

NATIONAL CAREER READINESS CERTIFICATE

When funding is available, DLR will cover the direct costs incurred from ACT® for the WorkKeys Assessments required to earn a National Career Readiness Certificate (NCRC) for:

- Participants who are enrolled in a program with available funding for the service; or
- Individuals referred by an employer or to fulfill the preferences of a job order.

WorkKeys Assessments will be completed at a DLR job service office.

Individuals who refuse to abide by current DLR policies (i.e. not working through assigned WorkKeys Curriculum) will be responsible for reimbursing DLR the cost for the WorkKeys Assessments.

REFERRAL

Job service staff will:

1. Discuss occupational goal by referring to the median skill level in the [Jobs Profile database](#) that correlate with ACT® WorkKeys® suggested skill levels
2. Facilitate the completion of WorkKeys Curriculum levels to meet (or exceed) the occupational goal
3. Complete and submit the WorkKeys Assessment Request [Form 11A](#) to select the funding source and schedule the assessment(s). This form is internal-only
4. Complete the NCRC referral in SDWORKS. Create “Agency Defined Program Application”, check the “Referred” box, indicate the referral date, and select the referral source. Enter a case note supporting the referral

If an individual is made aware of the NCRC program but chooses not to participate, a case note should be entered in SDWORKS.

RETEST

When funding is available, DLR may fund the re-assessment of a specific skill area(s) for program participants if the occupational goal median skill level(s) has not been met. The following criteria must be met for re-assessment:

1. Evaluate current WorkKeys Assessment results:
 - Determine if occupational goal has been met by referencing the [Job Profiles database](#)
2. Identify the level score increase needed to meet occupational goal
3. Individual must complete WorkKeys Curriculum skill development through (or beyond) the occupational goal level
4. Obtain funding approval by an NCRC Labor Program Specialist
5. Document request in SDWORKS case notes
6. If request is approved, complete and submit the WorkKeys Assessment Request [Form 11A](#) to schedule the assessment(s).

SELF-PAID ASSESSMENTS

If an individual does not meet any of the funding criteria or wishes to retake any assessment(s) and has already met their occupational goal, assist them in completing the WorkKeys Assessment Request – Self Paid [Form 11B](#). The individual should mail a check or money order for the total amount on the form along with the completed Form 11B. An NCRC Labor Program Specialist will email staff when payment and Form 11B are received. Once this notification is received, complete and submit the WorkKeys Assessment Request [Form 11A](#) to schedule the assessment(s).

EMPLOYER OUTREACH

Job service office staff are required to educate South Dakota employers about the benefits of the NCRC program. Submit completed NCRC Recognition [Form 12](#) to a NCRC Labor Program Specialist.

NCRC Recognition

Employers can engage in this program by recognizing or preferring the NCRC in their employment and training practices. Employers can **recognize** the NCRC as a valid workplace credential. By completing an NCRC Recognition [Form 12](#), they acknowledge the NCRC as a tool DLR offers to both job seekers and employers as a means to identify the workplace skill levels an individual possesses. Employers can **prefer** the NCRC by including it in posted job openings, and/or asking for it in the application process.

NOTE: *The Certificate is only one of many selection criteria employers use when hiring and promoting. Earning the NCRC is not intended as a substitute for meeting other job requirements.*

Business Outreach Documentation

After contact is made with an employer regarding the NCRC, **E01-Business Outreach** service should be recorded in SDWORKS. Staff should enter a case note in the employer file concerning the service chosen.

JOB ORDERS

Employers are encouraged to utilize the NCRC while listing job orders in SDWORKS.

Suggested Verbiage:

- *National Career Readiness Certificate preferred. To learn how to obtain a National Career Readiness Certificate, contact your local Department of Labor and Regulation Job Service office.*

OR

- *Silver National Career Readiness Certificate preferred. To learn how to obtain a National Career Readiness Certificate, contact your local Department of Labor and Regulation Job Service office.*