

Arkansas National Career Readiness Certificate Skill Levels

Platinum Level 7: The certificate is only awarded to individuals who meet the minimum performance criteria for Level 7 across the three skills areas.

Platinum Level 6: The certificate is only awarded to individuals who meet the minimum performance criteria for Level Score 6 across the three skills areas.

Gold Level 5: The certificate is only awarded to individuals who meet the minimum performance criteria for Level Score 5 across the three skills areas.

Silver Level 4: The certificate is only awarded to individuals who meet the minimum performance criteria for Level Score 4 across the three skills areas.

Bronze Level 3: The certificate is only awarded to individuals who meet the minimum performance criteria for Level Score 3 across the three skills areas.

The back of each certificate provides detailed information about the skills of the individual earning the certificate.

The Governor of Arkansas and the Director of the Arkansas Department of Workforce Services sign each National Career Readiness Certificate to certify that the individual has successfully completed the WorkKeys® assessments.

Share Your ACT WorkKeys NCRC with Employers

Each certificate is registered in the ACT WorkKeys® National Career Readiness database. If you take action to share your certificate (go to www.act.org/workkeys for more information), it may be verified at www.act.org/certificate/verify.html. Include information about your achievement on the ACT WorkKeys® NCRC on your resume or job applications and invite prospective employers to verify its authenticity.

As part of the Governor's Workforce Cabinet, the following agencies and institutions implement the WorkKeys® Curriculum, WorkKeys® assessments and Arkansas National Career Readiness Certificate program:



Get your Arkansas National Career Readiness Certificate. Get the job!

The best part, it's **FREE** to you!

Job seekers wanting to earn an Arkansas NCRC should contact:

Arkansas Department of Workforce Services
P.O. Box 2981
Little Rock, AR 72203
1-866-757-2999
TTD/TTY Voice 1-800-285-1121
TDD 1-800-285-1131
crc@arkansas.gov
www.ArkansasAtWork.org
www.dws.arkansas.gov

"Equal Opportunity Employer/Program"

"Auxiliary aids and services are available upon request to individuals with disabilities."



Arkansas National Career Readiness Certificate

Building Arkansas' Workforce
One Worker At A Time!

ACT® WorkKeys® Curriculum



Job seekers: Whether you're thinking about the next phase of your education, launching a new career or making a transition in your current job, the National Career Readiness Certificate can help! Employers across the country are overwhelmed with stacks of applications for only a handful of open positions. Sifting through these applications is time consuming and inefficient. Employers need a way to quickly find individuals with essential, verifiable workplace skills. That's why they're asking job seekers to earn an ACT National Career Readiness Certificate.



Get started with a successful career in:

- | | |
|-----------------------|---------------|
| Healthcare | Manufacturing |
| Computer Technology | Printing |
| Automotive Technology | Construction |
| Business | Hospitality |
| Commercial Art | And more! |

How to earn an Arkansas National Career Readiness Certificate. Job seekers must successfully complete the WorkKeys® Curriculum and score at least a level 3 on the WorkKeys® NCRC assessments in Workplace Documents, Applied Math and Graphic Literacy. As a result of the WorkKeys® NCRC assessment scores, job seekers receive a Platinum, Gold, Silver or Bronze certificate or identify areas in which they need further instruction. The certificate is a portable credential based on the ACT WorkKeys® NCRC assessments that substantiate to employers that an individual possesses the basic workplace skills they are seeking. Individuals who earn an Arkansas National Career Readiness Certificate are automatically placed in the ACT WorkKeys® NCRC database. Even if an individual has a high school diploma, GED or a post secondary degree, the National Career Readiness Certificate further verifies that he or she can handle tasks that are common and vital in today's workplace such as finding information, reading instructions and working with figures.

The ACT WorkKeys® National Career Readiness Certificate™ is an assessment-based credential of foundational employability skills that are widely applicable to the vast majority of occupations. Individuals who achieve the ACT WorkKeys® NCRC tend to possess foundational employability skills and are capable of learning job-related tasks quickly, benefiting from on-the-job training, and obtaining new knowledge and skills.

Workplace Documents – The ability to understand information in common workplace documents such as letters, memos, procedures and instructions.

Applied Math – The ability to use mathematical reasoning in solving common workplace situations.

Graphic Literacy – The ability to understand and extract information from graphics such as diagrams, tables, forms, graphs, and charts.

Upon successfully completing the WorkKeys® Curriculum and WorkKeys® assessments job seekers will earn an Arkansas National Career Readiness Certificate.



The WorkKeys® Curriculum is an instructional tool that helps prepare individuals for the WorkKeys® assessments. It is the first step toward achieving a National Career Readiness Certificate.

What is WorkKeys®?

WorkKeys® measures “real world” skills that employers believe are critical to job success. Test questions are based on situations in the everyday work world. WorkKeys® was created by ACT, Inc., who developed the ACT assessment that is commonly used for college entrance testing.

