



ACT National Career Readiness Certificate - Silver

July 15, 2016

Certifying Organization	American College Testing (ACT) www.act.org ACT National Career Readiness Certificate http://www.act.org/certificate/index.html										
Description of Credentials	<p>The ACT National Career Readiness Certificate (ACT NCRC) is an assessment-based credential powered by ACT WorkKeys®. The ACT NCRC measures and certifies the essential work skills needed for success in jobs across industries and occupations.</p> <p>While the ACT NCRC is awarded at four levels, the Louisiana Department of Education recognizes the “silver” level or higher for accountability purposes. To obtain “silver”, a student must have scores of Level 4 or higher in each of the three core areas. At the “silver” level, students have the necessary foundational skills for 67 percent of the jobs in the WorkKeys database.</p>										
Part of which Graduation Pathways ¹	On all regional and integrated pathways as a complementary credential										
Associated with Which Careers?	<p>Search Jobs by ACT Skills here .</p> <ul style="list-style-type: none"> • Leave Job Title blank and click down arrow for Job Cluster. Select a Job Cluster, and then click Search. • Click the O’Net Code Number to the left to learn more about a selected job. • Click the O’Net Code Number again at the top left to access the wages and summary report about your selected job. 										
Industry-Based Certification Requirements: Students											
Standard / Curriculum	<p>The ACT NCRC is based on ACT WorkKeys research-based work skills assessments. To earn an ACT NCRC, an examinee must successfully complete three ACT WorkKeys assessments: <i>Applied Mathematics, Locating Information, and Reading for Information</i>. These assessments measure a range of essential work skills, including the ability to:</p> <ul style="list-style-type: none"> • Perform basic mathematic operations relevant to the workplace • Read and understand documents commonly found in the workplace • Find information presented in common workplace graphics • Set up and solve complex work-related math problems • Determine the relevance of written information to work-related tasks • Apply information derived from graphics to work-related problems <p>More information regarding the three ACT WorkKeys® assessments can be found here.</p>										
Testing Methodology	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Paper? Where Internet access is not available</td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">Online?</td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 35%;">Performance Exams / Tests?</td> <td style="width: 10%; text-align: center;">No</td> </tr> </table>	Paper? Where Internet access is not available	Yes	Online?	Yes	Performance Exams / Tests?	No				
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Re-Testing (if available)	Re-Testing Procedures	To help you prepare and/or improve WorkKeys® scores, click here for more information on Training & Test Preparation.		Max Attempts	N/A						
Testing Details (including any age requirements / accommodations)	<p>You may take the ACT WorkKeys assessments at any ACT-licensed organization. Find a testing center near you. For test-taking tips and FAQs, click here .</p>										



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Industry-Based Certification Requirements: Teachers						
<i>Bulletin 746, Chapter 5: All Louisiana teachers providing instruction in a course that leads to an IBC must hold the certification that they're teaching students to attain.</i>						
Instructor Certification Requirements (by certifying agency)	<p>Being a test administrator for the WorkKeys assessments requires that you have an active understanding of our testing policies and procedures.</p> <p>Therefore, all testing staff is required to complete a training program in preparation for testing center operations. The ACT WorkKeys® Administration Manual must be followed explicitly.</p> <p>Call 800/WORKKEY (967-5539) or complete the ACT WorkKeys® contact us form for more information on test administration training.</p>					
Proctoring / Test Security (if any)	Districts determine test security and proctoring.					
Certification Tracking						
Credentialing Documentation	With online testing, students receive score reports immediately after tests are completed. Information about ordering official transcripts and FAQs are found here .					
Certification Tracking System	Online Tracking System?	Yes	Details	To validate an ACT National Career Readiness Certificate, click here .		
Other Details	Expiration Timeframe?	The ACT National Career Readiness Certificate never expires.				
Certification Costs / Funding Sources						
Cost Details	WorkKeys is free to all juniors on the Career Diploma.					
Re-test / Refund Policies ²	LEAs/schools may choose to retest students at their own expense. LEAs are invoiced based on their cooperative endeavor agreement (CEA). For the 2015-2016 school year, the DOE will require an initial payment based on submission of numbers via MFP withholding and then there will be reconciliation after the administration of the assessment.					
Funding Sources ²	CDF?	No	Perkins?	Yes	Alternative Source (other than General Funds)	
For More Information						
Certifying Agency Contact Info	Call 800/WORKKEY (967-5539) or click the contact us link for more information on test administration training.					
LDE Contact	JumpStart@la.gov					

1 – This table may not include all the graduation pathways this credential appears in. Please check the [graduation pathway](#) you are working with if you have a question as to whether or not this credential is part of that pathway.

2 – CDF = [Career Development Fund](#)