

The National Career Readiness Certificate



The ACT WorkKeys National Career Readiness Certificate (ACT WorkKeys NCRC®) is an assessment-based credential issued at four levels. The NCRC measures and certifies the essential work skills needed for success in jobs across industries and occupations.

Requirements

A National Career Readiness Certificate is earned by completing the three WorkKeys Assessments

- Applied Math
- Workplace Documents
- Graphic Literacy

The Applied Math Assessment

At some point, many of us sat in math class and asked ourselves, “When am I going to use this?” We may not have believed it, but the answer in a variety of professions is, “Every day!” The Applied Math assessment measures critical thinking, mathematical reasoning, and problem solving techniques for situations that actually occur in today’s workplace. While individuals may use calculators and conversion tables to help with the problems on the assessment, math skills are still needed to think them through.

Number of Items: 34

Test Length: 55 minutes

The Workplace Documents Assessment

Employees must be able to understand written text to do a job. The Workplace Documents assessment measures skills that individuals use when they read real workplace documents and use that information to make job-related decisions and solve problems. The documents include messages, emails, letters, directions, signs, bulletins, policies, websites, contracts, and regulations.

Number of Items: 35

Test Length: 55 minutes

The Graphic Literacy Assessment

Workplace graphics come in a variety of formats, but all communicate a level of information. From charts to graphs, diagrams to floor plans, identifying what information is being presented and understanding how to use it are critical to success. The Graphic Literacy assessment measures skills that individuals use when they read and comprehend graphical materials to solve work-related problems.

Number of Items: 38

Test Length: 55 minutes

[For more information or to sign up to take the assessment, please contact your nearest test site.](#)

Grenada	662.227.2349 or sredwine@holmescc.edu
Goodman	662.472.9105 or esmith@holmescc.edu
Kosciusko	662.290.0808 or msutton@holmescc.edu
Ridgeland	601.605.3370 or acrain@holmescc.edu
Madison WIN Job Center	601.855.7340 or brobertson@holmescc.edu
Ackerman or Eupora	662.546.0730