



NATIONAL
CAREER READINESS
CERTIFICATE*

ACT
ISSUED BY ACT

dl south dakota department of
labor and
regulation
Your workforce experts.

FOR CAREER SEEKERS

NATIONALCAREERREADINESS.ORG

**STAND
OUT FROM
THE
CROWD**

WHAT IS THE CERTIFICATE?

Each day employers receive stacks of applications for only a handful of open positions. With the National Career Readiness Certificate, issued by ACT, you can prove you have the skills for the job. The Certificate is *the* work-related skills credential. Whether you're looking for a job or want to enhance your diploma or résumé, The Certificate provides proof of your job skills for employers nationwide. It is composed of three WorkKeys® assessments that measure skills critical to on-the-job success:

- APPLIED MATHEMATICS
- READING FOR INFORMATION
- LOCATING INFORMATION



THE CERTIFICATE IS AWARDED AT FOUR LEVELS BASED ON YOUR PERFORMANCE ON THE ASSESSMENTS:



PLATINUM
skills for 99% of the jobs in ACT's extensive database of occupational profiles—the largest of its kind.

GOLD
skills for 90% of the jobs in our database.

SILVER
skills for 65% of the jobs in our database.

BRONZE
skills for 35% of the jobs in our database.

EARN MORE WITH THE CERTIFICATE

Demonstrating higher job skills means you have access to higher-paying jobs. Employers are willing to pay higher salaries for higher skill levels.

According to ACT research, higher Certificate levels lead to higher pay.



GET STARTED—FIND A TEST CENTER

Take that first important step toward standing out from the crowd of job applicants by earning The Certificate. Contact your area program specialist or visit www.dol.sd.gov/workforce_training/nrcr.aspx for a list of training centers.

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Learn more at www.sdjobs.org

ACT, Inc

ACT is an independent, not-for-profit organization that provides a broad range of assessment, research, information, and program management services in the areas of education and workforce development.

Learn more at act.org

WorkKeys

The WorkKeys system, developed by ACT, is the gold standard in workplace assessment used by thousands of companies throughout the world.

Learn more at workkeys.com

TAKE A STAND—WE DID!

“At a time when millions of Americans face unemployment, manufacturing jobs with excellent salaries—and across all skill levels and sectors—are unfilled because of the lack of qualified applicants. These tough economic times call for clear pathways to skills in demand to help new and transitioning workers prepare for good jobs. The National Career Readiness Certificate is an ideal tool for ensuring that individuals have the essential skills they need for the workplace today.”

JOHN ENGLER, PRESIDENT, NATIONAL ASSOCIATION OF MANUFACTURERS (NAM)

“Employers work to make things predictable, uniform, and certain. Predictability, uniformity, and certainty are universal goals of executives. The National Career Readiness Certificate does this for the hiring process.”

MAC MACILROY, PAST PRESIDENT, MICHIGAN MANUFACTURERS ASSOCIATION

“This program allows us not only to identify whether potential employees are available and affordable, but also to determine if they are capable of performing the work. It is an innovative response to the workforce issue.”

RONALD R. REED, PRESIDENT & CEO, MERCY HOSPITAL IOWA CITY

“During the employee hiring and placement process, the National Career Readiness Certificate is an effective measure of foundational skills that are often ignored until the employee is on the job. It will assist both the employer and the employee in assessing an individual’s growth potential and matching the skill sets required by the job.”

MICHAEL WAPP, DIRECTOR OF BUSINESS/IT SOLUTIONS, AEGON

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