

# National Career Readiness Certificate

To earn the National Career Readiness Certificate® (NCRC®), you must successfully complete the WorkKeys assessments in Applied Math, Graphic Literacy, and Workplace Documents.

**Schedule online at:** <https://ihcc.edu/schedulemytest>



## **The Applied Math Assessment**

The Applied Math assessment measures critical thinking, mathematical reasoning, and problem-solving techniques for situations that actually occur in today's workplace. While individuals may use calculators and conversion tables to help with the problems on the assessment, math skills are still needed to think them through.

Number of Questions: 34/ Test Length is 55 minutes

## **The Graphic Literacy Assessment**

Workplace graphics come in a variety of formats, but all communicate a level of information. From charts to graphs, diagrams to floor plans, identifying what information is being presented and understanding how to use it are critical to success. The Graphic Literacy assessment measures skills that individuals use when they read and comprehend graphical materials to solve work-related problems.

Number of Questions: 38/ Test Length is 55 minutes

## **The Workplace Documents Assessment**

Employees must be able to understand written text to do a job. The Workplace Documents assessment measures skills that individuals use when they read real workplace documents and use that information to make job-related decisions and solve problems. The documents include messages, emails, letters, directions, signs, bulletins, policies, websites, contracts, and regulations.

Number of Questions: 35/ Test Length is 55 minutes

**Find out more at:** <https://www.act.org/content/act/en/products-and-services/act-workkeys/act-workkeys-ncrc.html>

**Practice testing can be located at:**  
<https://www.testpreptraining.com/tutorial/national-career-readiness->

# What **level** are you?

The National Career Readiness Certificate is based on ACT's world-renowned WorkKeys assessment system – which remains the only proven system for linking job skills with workplace success.

Based on NCRC scores, individuals can earn one of four levels of certification:

## Platinum

Has the foundational skills for 99% of the jobs in the WorkKeys database, such as:

- Computer software engineers
- Education administrators, postsecondary
- Financial managers
- Human resources
- Sales managers
- Physicists



## Gold

Has the foundational skills for 93% of the jobs, such as:

- Social workers
- Computer system analysts
- Customer service reps
- Health technicians
- Private sector executives
- Purchasing managers
- Training managers



## Silver

Has the foundational skills for 67% of the jobs, such as:

- Administrative services manager
- Bookkeeping / accounting
- Computer operators
- Licensed practical and vocational nurses
- Medical assistants
- Office clerks
- Teacher assistants
- Tellers



## Bronze

Has the foundational skills for 16% of the jobs, such as:

- Home health aides
- Janitorial supervisors
- Janitors and cleaners
- Office and administrative support workers
- Highway maintenance workers
- Sales and related workers



The NCRC - offered at no cost to any Iowa student or worker by Skilled Iowa - helps people find great jobs, companies find skilled workers, and our state's economy grow and prosper.

Learn more online at [SkilledIowa.org](http://SkilledIowa.org)

