



# Certify your students

**ACT**® National Career  
Readiness Certificate

[act.org/workforce](https://act.org/workforce)



## The ACT National Career Readiness Certificate™ for educators

### Give your students the ACT NCRC® advantage

You are preparing your students for life beyond high school, including their careers. When they join the job hunt, their job applications will mix with many others on the desks of employers. How can you help your students move their applications to the top of the stack? Give them the opportunity to earn the ACT National Career Readiness Certificate (ACT NCRC).

### Students who certify their workplace skills get noticed

The ACT NCRC is a portable, evidence-based credential that certifies the essential skills for workplace success. Employers look for it from job candidates, whether they come directly from high school or through postsecondary paths, because it is a valid predictor of job performance.

### Students earn the ACT NCRC by taking three assessments

Three ACT WorkKeys® assessments form the basis of the ACT NCRC and measure real-world skills in these critical core areas:

- Applied Mathematics
- Locating Information
- Reading for Information

## About the ACT NCRC

More than 2 million individuals have earned the ACT NCRC, and thousands of employers around the country and across all sectors of the economy recognize its value. They rely on the ACT NCRC for information on the skills of applicants and employees, such as the ability to:

- Perform basic mathematic operations relevant to the workplace
- Read and understand documents commonly found in the workplace
- Find information presented in common workplace graphics
- Set up and solve complex, work-related mathematic problems
- Determine the relevance of written information to work-related tasks
- Apply information derived from graphics to work-related problems

## Employers recognize the ACT NCRC because it connects to jobs

ACT-authorized job profilers have profiled the requirements for nearly 20,000 jobs in terms of skills measured by ACT WorkKeys assessments. The assessments are relevant predictors of job performance at all levels because they focus on the skills most in demand by employers. The Platinum, Gold, Silver, or Bronze ACT NCRC is awarded based on an individual's scores in the three assessments.

To earn the ACT NCRC at this level...	...and qualify for this percentage of the jobs profiled by ACT-authorized job profilers...	...on each core test, a student must score at least:
<b>Platinum</b>	<b>99%</b>	<b>6</b>
<b>Gold</b>	<b>93%</b>	<b>5</b>
<b>Silver</b>	<b>67%</b>	<b>4</b>
<b>Bronze</b>	<b>16%</b>	<b>3</b>

## The ACT NCRC delivers immediate benefits

The ACT NCRC empowers students to:

- Match their workplace skills to the skills employers need
- Show employers anywhere in the United States concrete documentation of their skills
- Stand out from other applicants lacking credentials
- Demonstrate their commitment to succeed
- Bolster their earning potential (ACT research shows that higher ACT NCRC levels correlate with higher pay)
- Identify workplace skills that could be improved

## How students use the ACT NCRC to launch a career

After earning the ACT NCRC, students can easily set up an online account at [myworkkeys.com](http://myworkkeys.com) that enables employers to verify their credentials quickly and conveniently. They'll also want to showcase their accomplishment by including information about achieving the ACT NCRC on their resumes and job applications. Directions for sharing the ACT NCRC online and resume examples are available at [act.org/certificate/use.html](http://act.org/certificate/use.html).

## The ACT NCRC can help students on a postsecondary path

The ACT NCRC is not just for individuals planning to start careers immediately after high school. It also makes a difference in postsecondary pathways.

For example:

- The American Council on Education (ACE) recommends that its network of more than 1,000 institutions give three semester hours of college credit to an individual who earns the ACT NCRC at the Silver, Gold, or Platinum level. This recommendation is followed at the discretion of each school. For details, go to [bit.ly/acecredit](http://bit.ly/acecredit).
- The ACT NCRC is the foundation of the National Association of Manufacturers (NAM) stackable credential program. It is also a key component of credentialing programs in other industries, such as energy, construction, and information technology. Students on various career paths earn the ACT NCRC on their way to earning industry credentials and certifications. Details on the NAM-Endorsed Manufacturing Skills Certification System are available at [www.act.org/workforce/nam.html](http://www.act.org/workforce/nam.html).

## Prepare your students



**Strengthen skills:** Students who want to strengthen their skills should be directed to the ACT KeyTrain® curriculum. ACT KeyTrain is a complete interactive learning tool designed specifically to help people master the applied career readiness skills measured by the ACT WorkKeys assessments.



ACT Career Ready 101™ adds to ACT KeyTrain's content by addressing financial literacy and job search skills such as interviewing and resume writing. Together, these programs provide an integrated tool that fully connects students to the workplace. For more information, go to [act.org/workforce](http://act.org/workforce).

**Practice:** To minimize test anxiety and get a head start on preparing for the ACT WorkKeys testing experience, encourage students to take practice tests online at [act.org/workforce](http://act.org/workforce).

## The ACT NCRC gives students a first step toward career success

The ACT NCRC is a valuable credential for students whether they plan to go directly to work after high school or pursue postsecondary paths. Regardless of the path, students eventually go to work—and they need the skills certified by the ACT NCRC.

Earning the ACT NCRC helps students with their career decisions, especially by giving them an understanding of what skills they need.

Of course, the ACT NCRC is only one of the criteria employers use when hiring and promoting, and earning it is not a substitute for meeting other job requirements. Still, students take an important first step toward the top of the application stack when they earn the ACT NCRC.

### Success Story: Elgin, Illinois

A coalition of educators, workforce agencies, business and industry leaders, and the City of Elgin uses the ACT NCRC and ACT WorkKeys to benefit job seekers, employers, and the local economy. All juniors in Illinois public high schools take two of the ACT WorkKeys exams needed to earn the ACT NCRC—Applied Mathematics and Reading for Information. In 2007, Elgin schools began to offer the third exam—Locating Information—so students can qualify for the certificate. So far, more than 5,000 Elgin students have earned the credential.

Meanwhile, the Elgin Chamber of Commerce partners with Elgin Community College and local agencies in the “1,000 Worker Skills Initiative,” which offers ACT WorkKeys assessments, skills training, and the ACT NCRC to 1,000 unemployed Elgin residents. Local employers like the Hoffer Plastics Corporation have analyzed job positions for required skills and hire ACT NCRC holders based on their skill levels as proven by their ACT WorkKeys scores.



To learn more about the ACT NCRC and ACT NCRC Plus, please contact ACT at **800.967.5539** or go to [act.org/workforce](http://act.org/workforce).

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