



# National Career Readiness Certificate



Research has shown a clear gap between skills of our nation’s workforce and the basic skills needs of employers. To reduce the cost of remedial training and lost efficiency, more employers are implementing pre-employment assessments to identify these skills prior to hiring.

## What is the National Career Readiness Certificate (NCRC)?

The NCRC is a credential based upon the WorkKeys® Assessments that substantiate to employers that an individual possesses the basic workplace skills required for 21<sup>st</sup> century jobs.

Getting an NCRC allows an individual to show prospective employers that he or she possesses the basic skills they are seeking.

Even if an individual has a high school diploma (or GED) or a post-secondary degree, the NCRC further verifies that he or she can handle tasks that are common and vital in today’s workplaces.

## What are the target areas and levels of the National Career Readiness Certificate?

The NCRC focuses on three targeted skills. Over 85% of jobs in the US require competency in these skills:

- Applied Math
- Graphic Literacy
- Workplace Documents

**Applied Math**—measures critical thinking, mathematical reasoning, and problem solving techniques for situations that occur in today’s workplace.

**Graphic Literacy**—measures the skill needed to locate, synthesize, and use information from workplace graphics.

**Workplace Documents**—measures the skill people use when they read and use written text such as memos, letters, directions, signs, notices, bulletins, policies, and regulations on the job.

Skill Area	Bronze	Silver	Gold	Platinum
Applied Math	3	4	5	6
Graphic Literacy	3	4	5	6
Workplace Documents	3	4	5	6

**Bronze Level:** An individual achieving this level possesses core employability skills for approximately 17% of the profiled jobs.

**Silver Level:** An individual achieving this level possesses core employability skills for approximately 69% of the profiled jobs.

**Gold Level:** An individual achieving this level possesses core employability skills for approximately 93% of the profiled jobs.

**Platinum Level:** An individual achieving this level possesses core employability skills for approximately 99% of the profiled jobs.



# Practice for ACT NCRC WorkKeys

- The practice portion of the assessment is called **ACT WorkKeys Curriculum**.
- **If you are a current Northeast State student**, you may obtain a **free** ACT WorkKeys Curriculum User ID and Password from Kim Tipton in the Technologies Education Complex, room 107. A User ID and Password may also be obtained by emailing Kim at [kmtipton@northeaststate.edu](mailto:kmtipton@northeaststate.edu).
- **If you are NOT a current Northeast State student**, you may obtain access to ACT WorkKeys Curriculum for a fee of \$5.00. Contact Workforce Solutions, room A212, Student Services Building or by emailing Rebecca Moody at [rzmoody@northeaststate.edu](mailto:rzmoody@northeaststate.edu) or Cindy Tauscher at [cmtauscher@northeaststate.edu](mailto:cmtauscher@northeaststate.edu).

## Are You Ready to Take the Assessment?

<ol style="list-style-type: none"> <li>1. Register for the NCRC/WorkKeys test at <a href="http://www.northeaststate.edu/testing">www.northeaststate.edu/testing</a>. Click on Schedule Now for available dates and times. (Do not use Internet Explorer.)</li> <li>2. Assessment fees must be paid in the Cashier's office at Northeast State before you test. You must bring the receipt to the Testing Center on the date of testing.</li> <li>3. On the day of assessment at Northeast State: <ul style="list-style-type: none"> <li>• You must bring a current proof of identification with photo (driver's license, state ID, school ID, passport) or a notarized statement with photo.</li> <li>• Your cell phone and other electronics will be stored during testing.</li> <li>• You will receive results from testing after completion of all exams, but you will have to order your NCRC certificate at <a href="http://www.myworkkeys.com">www.myworkkeys.com</a>.</li> <li>• If you are not a Northeast State student, you must stop at the Welcome Center to obtain a Visitor's Parking Pass.</li> </ul> </li> </ol>	<b>NORTHEAST STATE STUDENTS</b>
	WorkKeys assessments are <b>free</b> for students for the <b>first</b> attempt. For students who wish to re-take the WorkKeys, there is a \$13 per core test fee.
	<b>NON-STUDENT/COMMUNITY MEMBERS</b>
	A limited number of FREE assessments per month are available for first-time test takers. Free assessments are on a first come, first serve basis. Once the free assessments are filled, you may schedule for a date with a fee of \$22.00 per core assessment.  If you do not reach the desired or employer required levels, you may re-take the WorkKeys, but there will be a \$22 per core assessment fee.
	<b>QUESTIONS?</b>
Northeast State Community College Testing Center: 423-354-2587 or <a href="mailto:testing@northeaststate.edu">testing@northeaststate.edu</a>	

If you have further questions about ACT WorkKeys, please contact ACT directly at [www.act.org](http://www.act.org) or at 1-800-967-5539. You may also search for other locations in your region that give the WorkKeys assessment and practice options at ACT's test site locator: <http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/shared/test-site-locator-form.html>.