



NATIONAL  
CAREER READINESS  
CERTIFICATE®

# CERTIFY

## YOUR WORKFORCE



™ PART OF THE  
**WORK**READY SYSTEM

**ACT**®

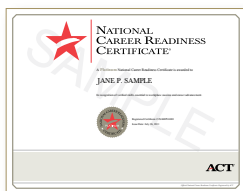
[ACT.ORG/WORKFORCE](https://act.org/workforce)

# CERTIFY YOUR WORKFORCE

The National Career Readiness Certificate (NCRC™) is an industry-recognized, 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



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*
<b>Platinum</b>	Minimum score of <b>6</b> on each of the three core areas	Examinee has necessary foundational skills for <b>99%</b> of the jobs in the WorkKeys database
<b>Gold</b>	Minimum score of <b>5</b> on each of the three core areas	Examinee has necessary foundational skills for <b>93%</b> of the jobs in the WorkKeys database
<b>Silver</b>	Minimum score of <b>4</b> on each of the three core areas	Examinee has necessary foundational skills for <b>67%</b> of the jobs in the WorkKeys database
<b>Bronze</b>	Minimum score of <b>3</b> on each of the three core areas	Examinee has necessary foundational skills for <b>16%</b> 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. Employers who require specific levels of WorkKeys scores are encouraged to perform a job analysis. Learn more at [act.org/workkeys/analysis](http://act.org/workkeys/analysis).

## NCRC PLUS

Foundational knowledge and skills related to job tasks are the most valid predictors of work performance. Combining measures of cognitive skills with measures of work-related behaviors—or soft skills—brings even greater accuracy to predictions about an individual’s success at work or in training. In addition to the cognitive skills listed earlier, the NCRC Plus ranks individuals in the following soft skills categories:

### WORK DISCIPLINE

Productivity and dependability

### TEAMWORK

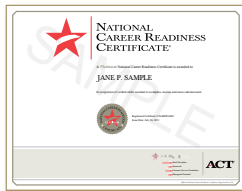
Tolerance, communication, and attitude

### CUSTOMER SERVICE ORIENTATION

Interpersonal skills and perseverance

### MANAGERIAL POTENTIAL

Persuasion, enthusiasm, and problem solving



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

Individuals can earn the NCRC Plus by taking the WorkKeys *Talent* assessment.

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

The foundational skills certified by the NCRC and the NCRC Plus are recognized by thousands of employers as essential for workplace success and career advancement.

Visit [nationalcareerreadiness.org](http://nationalcareerreadiness.org) to learn more about the power of the NCRC and NCRC Plus to help:

### CAREER SEEKERS

Provide employers with verifiable evidence of their job skills

### EMPLOYERS

Screen applicants and find the right workers for jobs at all levels, as well as make decisions about training and advancement of current employees

### EDUCATORS

Ensure that their students are ready for meaningful careers

### INDUSTRY ASSOCIATIONS

Adopt the NCRC as the foundational credential of their skills certification systems

### WORKFORCE DEVELOPERS

Help to supply employers with workers possessing the necessary skills to meet demand

### ECONOMIC DEVELOPERS

Inform businesses’ decisions about where to locate or expand by demonstrating the skill level of regional labor sheds



## WorkKeys®

**ASSESS** YOUR WORKFORCE. WorkKeys assessments measure workplace skills critical to job success. These skills are valuable for any occupation—skilled or professional—at any level of education, and in any industry. More than 10 million WorkKeys assessments have been administered. [workkeys.com](http://workkeys.com)

## ACT® PRO

Professional Credentialing Services

**CERTIFY** YOUR WORKFORCE. ACT® Pro—ACT Professional Credentialing Services—offers more than 35 years of experience in providing clients with a full range of customized testing services. ACT's knowledgeable, experienced staff establishes working relationships with credentialing organizations to identify and fulfill their needs. ACT maintains the highest standards of quality and performance for examination programs. As an industry leader in psychometric research, ACT focuses on validity, reliability, and standard setting. [act.org/workforce](http://act.org/workforce)



**CERTIFY** YOUR WORKFORCE. The National Career Readiness Certificate, issued by ACT, is an industry-recognized, portable, evidence-based credential that certifies essential skills needed for workplace success.

[nationalcareerreadiness.org](http://nationalcareerreadiness.org)



**DEVELOP** YOUR WORKFORCE. KeyTrain® is the complete interactive learning tool for career readiness skills. At its foundation is a curriculum designed to help people master the applied workplace skills measured by the WorkKeys® assessments. This core curriculum is complemented by diagnostic tools, soft skills training, and powerful reporting capabilities to form a robust career readiness learning system. [workkeys.com](http://workkeys.com)

## Scholarship and Recognition Services

**RECOGNIZING** EXCELLENCE. **PROMOTING** OPPORTUNITY. ACT is a nonprofit organization with one guiding purpose: helping people achieve education and workplace success. Scholarship programs support this mission. ACT's Scholarship and Recognition Services offer a full spectrum of consulting and program management services to organizations that provide scholarships for education and career development. [act.org/recognition](http://act.org/recognition)

