



Document your skills

ACT[®] National Career
Readiness Certificate[™]

act.org/workforce

Wanted: Applicants with documented workplace skills

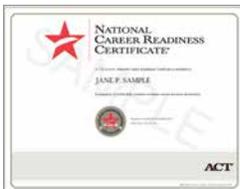
Employers across the country are overwhelmed with stacks of applications for only a handful of open positions. Sifting through these applications is time consuming and inefficient. Employers need a way to quickly find individuals with essential, verifiable workplace skills. That's why they're asking applicants to earn an ACT National Career Readiness Certificate™ (ACT NCRC®).

Document your skills

The ACT NCRC documents a range of essential skills that are broadly relevant across industries and occupations, including 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

Find an assessment center to document your workplace skills and earn an ACT National Career Readiness Certificate. A list of centers can be found at act.org/workkeys/locations.html.



Individuals can earn the ACT NCRC by taking three ACT WorkKeys® assessments:

- Applied Mathematics
- Locating Information
- Reading for Information

ACT WorkKeys assessments measure “real world” skills that employers believe are critical to job success. Test questions are based on situations in the everyday work world.

Certificate level	Level score requirements	Comparison to skill levels in the ACT JobPro® database*
Platinum	Minimum score of 6 on each of the three assessments	Examinee demonstrates foundational skills associated with approximately 99% of jobs in the ACT JobPro database
Gold	Minimum score of 5 on each of the three assessments	Examinee demonstrates foundational skills associated with at least 93% of jobs in the ACT JobPro database
Silver	Minimum score of 4 on each of the three assessments	Examinee demonstrates foundational skills associated with at least 67% of jobs in the ACT JobPro database
Bronze	Minimum score of 3 on each of the three assessments	Examinee demonstrates foundational skills associated with at least 16% of jobs in the ACT JobPro database

* The ACT JobPro database includes nearly 20,000 job profiles that identify the ACT WorkKeys skill levels required for specific jobs and groups of jobs.

Improve your skills with interactive learning

Once you've measured your workplace skills, it's much easier to see where you can improve. The ACT KeyTrain® curriculum is a complete interactive learning tool for developing career readiness skills.

Ask your ACT WorkKeys test site administrator how to access the ACT KeyTrain curriculum.



Why earn the ACT NCRC?

- Stand out from other applicants
- Demonstrate your work readiness skills to employers
- Learn which workplace skills you can improve
- Build your earning power

Making the most of your ACT NCRC

Taking the time and effort to earn your ACT NCRC is a major step toward launching your career. Once you've received the ACT NCRC, then what?

- Log in at act.org/certificate/access_account.html to access and activate your online account.
- Follow the directions to enable employers to easily verify your credential online.
- Include information about your ACT NCRC on your resume or application.

“Taking the assessment validated my skills and showed me areas where I could improve or even add additional skills. The certificate showed potential employers that I would be a valuable part of their workforce with the skills needed to do a good job.”

— ACT NCRC recipient, Georgia

“I learned that I’m smarter than I gave myself credit for. And there are things I knew from way back but didn’t realize it until I took this course. It made me a better person and gave me confidence. The instructors were awesome; they made it fun.”

— Tina Smith, ACT NCRC recipient, Green Mountain Coffee Roasters

“The certificate shows I’m still viable as an employee. It demonstrates that my skills are current. And it shows that I can adapt to a wide variety of work environments because the assessments show that I can think. They put me in a position that recognizes my education, my work history, and my skill levels. I am committed to showing this company they made a good investment in choosing me.”

— Steve Dutner, ACT NCRC recipient, Hoffer Plastics

Directions for sharing your ACT NCRC online and resume examples are available at act.org/certificate/use.html.

To learn more about the ACT NCRC, please contact ACT: **800.967.5539** | act.org/workforce

“When we hire, we typically have 1,000 applicants for 30 positions. If they pass the tests and get a certificate, they’re closer to getting ahead in the job application process.”

— Bernadette Young, former human resources director, Energizer

“At first I thought, ‘Oh, great—another test to make me look stupid.’ But once I started it, it felt like the test was made for me. It told me my ups and how to improve on my downs. By far, this is one of the best tests I have ever taken.”

— Shaylunn Lee, student

“It felt good to earn my Gold ACT NCRC. I have a lot of confidence in myself, but it’s nice to have confirmation of what I can do. My certificate is something solid I can bring to an interview, and if an employer is using the ACT NCRC to help select applicants, then it gives me a leg up.”

— ACT NCRC recipient, Oregon

“In one case, we had an employee who went from an entry-level position packing springs in shipping boxes to eventually operating our most sophisticated equipment. In addition to finding occasional ‘diamond in the rough’ employees, this testing is helping us build career ladders for our employees based on their training plans and rising skill levels.”

— Jay Dunwell, president, Wolverine Coil Spring

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