How to Find ACE Recommendations for the WorkKeys NCRC in TES®

A four-step lookup guide for registrars and admissions professionals.

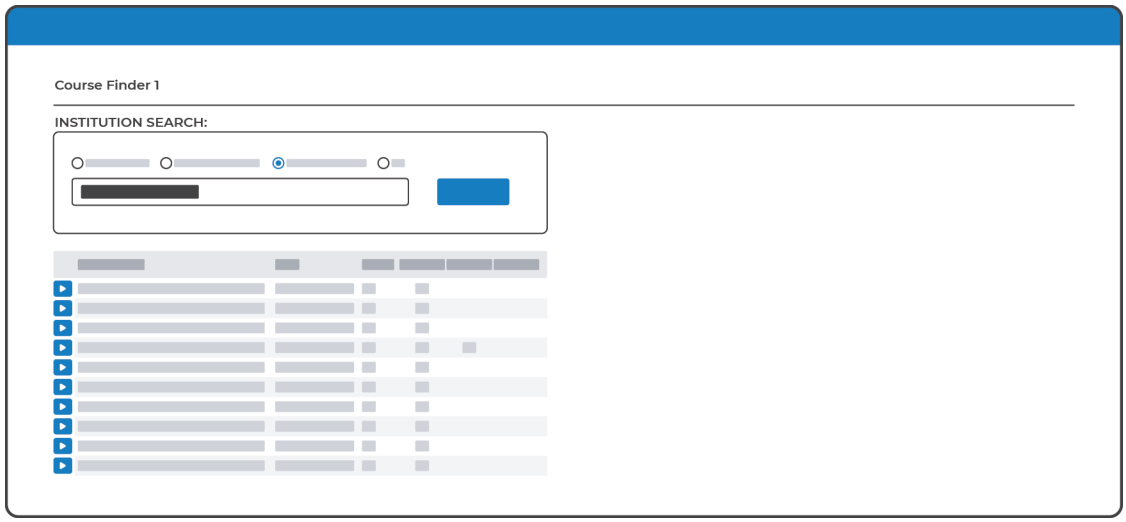
In 2025, the American Council on Education (ACE) recommended that colleges and universities award up to 9 semester hours of lower-division credit to individuals who earn the ACT® WorkKeys® National Career Readiness Certificate® (NCRC®) at the Silver, Gold, or Platinum level.

	Quantitative Reasoning	Information Literacy	Professional Writing	Total
Platinum	3 Semester Hours	3 Semester Hours	3 Semester Hours	9 Semester Hours
Gold	2 Semester Hours	2 Semester Hours	2 Semester Hours	6 Semester Hours
Silver	1 Semester Hours	1 Semester Hours	1 Semester Hours	3 Semester Hours

The Four Steps

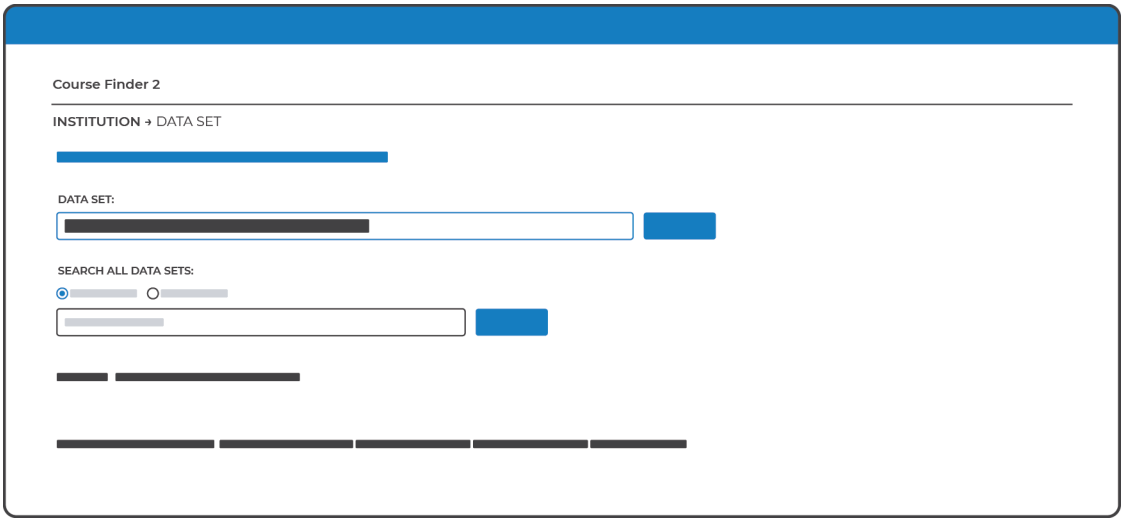
1

Search the Institution. In the Transfer Evaluation System (TES), choose the Alternate Credit search, enter “ACE National,” and select American Council on Education.



2

Open the Data Set Menu. On the ACE page, open the Data Set drop-down.



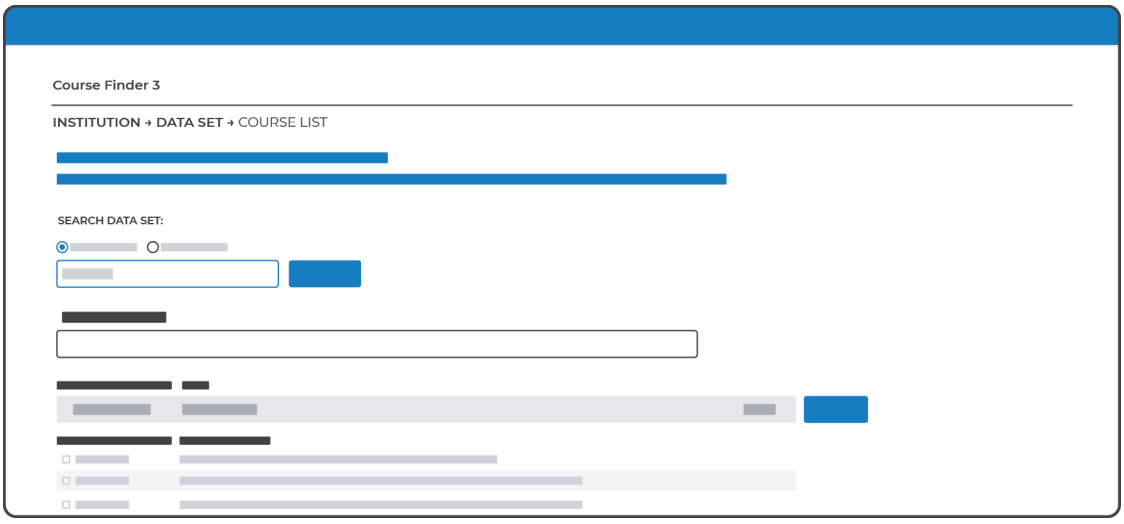
3

Select the National Guide. Choose the most recent National Guide to College Credit for Workforce Training Exams and Courses.



4

Search Course Code “ACTI.” The WorkKeys NCRC listings appear by level. Click View for full credit details.



Found It?

Add the WorkKeys NCRC to Your Equivalency List

Credit awards are at the discretion of each institution. Download the full ACE credit recommendation to share with your credit for prior learning committee

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