



**Ask for the  
ACT NCRC<sup>®</sup>  
work skills  
credential**

**ACT<sup>®</sup>** National Career  
Readiness Certificate<sup>™</sup>

[act.org/workforce](https://act.org/workforce)

# Wanted: Applicants with documented workplace skills

Employers across the country are overwhelmed by stacks of applications for only a handful of open positions. Sifting through these applications is time consuming and inefficient. You need a way to quickly pinpoint individuals with essential, verifiable workplace skills. Your solution: the ACT National Career Readiness Certificate™ (ACT NCRC).

## Identify qualified applicants

Ask your applicants to earn the ACT NCRC. It's that simple. Once you do, you'll be on your way to finding qualified applicants for your job openings. The ACT NCRC is a portable, evidence-based credential that documents essential skills needed for workplace success. This credential is used across all sectors of the economy and verifies the following cognitive skills:

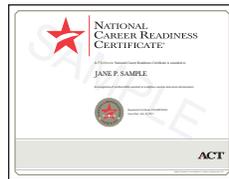
- Problem solving
- Critical thinking
- Reading and using work-related text
- Applying information from workplace documents to solve problems

- Applying mathematical reasoning to work-related problems
- Setting up and performing work-related mathematical calculations
- Locating, synthesizing, and applying information that is presented graphically
- Comparing, summarizing, and analyzing information presented in multiple related graphics

Build a strong applicant pool by asking for the ACT NCRC.

## Individuals can earn the ACT NCRC by earning appropriate scores on three ACT WorkKeys® assessments:

- Applied Mathematics
- Locating Information
- Reading for Information



ACT WorkKeys assessments measure foundational skills required for success in the workplace. The assessments that comprise the ACT NCRC measure the skills found to be most essential across industries and occupations.

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

\* Individuals may meet the requirements of a larger percentage of jobs in the ACT JobPro database—ACT's proprietary database that identifies foundational skill requirements for nearly 20,000 job titles—depending on their scores on the three individual ACT WorkKeys assessments. Individuals and employers are encouraged to consult the database for more information about skill requirements associated with specific jobs or contact ACT to set up a detailed job analysis. Learn more at [act.org/workkeys/analysis](http://act.org/workkeys/analysis).



## Four steps to faster implementation

Once you have decided to use the ACT NCRC at your organization, follow these four steps for a faster, more effective implementation.

### 1. Prepare

- Learn to explain the program to others with clear, consistent statements
- Get the appropriate people at your company involved:
  - Executive level (program sponsor, decision maker)
  - Human resources staff
  - Heads or representatives of major departments

### 2. Plan

- Decide how your company will use the ACT NCRC:
  - Recommend for some or all positions
  - Evaluate individuals for hiring and/or promotion
- Assign tasks to appropriate team members
- Review key steps and prepare to implement

### 3. Launch

- Communicate with internal and external audiences
- Train internal stakeholders who will work with the program
- Integrate the credential into job postings and descriptions: “We recommend an ACT National Career Readiness Certificate for all applicants to this position.”

### 4. Build

- Help applicants earn the ACT National Career Readiness Certificate. Find a test center near you by going to [act.org/workkeys/locations.html](https://act.org/workkeys/locations.html).
- Build a pool of qualified applicants

For details on how to use the ACT NCRC in your organization, contact ACT at **800.967.5539** or go to [act.org/workforce](https://act.org/workforce).

**“We no longer have to deal with stacks of applications. Now we have a much better idea of what we’re getting, and our existing employees know that the new team member will be equipped to learn quickly and contribute right away. With this program, we’re able to place the right person in the right job.”**

— Leon Osborne, chief executive officer, Osborne Wood Products



## ACT<sup>®</sup> WorkKeys<sup>®</sup>

**Assess your workforce:** ACT WorkKeys assessments measure workplace skills critical to job success. These skills are valuable for any occupation—skilled or professional—at any level of education and in any industry. More than 10 million ACT WorkKeys assessments have been administered.

## ACT<sup>®</sup> National Career Readiness Certificate<sup>™</sup>

**Identify qualified applicants:** The ACT National Career Readiness Certificate is an industry-recognized, portable, evidence-based credential that documents essential skills needed for workplace success.

## ACT<sup>®</sup> KeyTrain<sup>®</sup>

**Develop your workforce:** ACT KeyTrain<sup>®</sup>, a career curriculum available for mobile devices and web-based training, is the complete interactive learning tool for career readiness skills. At its foundation is a curriculum designed to help people master the applied workplace skills measured by the ACT WorkKeys assessments. This core curriculum is complemented by diagnostic tools, soft skills training, and powerful reporting capabilities to form a robust career readiness learning system.

## ACT<sup>®</sup> National Career Readiness Certificate<sup>™</sup>

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