

Congratulations Jane Sample

You have completed the ACT[®] WorkKeys[®] assessments! Based on your scores, you have earned a **Gold Level** ACT WorkKeys National Career Readiness Certificate[®] (NCRC[®]).



Show off your skills

Put your WorkKeys score results and NCRC on your resume, on your application to a community college or technical school, or present your NCRC at a job interview to show the employer that you have the skills needed for the job.



How to access your NCRC

Step 1: Go to [MyWorkKeys.com](https://myworkkeys.com).

Step 2: Log in with your User ID and Password

User ID: SAMPLEJ

Password: ABC123

Step 3: You will be prompted to validate your information. Fill in any required fields.

Step 4: In your account, select Certificate Management to view your certificate.

Step 5: View, print and share your test scores. ACT will not share your information without your authorization. To make your test scores public to employers, select **Share Test Score**.

Step 6: View, print and share your certificate. ACT will not share your information without your authorization. To make your certificate public to employers, select **Share Certificate**.

Find your fit

Compare your score levels to occupational profiles contained in ACT JobPro – the largest online job skills database in the world, with **more than 22,000 careers** profiled. Visit jobprofiles.act.org to explore.



Identify career skill improvements

ACT WorkKeys assessments are developed to solve actual workplace problems. Use your results to **learn what education, training or practice you need** to excel in your desired future career.



Earn more money

There is a positive relationship between higher NCRC and ACT WorkKeys skill levels, and shortand long-term wages. Adults who earned a Silver, Gold or Platinum NCRC **increased their income within two years.**