

National Career Readiness Certificate (NCRC) Policy

The following information informs participating entities on the policies and procedures concerning the promotion, administration and management of the National Career Readiness Certificate (NCRC) assessment.

National Career Readiness Certificate

The National Career Readiness Certificate (NCRC) was developed and issued by ACT. The NCRC is a way for students to show prospective employers that they possess the skills required in the workplace. The NCRC is based on the WorkKeys system used by many employers for the past two decades. This system has documented real results, including decreased turnover and employee training time. The NCRC is designed to offer an accurate prediction about the success of people in the workplace. Through screening, selection, training, development and succession planning, the NCRC can be used to better match applicant skills to available positions. NCRC Certificates are awarded at one of four levels based on performance: Platinum, Gold, Silver and Bronze.

Additionally, public high schools in South Dakota can earn credit on the Accountability Report Card College and Career Readiness indicator for students who score at a Silver level or above.

NCRC Assessment

The NCRC is a three-hour assessment that measures targeted skills in three areas:

- Applied Math – measures the students’ ability to apply mathematical reasoning to work-related problems.
- Graphic Literacy – measures students’ ability to use information from diagrams, floor plans, tables, graphs, and charts.
- Workplace Documents – measures students’ ability to comprehend work-related reading material from memos to policy manuals.

NCRC Promotion, Administration and Management

- The Division of Career and Technical Education (DCTE) will promote the NCRC to our stakeholders, including schools, CTE programs, CTE teachers, school administrators, counselors, business and industry contacts and parents.
- The Department of Labor and Regulation (DLR) will administer the NCRC as a single certificate opportunity for each student.
- If a student does not earn a certificate and is interested in retaking the assessment, they will need to contact their local DLR office, follow local office testing policy, and will be responsible for the fees involved.

Questions about the administration of the NCRC assessment will be directed to the Department of Labor and Regulation at 605.773.3085.