showing proper ways to prepare for and participate in a job interview, Understanding the basics of financial literacy practices and how those practices can help with career success, Communicating how to effectively resolve workplace issues.

As an employer, we spend a large portion of our time interviewing potential candidates for employment. It is challenging to find young candidates who are well versed in not only the employment process, but also the actions and qualities necessary to succeed in a career after securing employment. A student that has earned the Career Preparedness Certification that is endorsed by Express Employment Professionals has proven that they are more qualified for employment than a candidate without the certification. A certification such as this will help us prioritize our candidates for interviewing thus saving us substantial time in the hiring process. This certification is definitely a value to both students and employers. In the towing industry we want our employees to know how to communicate with people, be able to reason with people, and show compassion as well. We strive as a small business to keep our customers happy and keep old business coming back.

Sincerely,

Taylor Winkler





*ThePropertyStore*

*P O Box 87764*

*Houston, Tx 77287*

May 14, 2018

To Whom It May Concern:

I am writing this letter in support of Certification coursework and exams as they are used to prepare students for gainful and meaningful employment. Preparation for work and a career is enhanced greatly by courses and certifications to verify readiness to be employed.

As CEO of The Property Store, I know that students that take courses and certification exams are more prepared to do the required work of the businesses in which they are employed. They are ready with expectation and anticipation of what needs to be done on the job. Along with actual work duties, customer support is vital. Communicating with customers and tending to their needs appropriately and in a timely manner is vital to a business's existence. Employees that possess the soft skills to keep a business' purpose and image as a focal point of each work day are priceless.

- Teamwork
- Leadership
- Positive customer service and its impact on the business
- Timeliness
- Quality work

Each of the above qualities can be refined through certification coursework and exams. As a member of our business and educational communities, I can see where every student in High School could greatly benefit from completing the Professional Communications Certification endorsed by Southwest Airlines, the Business Office Technology Certification, or the Career Preparedness Certification, both endorsed by Express Office Professionals.

It is a struggle to find employees who demonstrate the "soft-skills" that all businesses rely on for success. An employee that has earned either of these certifications would demonstrate to a business owner that they are more qualified for employment than a candidate without the certification.

I do hope that our educational system will make these certification exams available options for students to attain.

Respectfully,

*Carolyn Matthews*

May 15, 2018

To Whom It May Concern:

Lubbock Area United Way was founded in 1946 and is deeply involved in all aspects of life in this area. This organization works to bring the business and non-profit communities together in order to craft solutions to address a variety of problems in our area

I am writing this letter in support of the Career Preparedness Certification endorsed by Express Employment Professionals. I have over 30 years of experience managing non-profit organizations and employees. I have seen how organizations flourish when employees possess superior business and communication skills.

The Career Preparedness Certification demonstrates to potential employers that applicants have developed skills and mastered concepts vital to succeeding in any industry, including: teamwork techniques, superior customer service, workplace etiquette and proper written and verbal communication techniques. This certification also assures mastery of many personal life skills including resume and cover letter development, successful job interview techniques and personal financial planning.

Communication skills, basic office and software knowledge are essential to succeed in any workplace, but regular high school curriculum does not cover these critical skills. No amount of technical knowledge will make up for an employee who cannot communicate effectively with coworkers, superiors, clients or customers.

This certification indicates that students possess the necessary foundational skills to build successful careers and contribute positively to the companies, organizations and communities they serve. Such skills should be taught, evaluated and validated at the secondary school level. Students who can pass the rigorous certification exam required by this course will have the skills necessary to obtain employment that leads to a successful career.

Our community is successful when our citizens are able to create self-sufficient and fulfilling lives. This requires a diverse offering of education opportunities to meet the needs of today's students in a rapidly changing society.

Sincerely,



Glenn Cochran  
President / CEO



550 BOWIE STREET, AUSTIN, TEXAS 78703  
WWW.WHOLEFOODS.COM  
AMERICA'S HEALTHIEST GROCERY STORE

5/18/18

To Whom It May Concern,

I am the head of Global Learning and Development for Whole Foods Market based in Austin, Texas. I also led the training functions for other Texas companies including Pier 1 Imports, RadiosShack Corporation and FleetPride.

I am writing this letter to advocate for the enhanced use of specialized certifications to better prepare our future workforce. The primary role of learning and development in corporate America is to prepare employees to function at high levels in all aspects of his/her role. This includes functional expertise and competencies often referred to as "soft skills."

Based on my 25-years' experience in the talent field, I am confident that candidates possessing certifications such as Career Preparedness and Professional Communications are better equipped to join the workforce. The certifications will give them a leg-up in the interview process and then allow them to expedite their speed to proficiency. For these reasons, hiring managers and employment recruiters will see certifications as a candidate differentiator.

I appreciate your consideration to support the expanded use of specialized certifications with students.

Sincerely,

A handwritten signature in black ink that reads "Mike Van Lente". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mike Van Lente  
Senior Global Director of Learning & Development



May 15, 2018

Re: Express Business Office Technology Certification, Express Employment Professionals Career Preparedness Certification, and Southwest Professional Communications Certification

To Whom it May Concern:

I am writing to convey my support for the certification lessons offered through the Express Business Office Technology Certification, Express Employment Professionals Career Preparedness Certification, and the Southwest Professional Communications Certification.

In a fast-paced world filled driven by social media it is vital for students to learn professional ways to communicate and navigate the business world. As a sales representative for Advanced Graphix for many years and experience in the consumer packaged goods industry I have seen the need for younger generations to gain communication skills, business ethics, and business technology skills. The lessons provided by these programs are a great solution to this need.

It is my hope that our local school districts will consider using these programs as vital tools for students to gain certifications and knowledge that will help them to obtain employment and create long lasting careers.

Sincerely,

Amanda Godlove  
Sales Representative





# BELTON VETERINARY CLINIC

707 West Loop 121  
Belton, Texas 76513  
(254) 939-1884  
[www.beltonvetclinic.com](http://www.beltonvetclinic.com)

To Whom It May Concern,

I am writing this letter in support of the Career Preparedness Certification endorsed by Express Employment Professionals.

I have been a veterinarian for 24 years, and I am a co-owner of Belton Veterinary Clinic. This is a mixed animal practice located in Central Texas, and we employ over 55 individuals. We are constantly striving to identify individuals with the knowledge and skills to help our industry grow.

The students who earn this certification have demonstrated they are more career ready than those who lack this certification. The students are able to demonstrate the skills needed to obtain employment. They are able to prepare for and participate in a job interview. They understand proper business etiquette and behavior. They are also able to interact in the workplace by communicating how to effectively resolve issues that may arise.

As an employer, our business is constantly looking for new employees to become a vital part of our team. Finding these individuals is a time consuming process that can be very challenging. A student that has earned the Career Preparedness Certification that is endorsed by Express Employment Professionals has proven that they are a worthy individual, thus saving us substantial time in the hiring process. Therefore, this certification is a great value to the student and the prospective employer.

Sincerely,

Travis Respondek



May 9, 2018

To Whom It May Concern:

I am writing this letter in support of Certification coursework and exams as they are used to prepare students for gainful and meaningful employment. Preparation for work and a career is enhanced greatly by courses and certifications to verify readiness to be employed.

As an owner/operator of an investment business, specializing primarily in real estate investments; I know that students that take courses and certification exams are more prepared to do the required work of the businesses in which they are employed. They are ready with expectation and anticipation of what needs to be done on the job. Along with actual work duties, customer support is vital. Communicating with customers and tending to their needs appropriately and in a timely manner is vital to a business's existence. Employees that possess the soft skills to keep a business' purpose and image as a focal point of each work day are priceless.

- Teamwork
- Leadership
- Positive customer service and its impact on the business
- Timeliness
- Quality work

Each of the above qualities can be refined through certification coursework and exams. As a member of our business and educational communities, I can see where every student in High School could greatly benefit from completing the Professional Communications Certification endorsed by Southwest Airlines, the Business Office Technology Certification, or the Career Preparedness Certification, both endorsed by Express Office Professionals.

It is a struggle to find employees who demonstrate the "soft-skills" that all businesses rely on for success. An employee that has earned either of these certifications would demonstrate to a business owner that they are more qualified for employment than a candidate without the certification. I do hope that our educational system will make these certification exams available options for students to attain.

Respectfully,

*Anthony B Benton I*

Anthony Benton, Owner  
Benton Investments

DR. KYLE E. SUNDERMAN

CHIROPRACTOR

1634 17TH STREET  
LUBBOCK, TEXAS 79401  
TELEPHONE (806) 762-2279

May 15, 2018


To Whom it May Concern:

I am writing this letter in support of the Express Employment Professionals Career Preparedness Certification endorsed by Express Employment Professionals.

I am a small business entrepreneur with more than 30 years of experience in hiring qualified employees. In my practice, I look for potential employees who know how to prepare and participate in a job interview, demonstrate the skills I am seeking and understand the options available to them within the field. It is important they exhibit appropriate business etiquette and can communicate effectively. It is also essential that potential employees have a strong working knowledge of the Microsoft® Office Suite.

As an employer, when a position becomes available, I spend a large portion of my time interviewing potential candidates. It is challenging to find young candidates who are well versed in not only the employment process, but the requirements necessary to succeed in a career after securing employment. Students who earn the Career Preparedness Certification which is endorsed by Express Employment Professionals will have proven they are more qualified for employment than a candidate without the certification. A certification such as this would help me prioritize candidates when interviewing, saving substantial time in the hiring process.

Sincerely,



Kyle Sunderman

May 7, 2018

To Whom It May Concern:

I am writing this letter in support of Certification coursework and exams as they are used to prepare students for gainful and meaningful employment. Preparation for work and a career is enhanced greatly by courses and certifications to verify readiness to be employed.

As the Career and Technology Department Chair, I know that students that take courses and certification exams are more prepared to do the required work of the businesses in which they are employed. They are ready with expectation and anticipation of what needs to be done on the job. Along with actual work duties, customer support is vital. Communicating with customers and tending to their needs appropriately and in a timely manner is vital to a business's existence. Employees that possess the soft skills to keep a business' purpose and image as a focal point of each work day are priceless.

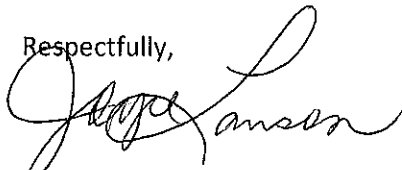
- Teamwork
- Leadership
- Positive customer service and its impact on the business
- Timeliness
- Quality work

Each of the above qualities can be refined through certification coursework and exams. As a member of our business and educational communities, I can see where every student in High School could greatly benefit from completing the Professional Communications Certification endorsed by Southwest Airlines, the Business Office Technology Certification, or the Career Preparedness Certification, both endorsed by Express Office Professionals.

It is a struggle to find employees who demonstrate the "soft-skills" that all businesses rely on for success. An employee that has earned either of these certifications would demonstrate to a business owner that they are more qualified for employment than a candidate without the certification.

I do hope that our educational system will make these certification exams available options for students to attain.

Respectfully,



Joyce Lawson  
Thurgood Marshall High School  
Career and Technology Department Chair  
281-634-6754 (Work)  
832-372-9618 (Cell)





4601 Bosque Boulevard | Waco, Texas 76710  
254.776.1660 Office | 254.776.1667 Fax  
ExtracoEventsCenter.com

**Board of Directors**

Mike Lewis  
Chairman of the Board

February 8, 2021

Tanner Moore  
Chairman-Elect

To Whom It May Concern:

Ted Teague  
Secretary

I am writing this letter in support of the Express Employment Professionals Career Preparedness Certification.

Mike Tawater  
Treasurer

Brent Neuhaus  
Immediate Past Chairman

The Extraco Event Center is a multi-use facility that hosts year-round events and entertainment as well as the 10-day Heart O' Texas Fair & Rodeo. Our front office, professional staff consists of 15 full time employees that are responsible for the day-to-day business activities and coordination of all events. Our company has served Central Texas for over 50 years. I serve as the Vice President – Fair Division and responsible for overseeing the Fair & Rodeo, Outdoor Expo, volunteers, and the Pre- Sale Program as well serve the senior level management team. I coordinate full time employees, temporary employees, and all volunteer efforts.

Wes Allison  
President/CEO

**Directors**

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James Bates  
Beau Chastain  
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Wes Dowd  
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Rosemary Mayes-Rafuse  
Bob Mock  
Tom Morgan  
Bud Munroe  
Debbie Parker-Fair  
David Post  
Diane Walters  
Trey Warren  
Whit Weems  
Charles Wiley\*  
Rob Wolaver  
T.J. Zawacki

Those who earn this certification have demonstrated that they have a mastery of concepts vital to succeeding in this industry, including:

- Developing and demonstrating skills needed for gainful employment
- Communicating how to effectively resolve workplace issues
- Demonstrating appropriate business etiquette and behavior

As an employer, we spend a large portion of our time interviewing potential candidates for employment. It is challenging to find young candidates who are well versed in not only the employment process, but also the actions and qualities necessary to succeed in a career after securing employment. An individual that has earned the Career Preparedness Certification has proven that they are more qualified for employment than a candidate without the certification. A certification such as this will help us prioritize our candidates for interviewing thus saving us substantial time in the hiring process. This certification is definitely a value to both students and employers.

Dustin Coufal  
General Manager  
Extraco Events Center

\*Executive Board Member





**I D E A L**  
**POULTRY BREEDING FARMS, INC.**

P.O. BOX 591 • CAMERON, TX 76520 • 254/697-6677 • FAX: 254/697-2393  
www.ideal-poultry.com

May 3, 2018

To Whom It May Concern:

I am writing this letter in support of the Career Preparedness Certification endorsed by Express Employment Professionals.

I own Ideal Poultry Breeding Farms, Inc, in Cameron, TX. I have been in the poultry business since 1979 and our company has been in business since 1937. We are the largest supplier of backyard chickens in the United States. We supply numerous feed stores with poultry all over the United States. Ideal Poultry employees right at 60 employees. They do office, hatchery, farm, box making and cleaning chicken house jobs, plus a whole lot in between.

Students who earn this certification have demonstrated that they are more career ready than a student without the certification. To earn the certification, the student has to demonstrate mastery of several competencies, including:

- Understanding many options available to the student upon graduation so they select the path that best fits their needs.
- Showing proper ways to prepare for and participate in a job interview. As I handle a lot of our job interviews this is a great help.
- Understanding the basics of finance and showing them how those practices can help with career success
- Communicating how to effectively resolve workplace issues without the use of social media. They need to learn what to control on their social media accounts

As an employer, having this Career Preparedness Certification helps us to learn who is ready for the workforce. We also feel that they will possess better work etiquette after going through this program, as well as being more qualified for employment.

Sincerely,

Janet F. Crouch  
Vice President

**Jess Ce's Farm & Ranch**

**9200 State Hwy 107**

**Mission TX. 78573**

**(956)585-3143**



**Jess Ce's Farm & Ranch**

May 15, 2018

To Whom It May Concern,

I am writing this letter to express my support for the Career Preparedness Certification endorsed by Express Business Professionals. This certification truly allows students to become ready for the job market while still in high school.

As a business owner, being able to obtain and hire the best possible employees for my business has always been one of my main business goals. I have found that young individuals who have obtained the Career Preparedness certification are much more qualified and prepared with employment skills which allow them to obtain and secure a job. Hiring this type of individual also allows me more time to spend on expanding and improving other facets of my business instead of spending valuable time preparing new employees with the basic employability skills.

This certification truly prepares young individuals for employment and gives them a leading edge over those who do not possess this certification. I feel that CTE programs offering industry certifications to high school students would greatly improve the job market in our area and the caliber of individuals we hire.

Sincerely

A handwritten signature in dark ink, appearing to read 'Jessie D. Garcia', with a stylized flourish at the end.

Jessie D. Garcia



## Literacy Lubbock

**Mission Statement:** Literacy Lubbock executes and supports programs that enable people to become literate.

**Vision Statement:** Changing lives through Literacy, one person at time.

Literacy Lubbock is a non-profit (tax exempt under Section 501(c) (3) of the IRS Code) education and human services agency which was organized in 1989. It has been a partner agency of the Lubbock Area United Way since 1999. Literacy Lubbock provides Adult Basic Education in Beginning Reading (ABE), English as a Second Language (ESL), GED Study (all subject areas), Dyslexia Training, and Early Childhood and Family Literacy programs and events at no cost to adult learners or children. Literacy Lubbock provides individual volunteer tutors or small classroom instruction to adult learners who request our help to enable them to achieve their personal literacy goals. By carefully matching trained literacy volunteers with adult learners in both tutor and adult learner paired settings and additionally in classroom settings, Literacy Lubbock is able to provide personalized study through high impact individualized prescriptive lessons, books, and training for interested individuals in a very cost effective manner, and at no cost to our adult learners.

Literacy Lubbock makes every attempt to accommodate all requests for literacy support and to keep pace with the increased volume of requests for assistance regarding literacy issues from adult learners in the Lubbock community and the surrounding areas of the South Plains. Literacy Lubbock continues to create new partnerships and learning opportunities in order to accommodate all requests for assistance. We believe that the support and encouragement of Literacy Lubbock will enable individuals and families to move toward self-sufficiency and improve their lives and futures forever through the immense empowerment of the survival skill of Literacy, unequaled as the most vital of all life skills and the paramount foundation for the development of human potential.

Lynda Dutton  
Executive Director  
Literacy Lubbock

1306 9<sup>th</sup> Street  
Lubbock, Texas 79401-2798  
Telephone 806.775.3636 Fax 806.775.2827

E-Mail Address: [literacylubbockED@yahoo.com](mailto:literacylubbockED@yahoo.com)

Website: [www.LiteracyLubbock.org](http://www.LiteracyLubbock.org) Facebook Literacy Lubbock



## Certification Endorsement Letter

May 15, 2018

**From: Lynda Dutton – Executive Director, Literacy Lubbock (Workforce Board Member)**

**Mission Statement:** Literacy Lubbock executes and supports programs that enable people to become literate.

**Vision Statement:** Changing lives through Literacy, one person at a time.

To Whom it may concern:

I am writing this letter in support of the Career Preparedness Certification which is endorsed by Express Employment Professionals.

My name is Lynda Dutton. I am the Executive Director of Literacy Lubbock. We are a United Way Partner Agency. Literacy Lubbock is a non-profit (tax exempt under Section 501 (c) (3) of the IRS Code) education and human services agency which was organized in 1989. It has been a partner agency of the Lubbock Area United Way since 1999. Literacy Lubbock provides Adult Basic Education in Beginning Reading (ABE), English as a Second Language (ESL), GED Study (all subject areas), Dyslexia training, and Early Childhood and Family Literacy programs and events at no cost to adult learners or children. Literacy Lubbock provides individual volunteer tutors or small classroom instruction to adult learners who request our help to enable them to achieve their personal literacy goals. We believe that the support and encouragement of Literacy Lubbock will enable individuals and their families to move toward self-sufficiency and improve their lives and futures forever through the immense empowerment of the survival skill of Literacy, unequaled as the most vital of all life skills and the paramount foundation for the development of human potential. Literacy Lubbock is a long-time member of Literacy Texas and the national organization of ProLiteracy.

Students who earn this certification have demonstrated that they have acquired a mastery of concepts vital to succeeding in this industry, including mastering essential learning objectives which include the following; discovering necessary skills for success in the business world, analyzing higher learning opportunities, understanding the importance of proper business manners and etiquette, understanding the interview process, organizing and planning personal finances, gaining the knowledge and skills needed to create various documents and presentations related to business requirements, and to be able to examine situations and issues on the job which may impact family and the environment in the workplace.

It is imperative that we have continuing groups of skilled workers for both current and future positions in industry. A student who has earned the Career Preparedness Certification which is endorsed by a nationally recognized association such as the Express Employment Professionals would be more prepared and employable than a student who does not have this certification. Finding and retaining employees is a major problem in many areas. Potential workers who have this certification are able to secure employment that is more desirable and longer-term.

Lynda Dutton





Kendra Burson  
PO BOX 282  
Silverton, TX 79257

May 16, 2018

To Whom It May Concern:

I am writing this letter in support of the Express Employment Professionals Career Preparedness Certification. Since I've graduated from Texas Tech University with a Bachelor's of Science in Animal Science, I have had various career opportunities. As a business owner and consultant, I have adapted to career changes to meet the needs of my family and I know the training from the Career Preparedness Certification would have been extremely beneficial to me.

Students who earn this certification have demonstrated they have a mastery of concepts vital to succeeding in this industry. The students are able to analyze the process of filling out job applications as well as creating cover letters and résumés. The students have the understanding of how to organize and plan personal finances and use a career plan to develop personal income potential. This knowledge is imperative and highly beneficial in jobs such as consult work. Also it is valuable that the students gain the knowledge and skills needed to create various business documents, spreadsheets, presentations, and databases using the Microsoft® Office Suite. A student earning this certification would be more prepared and employable than a student without a certification.

As a consultant, I eagerly search for someone who understands career paths and income potential to join my Mary Kay Consultant team. With this education these high students will have the knowledge and preparedness of skilled workers for current and future positions in the industry of their choice.

Sincerely,



Kendra Burson  
Mary Kay Independent Beauty Consultant

# **MORALES**

## **FEED & SUPPLY**

May 10, 2018

To Whom It May Concern:

I am writing this letter in support of the Career Preparedness Certification endorsed by Express Employment Professionals. Morales Feed and Supply is family owned business of 30 plus years with three different locations in Devine, Lytle, and Leakey TX. As Owner/Operator and Store Manager it is very important to have highly qualified associates representing our store who are knowledgeable about the products that we carry to make sure that the customers are happy and satisfied, because at the end of the day that determines our success. We typically have 5-6 employees at each location during business hours. Morales also works with the local high schools through their Ag Departments and CATE departments to employ students through the work programs. These students who earn this certification have demonstrated that they are more career ready than a student without the certification.

To earn the certification, the student has to demonstrate mastery of several competencies, including:

- Understanding the several options available to the student upon graduation so they select the path that best fits their needs
- Developing and demonstrating the skills needed to obtain employment, regardless of the industry they are entering
- Showing proper ways to prepare for and participate in a job interview
- Understanding the basics of financial literacy practices and how those practices can help with career success
- Recognizing how taxes impact paychecks
- Communicating how to effectively resolve workplace issues
- Demonstrating appropriate business etiquette and behavior. As an employer, we spend a large portion of our time interviewing potential candidates for employment.

This certification allows the students coming out of these programs to be ahead of the other students that they are competing with for these available positions, due to the fact that they already have real world experience and know how to handle themselves in the workplace. These students also know what characteristics make up a successful employee.

Sincerely

Daniel Morales

Manager

# **MORALES**

## **FEED & SUPPLY**

May 10, 2018

To Whom It May Concern:

I am writing this letter in support of the Career Preparedness Certification endorsed by Express Employment Professionals. Morales Feed and Supply is family owned business of 30 plus years with three different locations in Devine, Lytle, and Leakey TX. As outside sales manager it is very important to have highly qualified associates representing our store who are knowledgeable about the products that I am out trying to sale. We typically have 5-6 employees at each location during business hours. Morales also works with the local high schools through their Ag Departments and CATE departments to employ students through the work programs. These students who earn this certification have demonstrated that they are more career ready than a student without the certification.

To earn the certification, the student has to demonstrate mastery of several competencies, including:

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Sincerely

Derrick D. Drury

Outside Sales



# **MORALES**

## **FEED & SUPPLY**

May 10, 2018

To Whom It May Concern:

I am writing this letter in support of the Career Preparedness Certification endorsed by Express Employment Professionals. Morales Feed and Supply is family owned business of 30 plus years with three different locations in Devine, Lytle, and Leakey TX. As a store manager it is very important to have highly qualified associates representing our store. We typically have 5-6 employees at each location during business hours. Morales also works with the local high schools through their Ag Departments and CATE departments to employ students through the work programs. These students who earn this certification have demonstrated that they are more career ready than a student without the certification.

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This certification allows the students coming out of these programs to be ahead of the other students that they are competing with for these available positions, due to the fact that they already have real world experience and know how to handle themselves in the workplace. These students also know what characteristics make up a successful employee.

Sincerely

Jason C. Fleming

Livestock and Wildlife Feed Specialist

**NELSON & NELSON**

ATTORNEYS AT LAW

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JACK O. NELSON, JR.

J. DAVID NELSON

Writer's email address: [dnelson@nelsonfirm.com](mailto:dnelson@nelsonfirm.com)

May 15, 2018

TO WHOM IT MAY CONCERN:

Please take this letter as my support and complete endorsement of Express Employment Professionals Career Preparedness Certification Program.

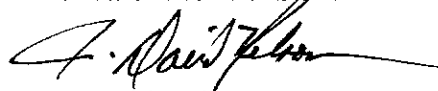
Our law office is dependent upon law clerks, legal assistants and para legals who have the proper training to apply in a profession such as the law. The more young people that will take programs in school that will prepare them for a job within the legal profession, the better served is our profession.

Students who earn the certification provided by Express Employment Professionals have been shown to demonstrate the proper skills and application thereof needed to be a valuable employee within a professional setting. Those students learn the value of organization, hard work and persistence in completing a complicated project. The certification offered by Express Employment Professionals assures us in the legal profession that those young people will be an asset to our law firm and legal profession.

I encourage your support and implementation of the Express Employment Professionals Career Preparedness Certification, which will benefit our professions, provide a broader work force in skilled professions and benefit the young people participating in the program.

Very truly yours,

NELSON & NELSON



J. David Nelson

JDN:kn



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***Pam Jones***  
***Independent Travel Agent***  
***Missouri City, TX***  
***312-315-3431***

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Traveling the World  
May 7, 2018

To Whom It May Concern:

I am writing this letter in support of Certification coursework and exams as they are used to prepare students for gainful and meaningful employment. Preparation for work and a career is enhanced greatly by courses and certifications to verify mastery of subject or skill.

As a Travel Agent, who relies on customer service and technology, I know that courses and certification exams prepare students for employment in a variety of businesses. Along with actual work duties, customer support is vital to all types of business. Communicating with customers and tending to their needs appropriately and in a timely manner is crucial to maintaining and expanding a customer base. Employees who possess the soft skills to keep business goals and company image as a focal point of each work day are priceless.

- Teamwork
- Leadership
- Customer focus
- Timeliness
- Quality work

Each of the above qualities can be refined through certification coursework and exams. As a member of our business and educational communities, I can see where every student in High School could greatly benefit from completing the Professional Communications Certification endorsed by Southwest Airlines, the Business Office Technology Certification, or the Career Preparedness Certification, both endorsed by Express Office Professionals.

It is a struggle to find employees who demonstrate the “soft-skills” that all businesses rely on for success. An employee that has earned either of these certifications would demonstrate to a business owner that they are more qualified for employment than a candidate without the certification.

I do hope that our educational system will make these certification exams available options for students to attain.

Respectfully,

Pamela Jones



Norma L. Salaiz, Ph.D., Director

May 17, 2018

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To Whom It May Concern:

I am writing this letter to express RGV LEAD's support of the Career Preparedness Certification endorsed by Express Employment Professionals. RGV LEAD, formerly Tech Prep of the RGV, Inc., is a nonprofit organization that facilitates collaboration and dialogue between school district/postsecondary educators and employers in the Rio Grande Valley with the goal of identifying critical skill sets needed by students as they transition from high school to college and the workplace.

RGV LEAD partners with twenty-nine school districts in the Region One ESC area, the University of Texas Rio Grande Valley, South Texas College, Texas State Technical College, and Texas Southmost College to implement initiatives that will better prepare RGV students for life after high school. A critical initiative is ensuring that graduates have acquired the critical skill sets necessary for successful postsecondary completion and workplace success. RGV LEAD believes that the Career Preparedness Certification will contribute to the development of these critical skill sets.

To earn this certification, students have to demonstrate mastery of several competencies, including:

- Understanding the several options available to the student upon graduation so they select the path that best fits their needs
- Developing and demonstrating the skills needed to obtain employment, regardless of the industry they are entering
- Showing proper ways to prepare for and participate in a job interview
- Understanding the basics of financial literacy practices and how those practices can help with career success
- Recognizing how taxes impact paychecks
- Communicating how to effectively resolve workplace issues
- Demonstrating appropriate business etiquette and behavior

Feedback gathered from our employer partners consistently refer to the critical need for students to receive training on the employment process, specifically on interviewing and keeping the job after securing it. A certification such as this will identify potential employees that are already trained on the critical skill sets and of value to both students and employers in the Rio Grande Valley.

Sincerely,

Norma L. Salaiz, Ph.D.  
RGV LEAD Director

## To whom it may concern:

At Express Employment Professionals, our long-term goal is to put a million people to work annually. To support the development of the future workforce, we are excited to offer the Career Preparedness certification. One of the reasons Express created the Career Preparedness Certification was because of the increase in age for the first job. In the 1980s more than 57% of people between 16-19 worked, compared with currently about 35% of teens working. With people waiting longer to enter the workforce the need to offer career preparedness training increased.

Express works closely with leaders in a wide variety of fields to lead the way in matching qualified employees with the right workforce fit for them. As a global staffing provider with more than 35 years of experience, we take great responsibility in sharing our knowledge of and passion for developing effective and confident employees.

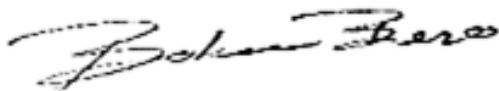
Individuals should consider earning the Express Career Preparedness Certification to give them an overall picture of choosing career, understand how to look for and get a job, and gain insights into workplace regulation and standards.

The value of the Career Preparedness Certification is two-fold, both for the individual certified and the company hiring them. For those certified the understanding of how to navigate the employment process and successfully enter the workforce brings added confidence to a typically stressful process. For the businesses, working with someone that achieved this certification should advance the onboarding process and offer the added benefit of an individual that understands workplace standards.

One of the best things about the Express Career Preparedness Certification is that the skills gained through the certification should help an individual select a career that is the best match for their education abilities, employability skills, and talents. By understanding the building blocks of selecting a career, attaining the skills for the career, and the process for successfully entering the workforce, this certification sets someone up for success no matter their field.

The Express Employment Professionals Career Preparedness Certification is a powerful stepping stone in helping individuals discover and achieve their career goals.

Sincerely,



Bobee Bero, SHRM-CP | Owner  
2717 N. Grandview Blvd. Suite 100 | Waukesha, WI 53188  
P: 262-264-5553 | Email: Bobee.Bero@expresspros.com  
Website: Expresspros.com/waukeshawi  
Administrative, Industrial, Skilled Trades and Professional Placements

