

National Career Readiness Certificate (NCRC)



What is KeyTrain®?

- KeyTrain is the complete interactive training system for career readiness skills based on ACT's WorkKeys® assessment system and the National Career Readiness Certificate.

How can people use KeyTrain?

- After getting a login and password, people can use any computer (including home and library computers) to increase and gain skills to achieve their desired level in WorkKeys.

Are RES participants required to use KeyTrain *before* taking WorkKeys assessments?

- Yes. RES participants must achieve 80% or higher on KeyTrain before taking any WorkKeys assessments.
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What is WorkKeys?

- WorkKeys assessments are standardized tests that ACT, an internationally recognized assessment and research company, has designed to evaluate the level of proficiency in certain areas.

How many WorkKeys assessments make up the NCRC?

- There are three WorkKeys assessments that make up the NCRC. They are: Applied Mathematics, Reading for Information, and Locating Information.

Why Applied Mathematics, Locating Information, and Reading for Information?

- ACT has profiled thousands of jobs nationwide and determined that these three skills are universally essential to workplace success. The three areas are required by more than 85% of jobs in the country.

How long do the assessments take?

- Each of the assessments takes about an hour.
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What is the National Career Readiness Certificate (NCRC)?

- The National Career Readiness Certificate is a transferable credential that proves an individual is work ready.

How many levels are there of the NCRC?

- There are 4 levels of the NCRC. They are determined by the participant's score on the WorkKeys assessments. The levels are: bronze, silver, gold, and platinum.

What do the different levels mean?

- **Bronze:** A recipient has scored at least a Level 3 on each of the three assessments and possesses skills for about 35% of the jobs in the WorkKeys Occupational Profile Database.
- **Silver:** A recipient has scored at least a Level 4 on each of the three assessments and possesses skills for about 65% of the jobs in the WorkKeys Occupational Profile Database.
- **Gold:** A recipient has scored at least a Level 5 on each of the three assessments and possesses skills for about 90% of the jobs in the WorkKeys Occupational Profile Database.
- **Platinum:** A recipient has scored at least a Level 6 on each of the three assessments and possesses skills for about 99% of the jobs listed in the WorkKeys Occupational Profile Database.

National Career Readiness Certificate for Jobseekers

Why do I need a National Career Readiness Certificate (NCRC)?

- It demonstrates your basic skill levels in three specific areas to employers.
- It gives you an advantage when applying for jobs.
- Once employers know your skills levels, they can determine if you are a qualified candidate for their job openings, complementing your diploma and resume.
- Employers across all businesses and industries are looking for a reliable way to measure foundational skills to ensure they are hiring qualified candidates.
- An NCRC increases the likelihood that you will be successful in a particular job.

I already have my High School Diploma - do I still need a Certificate?

- Yes. Your diploma demonstrates your achievements in the academic world. The NCRC gives employers an insight into your skill level in each of the three areas of Applied Mathematics, Reading for Information, and Locating Information.

If I do not earn the NCRC the first time, will I have an opportunity to try again?

- Yes. One of the best things about the certificate is that you can continue to improve your skills through the KeyTrain® curriculum by completing computer-based lessons. This also allows you to work toward earning a higher level certificate even after you obtain your first one.
- Continuing to improve your basic job skills and proving to employers that you are motivated enough to work on them demonstrates that you are motivated to advance, improving your chances of moving into higher-paying jobs.
- As a direct result of the American Recovery and Reinvestment Act (ARRA), Wisconsin Job Service can cover the costs of all three assessments (up to two attempts for each) and your NCRC certificate, for RES participants.

Reminder:

1. Required to reach a minimum of 80% in KeyTrain, in each of the 3 areas, before testing.
2. Call 1-888-258-9966 to schedule the WorkKeys Assessments.

<http://run.keytrain.com/main/login.asp>

Username (same as user name for JobCenterOfWisconsin.com): _____

Password: _____

ASSET PIN (Student ID): _____

Email: _____

If you need assistance to access services or need material in an alternate format, please contact us at 1-888-258-9966.