



August 1, 2013

Dear School Team Members:

The South Dakota Department of Education (DOE) and the South Dakota Department of Labor and Regulation (DLR) invite juniors and seniors from your high school to participate in the ACT[®] National Career Readiness Certificate (NCRC) program during the 2013-2014 school year.

The NCRC is an industry-recognized, portable credential certifying essential skills needed for workplace success. To earn certification, students must attain at least the lowest certification level on three ACT[®] WorkKeys assessments: Applied Mathematics, Reading for Information, and Locating Information.

This partnership and opportunity is made possible through legislative funding as we begin the process of implementing the NCRC across the state as a measure of career readiness for all students. The 2013-2014 school year is considered a beta-test year to learn more about the implementation process and to seek feedback for legislative rulemaking that will affect the 2014-2015 school year. We sincerely invite you to accept this opportunity.

DLR staff will assist in assessing the students on-site at your school. You will need to supply the space and one computer per student, as this is an Internet-based system. Students are allowed 55 minutes to complete each assessment. The number of students assessed is up to you. The assessments are a great way to support existing class curricula, so you may want to incorporate this assessment into specific classes. You could also offer the assessments to the general junior and senior student population to verify their real world workplace skills.

The 2013 legislature provided ongoing funding as part of Governor Dugaard's South Dakota Wins (workforce initiatives). We will offer 4,000 assessments on a first come, first served basis at no charge. This is a \$150 value for each student.

Our combined goal is to help prepare the young people for South Dakota jobs in the 21st century workforce. This initiative can help your students demonstrate they are ready for the workplace as they enter the workforce immediately after graduation or pursue further post-secondary education. To apply, please complete and submit the simple, one page attached form by September 13, 2013.

We are excited to work with you to customize the NCRC experience and move all students toward successful and rewarding workforce experiences.

Sincerely,

Dr. Melody Schopp
Secretary
Department of Education

Pamela S. Roberts
Secretary
Department of Labor and Regulation