



ACT National Career Readiness Certificate (NCRC) Fact Sheet

Certifying Organization	American College Testing (ACT) www.act.org ACT National Career Readiness Certificate http://www.act.org/certificate/index.html					
Description of Credentials	The ACT National Career Readiness Certificate (ACT NCRC) is an assessment-based credential powered by ACT WorkKeys®. The ACT NCRC measures and certifies the essential work skills needed for success in jobs across industries and occupations. While the ACT NCRC is awarded at four levels, the Louisiana Department of Education recognizes the “silver” level or higher for accountability purposes. To obtain “silver”, a student must have scores of Level 4 or higher in each of the three core areas. At the “silver” level, students have the necessary foundational skills for 67 percent of the jobs in the WorkKeys database.					
Entry-Level Annual Salaries	N/A					
CTE Program Alignment						
Industry-Based Certification Requirements: Students						
Standard / Curriculum	The ACT NCRC is based on ACT WorkKeys research-based work skills assessments. To earn an ACT NCRC, an examinee must successfully complete three ACT WorkKeys assessments: Applied Mathematics, Locating Information, and Reading for Information. These assessments measure a range of essential work skills, including the ability to: <ul style="list-style-type: none"> • 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 math problems • Determine the relevance of written information to work-related tasks • Apply information derived from graphics to work-related problems 					
Testing Methodology <i>(consists of two tests)</i>	Paper?	Yes	Online – Cognitive portion	Yes	Performance Exams / Tests? Psychomotor portion	No
Re-Testing (if available)	Re-Testing Procedures:	To help you prepare and/or improve WorkKeys® scores		Max # of Attempts Allowed:	1	
Testing Details <i>(including any age requirements / accommodations)</i>	You may take the ACT WorkKeys assessments at any ACT-licensed organization.					
Industry-Based Certification Requirements: Teachers						
Instructor Certification Requirements (by certifying agency)	Being a test administrator for the WorkKeys assessments requires that you have an active understanding of our testing policies and procedures. Therefore, all testing staff is required to complete a training program in preparation for testing center operations. The ACT WorkKeys® Administration Manual must be followed explicitly. Call 800/WORKKEY (967-5539) or complete the ACT WorkKeys® contact us form for more information on test administration training.					



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Proctoring / Test Security (if any)	Districts determine test security and proctoring.		
Certification Tracking			
Credentialing Documentation	With online testing, students receive score reports immediately after tests are completed.		
Certification Tracking System	Online Tracking System?	Yes	Details
			To validate an ACT National Career Readiness Certificate, check online.
Other Details	Expiration Timeline?	The ACT National Career Readiness Certificate never expires.	
Certification Costs / Funding Sources			
Cost Details	With online testing, students receive score reports immediately after tests are completed.		
Re-test / Refund Policies	LEAs/schools may choose to retest students at their own expense. LEAs are invoiced based on their cooperative endeavor agreement (CEA). For the 2015-2016 school year, the DOE will require an initial payment based on submission of numbers via MFP withholding and then there will be reconciliation after the administration of the assessment.		
For More Information			
Certifying Agency Contact Info	Call 800/WORKKEY (967-5539) or click the contact us link for more information on test administration training.		