
The ACT® WorkKeys® National Career Readiness Certificate® (ACT® WorkKeys® NCRC®) is an evidence-based credential that certifies essential work skills needed for success in jobs across industries and occupations. It is earned by completing the following ACT WorkKeys assessments: Applied Math, Graphic Literacy, and Workplace Documents.

What the Certificate Demonstrates

The ACT WorkKeys NCRC is awarded in four levels (Bronze, Silver, Gold, and Platinum) and verifies skills proficiency in:

- Problem solving
 - Critical thinking
 - Reading and using work-related text
 - Applying information from workplace documents to solve problems
 - Setting up and performing work-related mathematical calculations
 - Locating, synthesizing, and analyzing information presented in multiple related graphics
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Benefits to Employers

Case studies and research show that employers benefit from understanding and using the ACT WorkKeys NCRC.

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| • Better quality hire | • Reduced turnover |
| • Reduction in time to hire | • Shortened training period |
| • Improved employee morale | • Decreased operator error |
| • Improving promotional procedures | • Increased performance ratings for skilled workers |
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For More Information about What is Measured

You may go online to see what is measured on each ACT WorkKeys assessment at each level.

- Applied Math:
<https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/applied-math.html>
 - Graphic Literacy:
<https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/graphic-literacy.html>
 - Workplace Documents:
<https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/workplace-documents.html>
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My Certification

ACT WorkKeys National Career Readiness Certificate (ACT WorkKeys NCRC)

- Name:
- Level:
- Issue Date:
- Certificate ID Number:

This credential is registered with ACT and may be verified at <http://www.act.org/certificate/verify.html>.