



January 1, 2025

To Whom It May Concern:

This letter is to advise you that CTECS located at 1866 Southern Lane, Decatur, Georgia 30033 is the sole authorized educational provider for the CTECS Workplace Readiness Assessment.

Purchase Orders should be sent directly to Nina Acosta at CTECS and may be faxed to (404) 492-5396 or emailed to nacosta@ctecs.org.

If you have questions or require additional information, please contact us.

Thank you for your interest in this assessment.

A handwritten signature in black ink, appearing to read "Timothy W. Withee". The signature is stylized with a horizontal line above the name and a large, sweeping flourish at the end.

Timothy W. Withee
Executive Director, CTECS