

FOR CAREER SEEKERS



NATIONAL
CAREER READINESS
CERTIFICATE®

CERTIFY YOUR SKILLS



™ PART OF THE
WORKREADY SYSTEM

ACT®

ACT.ORG/WORKFORCE

WANTED: APPLICANTS WITH CERTIFIED WORKPLACE SKILLS

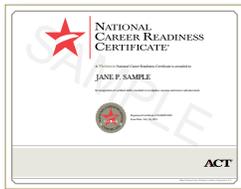
Employers across the country report that they are often overwhelmed by stacks of applications for only a handful of open positions. Sifting through these applications is time-consuming and inefficient. Employers need a way to quickly pinpoint individuals with essential, verifiable workplace skills. That's why they're asking applicants to earn a National Career Readiness Certificate (NCRC™).

CERTIFY YOUR SKILLS

Prove that you have the skills needed for the job. The National Career Readiness Certificate, issued by ACT, is a portable, evidence-based credential that certifies essential skills needed for workplace success. This credential is used across all sectors of the economy and verifies the following cognitive skills:

- Problem solving
- Critical thinking
- Reading and using work-related text
- Applying information from workplace documents to solve problems
- Applying mathematical reasoning to work-related problems
- Setting up and performing work-related mathematical calculations
- Locating, synthesizing, and applying information that is presented graphically
- Comparing, summarizing, and analyzing information presented in multiple related graphics

Take the first key step toward proving your workplace skills by earning the National Career Readiness Certificate. Find a test center near you by going to act.org/workkeys/locations.html.



INDIVIDUALS CAN EARN THE NCRC BY TAKING THREE WORKKEYS® ASSESSMENTS:

- **APPLIED MATHEMATICS** *WorkKeys assessments measure "real world" skills that employers believe are critical to job success. Test questions are based on situations in the everyday work world.*
- **LOCATING INFORMATION**
- **READING FOR INFORMATION**

CERTIFICATE LEVEL	LEVEL SCORE REQUIREMENTS	PERCENTAGE OF QUALIFIED JOBS IN WORKKEYS DATABASE*
Platinum	Minimum score of 6 on each of the three core areas	Examinee has necessary foundational skills for 99% of the jobs in the WorkKeys database
Gold	Minimum score of 5 on each of the three core areas	Examinee has necessary foundational skills for 93% of the jobs in the WorkKeys database
Silver	Minimum score of 4 on each of the three core areas	Examinee has necessary foundational skills for 67% of the jobs in the WorkKeys database
Bronze	Minimum score of 3 on each of the three core areas	Examinee has necessary foundational skills for 16% of the jobs in the WorkKeys database

* The Certificate is only one of many selection criteria employers use when hiring and promoting. Earning the National Career Readiness Certificate is not a substitute for meeting other job requirements.

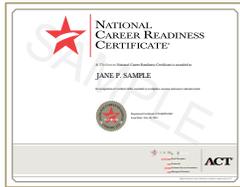
PROVE YOUR PERSONAL STRENGTHS WITH NCRC PLUS

Demonstrating your skills and your personal strengths expands your career opportunities. Personal characteristics—or soft skills—are highly valued by employers. The NCRC Plus measures soft skills that contribute to success in four work-related areas:

- **Work Discipline**—Productivity and dependability
- **Teamwork**—Tolerance, communication, and attitude
- **Customer Service Orientation**—Interpersonal skills and perseverance
- **Managerial Potential**—Persuasion, enthusiasm, and problem solving

Understanding how your personality can affect your performance helps you to uncover new methods and tools that can make you a better worker—one who will be sought after by employers and appreciated on the job. Earn the NCRC Plus by also taking the WorkKeys *Talent* assessment.

The Talent assessment is not required to qualify for a National Career Readiness Certificate.



NCRC PLUS RANKING	SCORE REQUIREMENTS FOR EACH SOFT SKILL CATEGORY
★	≤ 25%
★★	26–50%
★★★	51–75%
★★★★	76–100%



IMPROVE YOUR SKILLS WITH INTERACTIVE LEARNING

Once you've measured your workplace skills, it's much easier to see where you can improve. ACT's KeyTrain® curriculum is a complete interactive learning tool for developing career readiness skills. Ask your WorkKeys test site administrator how to access the KeyTrain curriculum.

WHY EARN THE NCRC?

- Stand out from other applicants
- Show prospective employers concrete evidence of your skills
- Learn which workplace skills you can improve
- Build your earning power (ACT research shows that higher Certificate levels lead to higher pay)

MAKING THE MOST OF YOUR NCRC

Taking the time and effort to earn your National Career Readiness Certificate is a major step toward launching your career. Once you've received the NCRC, now what?

- Login at nationalcareerreadiness.org to access and activate your online account.
- Follow the directions to enable employers to easily verify your credential online.
- Include information about your NCRC on your resume or application.

Directions for sharing your NCRC online and resume examples are available at act.org/certificate/use.html.

To learn more about the NCRC and NCRC Plus, please contact ACT:
800/967-5539 | nationalcareerreadiness.org

Good luck in your future career!



“Taking the assessment validated my skills and showed me areas where I could improve or even add additional skills. The certificate showed potential employers that I would be a valuable part of their workforce with the skills needed to do a good job.”

NATIONAL CAREER READINESS CERTIFICATE HOLDER, GEORGIA

“When we hire, we typically have 1,000 applicants for 30 positions. If they pass the tests and get a certificate, they’re closer to getting ahead in the job-application process.”

BERNADETTE YOUNG, FORMER HUMAN RESOURCES MANAGER, ENERGIZER

“At first I thought, ‘Oh, great—another test to make me look stupid.’ But once I started it, it felt like the test was made for me. It told me my ups and how to improve on my downs. By far, this is one of the best tests I have ever taken.”

SHAYLUNN LEE, STUDENT

“The Certificate shows I’m still viable as an employee. It demonstrates that my skills are current. And it shows that I can adapt to a wide variety of work environments because the assessments show that I can think. They put me in a position that recognizes my education, my work history, and my skill levels. I am committed to showing this company they made a good investment in choosing me.”

STEVE DUTNER, NATIONAL CAREER READINESS CERTIFICATE HOLDER, HOFFER PLASTICS

“It felt good to earn my Gold NCRC. I have a lot of confidence in myself, but it’s nice to have confirmation of what I can do. My certificate is something solid I can bring to an interview, and if an employer is using the NCRC to help select applicants, then it gives me a leg up.”

NATIONAL CAREER READINESS CERTIFICATE HOLDER, OREGON

“I learned that I’m smarter than I gave myself credit for. And there are things I knew from way back but didn’t realize it until I took this course. It made me a better person and gave me confidence. The instructors were awesome; they made it fun.”

TINA SMITH, NATIONAL CAREER READINESS CERTIFICATE HOLDER, GREEN MOUNTAIN COFFEE ROASTERS

“In one case, we had an employee who went from an entry-level position packing springs in shipping boxes to eventually operating our most sophisticated CNC equipment. In addition to finding occasional ‘diamond in the rough’ employees, this testing is helping us build career ladders for our employees based on their training plans and rising skill levels.”

JAY DUNWELL, PRESIDENT, WOLVERINE COIL SPRING

