

**WORKKEYS CAREER READINESS CREDENTIALING:  
NATIONAL CAREER READINESS CERTIFICATE**

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The National Career Readiness Credential is a certificate that ACT, the company that does college testing, puts out for employers to determine that a prospective employee has the basic skills needed for a position that they are applying for. The certificate comes in bronze, silver, or gold levels, and you must pass at least 3 WorkKeys tests at a Level 3 to receive a bronze certificate, a Level 4 to get a silver certificate, and a Level 5 to get a gold certificate.

The National Career Readiness Certificate is based on passing ACT's WorkKeys® basic skills assessments in the areas of **reading, locating information and mathematics.**

ACT has generated a database with occupational scores based on job profiling which can then be matched to an individual's National Career Readiness Certificate scores. The certificates are awarded in three categories:

**Bronze Level** signifies an individual has scored at least a Level 3 in each of the three core areas (Reading for Information, Applied Mathematics, and Locating Information) and has the necessary foundational skills for 35 percent of the jobs in the WorkKeys database.

**Silver Level** signifies an individual has scored at least a Level 4 in each of the three core areas and has the necessary foundational skills for 65 percent of the jobs in the WorkKeys database.

**Gold Level** signifies an individual has scored at least a Level 5 in each of the three core areas and has the necessary foundation skills for 90 percent of the jobs in the WorkKeys database.

Level scores can be used by employers for selection, promotion, or other individual high-stakes purposes. The scores are designed to be used with the WorkKeys job profiling process for employee selection and promotion decisions and to compare to occupational profiles available on ACT's website.

**Preparing for the ACT Workkeys Assessment:**  
<http://forms.act.org/host/alabamaworkkeys/guide.pdf>  
<https://www.act.org/content/dam/act/unsecured/documents/20814WKIVTestInstr-LocateInf-Web.pdf>

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Ordering Your National Career Readiness  
Credential Certificate from ACT:

- Go to **<http://www.act.org/>**
  - You will need an email account to order your certificate.
- Click on Workplace
- Click on Visit My WorkKeys to Order or Verify a Certificate
- Click on Job Candidates
- Click on Create a New Account in the Login box.
- Fill in all the information required.
- Click on Submit.
- Once you have created your account, click on Certificate Management.
- Create your certificate
- Click on Order Certificate on the left bar.

For technical support with creating your account, viewing your WorkKeys® tests, or ordering certificates, please call 1-800-760-1228. The help desk is staffed 24/7 to assist you with your questions.

**TESTING INFORMATION:**

LOCATION:	NCRC ONLINE ASSESSMENTS			CONTACT:
Butler County Board of Education 211 School Highland Greenville, AL 36037	SUBTEST	TEST	PRACTICE	334-382-2665 Ext. 1205 or 1418  Call to schedule test.
	Applied Mathematics (English & Spanish)	\$15.00	\$10	
	Locating Information (English & Spanish)	\$15.00	\$10	
	Reading for Information (English & Spanish)	\$15.00	\$10	