

NATIONAL CAREER READINESS CERTIFICATE

Earn yours today!

What is the National Career Readiness Certificate (NCRC)?

The ACT® NCRC is a portable credential that verifies your level of workplace employability skills.

Why are you taking the NCRC assessments?

The NCRC is available to junior and senior students. The goal of the project is to help prepare you for careers in the 21st century workplace and to give you the opportunity to demonstrate your current workplace skills while earning a national credential. You should include this credential in your academic and employment résumés, job applications, and employment portfolio. Additionally, the NCRC can be used for the Advanced Career Endorsement high school graduation requirements and the Build Dakota scholarship

What assessments must you complete in order to earn a certificate?

1. Applied Math

- 34 questions
- Use of calculator and formula sheet allowed
- Measures the skills people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems

2. Graphic Literacy

- 38 questions
- Measures the skills people use when they encounter workplace graphics

3. Workplace Documents

- 35 questions
- Measures the skills people use when they read and apply written text in order to do a job

What is the format of the test?

- Online
- Multiple choice
- Time allowance of up to 55 minutes per assessment
- Based on situations in the everyday work world—each question features an occupation with a problem to solve related to that occupation
- Questions gradually increase in difficulty

How do you earn a certificate?

- Score at least a Level 3 in **each** assessment
- Certificate levels are bronze, silver, gold, and platinum
- Certificate level is determined by the lowest score earned across all three assessments (e.g., if you have one silver and two golds in the individual assessments, you will earn a silver certificate)

