ACT® WORKKEYS® · NCRC CREDIT FOR PRIOR LEARNING

How to Send Your NCRC Transcript

Your verified NCRC transcript, delivered in four easy steps

WHY IT MATTERS

Earned an ACT® WorkKeys® National Career Readiness Certificate™ (NCRC®) at the Silver, Gold, or Platinum level? You may be eligible to earn college credit. Sending your verified transcript starts the review.

Your verified NCRC transcript, delivered in four easy steps

1 Sign In to Your Credly Account

Go to ***credly.com*** and sign in with the email address tied to your NCRC. Click your profile icon (your initials, top right).

2 Select Send Transcript from the Menu

Choose ***Send Transcript*** from the menu. Credly generates a verified transcript of every badge you've earned.

Includes your NCRC level and all WorkKeys badges

3 Enter Institution Contact Information

Enter the recipient's name and email. See the contact information box below.

Institution Contact Information

Institution / Office: _____

Contact Name: _____

Email: _____

ADD A CUSTOM MESSAGE LIKE THIS ONE

"Please consider my attached ACT NCRC transcript for transferable college credit. You can reach me at [your email]."

4 Send Your NCRC Transcript

Check the preview, then click ***Send***. Credly delivers your verified transcript straight to the college.

Best practice: send after you apply so credentials connect to your academic file

Helpful Tips

Send After You Apply.
This will ensure your name is in the system and any articulated credentials will be connected to your academic file.

Check Your Student Portal.
Once processed, this is where you'll verify your transferred and articulated credits.

Send an Updated Transcript Anytime.
Your transcript is a snapshot. Earn a new badge? Send it again.

It's Free.
Sending your transcript through Credly won't cost you anything.

ACT® WorkKeys® NCRC®

Credit awarded is at the discretion of each institution. ACT®, WorkKeys®, and NCRC® are registered trademarks, and National Career Readiness Certificate™ is a trademark, of ACT Education Corp.

©2026 by ACT Education Corp. All rights reserved.