

## What is the National Career Readiness Certificate (NCRC)?

The National Career Readiness Certificate (NCRC) is a credential awarded by the respected test publisher ACT after a candidate completes three tests, called **WorkKeys**, which are:

- **Applied Math;**
- **Reading for Information; and**
- **Locating Information.**



A Bronze (Level 3), Silver (Level 4), Gold (Level 5) or Platinum (Level 6/7) Certificate is awarded based on the lowest of the three scores. The Certificate levels show that you have skill levels (3-7) that prepare you for a certain percentage of the 18,000 occupations that have been analyzed by ACT. The scores **on all three tests** must meet the minimum score in order to acquire the specific Certificate level. Each test is allotted 55 minutes, and is taken online.

## Why should I take the test for the National Career Readiness Certificate?

- In today's competitive job market, it is important to **get yourself noticed!**
- In addition to education and work experience, the NCRC is a credential for your job search portfolio which shows your aptitude for essential foundational skills that employer's desire. This is also an important addition on your resume to set you apart from other job applicants.
- The NCRC helps ensure the right fit for a job. It supports the right fit in preparation, hiring and advancement in the workplace. It is one factor of many that adds up to a successful hire. Different jobs require different levels of foundational skills. The NCRC helps job seekers understand what level of foundational skills they already have, and what additional preparation they may need for jobs that require a higher level of skills. It helps employers understand the level of documented foundational skills a job seeker offers.
- The NCRC delivers big results for a small investment. While many academic credentials take months or years to earn, most job seekers will be able to earn a NCRC within a few weeks—from pre-assessment through certification. Even for job seekers who need to prepare in order to earn the NCRC, the preparation period will likely be measured in weeks, rather than months. For a relatively small investment of time, and no monetary cost, the job seeker will earn a nationally recognized, transportable certification of foundational workplace skills.

- The NCRC builds confidence. Many people have a higher level of foundational skills than they expected. Because this is a certification, based on a precise and valid assessment process, job seekers can trust what the NCRC says about their skills. While academic assessments are designed to help establish how a person will do in academic work, many people assume if they have low academic skills it automatically means they have low workplace skills, too. The NCRC documents workplace skills and builds confidence that a certificate holder can learn what is needed to do the job.
- While the NCRC does not document “soft skills”, the fact that an individual has undertaken the effort necessary to earn an NCRC does say something about their willingness to “go the extra mile”.
- The NCRC, like all certificates and credentials, represents an investment in the future. Pay-off isn’t always immediate. Earning an NCRC, like earning any degree or certificate, doesn’t guarantee a job offer the next day. But the NCRC demonstrates that the job seeker is making an investment in the future. The NCRC documents what a job seeker can offer.



## Get Started....Take the test!

Tests are scheduled every  
Thursday 1 p.m. - 4 p.m.  
and  
Friday 9 a.m. - 12 p.m.

The test is free when you  
register at [www.jobs.mo.gov](http://www.jobs.mo.gov)

Contact the  
**Missouri Career Center**  
1500 Vandiver Drive, Suite 115  
Columbia, MO 65202  
(573) 882-8821



### Columbia Career Center

**Hours:**  
Monday-Wednesday, Friday: 8 AM-5 PM  
Thursday: 9 AM-5 PM  
Saturday-Sunday: Closed

**Location:**  
1500 Vandiver Drive, STE 115  
Columbia, MO 65202-1921

**Map It:**

**Contact:**  
Phone: (573) 882-8821  
Fax: (573) 884-5055  
Email: [columbia@dcd.mo.gov](mailto:columbia@dcd.mo.gov)  
Toll Free: 1-888-728-JOBS (5427)