

NCRC

National Career Readiness Certificate

To whom should the ACT WorkKeys assessments for the NCRC be administered?

- **Corrections students** (*The NCRC is the only career readiness certificate for which inmates may earn “good time.”*)
- **Individuals seeking employment at a place specifically requiring the NCRC**
- **Individuals specifically requesting it, such as those who will be seeking employment outside of Kentucky**

Cost: \$27 (This cost is covered by KYAE Skills U or KCC for qualified individuals.*)

Requirements/Assessment Subject Areas

A National Career Readiness Certificate is earned by successfully completing WorkKeys assessments in the subject areas of:

- **WorkKeys Applied Math**
- **WorkKeys Workplace Documents**
- **WorkKeys Graphic Literacy**

Certificate Award Levels and Upgrades

Through KYAE Skills U, individuals may earn NCRCs in three levels:

- **Silver (score of 4)**
- **Gold (score of 5)**
- **Platinum (score of 6)**

Individuals who earn an NCRC may take six assessments total per fiscal year. Someone who wants to upgrade a certificate level (from Silver to Gold, for example) should be referred to a Kentucky Career Center or a KCTCS assessment center.

Who administers the assessments for the NCRC?

The ACT WorkKeys assessments required to earn the NCRC must be administered by an official ACT WorkKeys proctor.

What curriculum should be used to prepare for the NCRC?

Curriculum for the most recently released version of the NCRC is available for purchase; the Career Readiness curriculum on WIN may be used for free to help build skills but is not specifically designed for NCRC 2.0.

What if an individual seeking an NCRC or KCRC doesn't qualify for KYAE Skills U services?

*Please refer any individual not qualifying for KYAE Skills U services to your local Kentucky Career Center. To find more information about Kentucky Career Centers, visit kcc.ky.gov. KCC customers must meet qualifications.

KCRC

Kentucky Career Readiness Certificate

To whom should the WIN-based assessments for the KCRC be administered?

- **Any adult who qualifies for Kentucky Adult Education Skills U services**
- **Any youth or adult who qualifies for Kentucky Career Center Employment services per WIOA Titles I & III**

Cost: \$0 (KYAE Skills U / KCC have already incurred cost.)

Requirements/Assessment Subject Areas

A Kentucky Career Readiness Certificate is earned by successfully completing formative assessments in 3 subject areas, as well as a summative proctored exam covering:

- **Applied Mathematics**
- **Reading for Information**
- **Locating Information**

Certificate Award Levels and Upgrades

Through KYAE Skills U, individuals may earn KCRCs in three levels:

- **Silver (score of 4)**
- **Gold (score of 5)**
- **Platinum (score of 6)**

Individuals who earn a KCRC have unlimited assessment retakes for free. This allows someone to initially earn a Silver level and then study and improve scores to work up to a Platinum level – at no cost to either themselves or the Skills U program.

Who administers the assessments for the KCRC?

The WIN assessments required to earn the KCRC may be administered by a member of your local Skills U staff, using a locked-down browser.

What curriculum should be used to prepare for the KCRC?

The Career Readiness curriculum on WIN is free and is specifically designed to help individuals prepare for the WIN-created career readiness certificate, the KCRC.