

# The National Career Readiness Certificate

Michigan's credential for a certified workforce and Michigan Work Ready Communities



Michigan's employers, schools, and families are working together to create the jobs and employees of the future.

# What is the National Career Readiness Certificate (NCRC)?

The NCRC, developed by ACT®, is an industry recognized, portable, evidence-based credential. The NCRC certifies essential skills that employers believe to be critical to workplace success. Individuals can earn the NCRC by taking three WorkKeys assessments:

- Applied Mathematics
- Locating Information
- Reading for Information



The NCRC acts as a “seal of approval” on a high school diploma. The NCRC reassures Wolverine Coil Spring (WCS) that individuals have learned basic skills and are ready to work. Using the ACT® Estimator, WCS affordably identified the preferred NCRC level for a number of key positions and has successfully matched staff with careers appropriate to their talents.”

*Jay Dunwell, President  
Wolverine Coil Spring*

## NCRC's ROI for Employers

***Employers who prefer the NCRC in their workplace hiring have experienced positive results:***

- Better and more strategic hiring and promotional decisions
- Reduced employee turnover by ensuring that workers' skills are appropriate for the jobs they perform
- Enhanced employee morale from creating promotional opportunities based on better understanding of workers' potential
- A local pool of higher-qualified job candidates
- A pipeline of skilled workers in the community as a result of using WorkKeys® testing

[Site Selection magazine](#) (May 2013) includes the NCRC as a key criteria for companies considering new locations for expansion.



## Michigan has a strong supply of credentialed talent:

- Michigan ranks #1 nationally in NCRCs earned!
- Since 2009, every Michigan high school junior has taken the three WorkKeys® tests as part of the Michigan Merit Exam (MME) and most have earned an NCRC.
- Michigan Works! Agencies and local community colleges can provide testing for dislocated and underemployed individuals.
- The Michigan Legislature adopted the NCRC as the state's work-ready credential.

# Michigan Work Ready Communities Initiative

The Michigan Work Ready Communities (MiWRC) initiative provides Michigan counties with a framework to validate a skilled and work-ready workforce. This creates a strong, competitive economy—both locally and statewide.

With a large supply of credentialed talent already in place, the MiWRC initiative seeks to increase the number of employers who prefer the NCRC. Your participation can help our communities build a stronger workforce with the right foundational skills.



Endorsed by Governor Snyder's  
Talent Investment Board



WorkKeys® is extremely accurate in determining an individual's work-readiness, ability, and basic skill level. When positions are properly matched to a WorkKeys® level, the test results help place the right people in the right job, ensuring long-term success."

*Karen Frazier, SPHR  
Director of HR at ColesQuality Foods, Inc.*

## Want to get involved? It's simple!

### *Prefer the NCRC in your hiring and promotional activities*

- Individuals who would like to take the WorkKeys® test can find the testing center nearest them by visiting [miworkready.org/resources](http://miworkready.org/resources).
- If an individual has taken the WorkKeys® test, they can obtain their NCRC by visiting [myworkkeys.act.org/mwk/login.do](http://myworkkeys.act.org/mwk/login.do) or by calling 1-800-WorkKeys (1-800-967-5539). There is a small fee to mail the certificate.

### *Consider NCRC testing for your current workforce*

- Visit [miworkready.org/resources](http://miworkready.org/resources) for testing locations.

### *Help spread the word to other employers*

- Share with others how your company is benefiting from utilizing the NCRC.
- Grant permission to include your company on the ACT® CWRC list of companies preferring the NCRC.
- Help recruit more companies to join the MiWRC initiative. Businesses can sign up to support their local Work Ready Community by completing the employer engagement form at: [www.workreadycommunities.org/business/form](http://www.workreadycommunities.org/business/form).



We list the NCRC as “preferred” on our external job postings because it validates an applicant's skills. When we see the NCRC listed on a resume, we know that's a candidate we want to consider."

*Maureen Lynch  
HR Manager at Flexco*



# FAQs

## **Who developed WorkKeys® and the National Career Readiness Certificate?**

WorkKeys® and the National Career Readiness Certificate were developed by ACT®, an internationally recognized assessment and research company. The ACT® is committed to helping people build their skills to increase global competitiveness and develop successful career pathways using WorkKeys®. To learn more about the WorkKeys® test, visit

<http://www.act.org/products/workforce-act-workkeys/>

## **Why is the MiWRC based on skills related to Applied Mathematics, Locating Information, and Reading for Information?**

ACT® has profiled more than 19,000 individual jobs across the country to determine the skills and skill levels needed to succeed in them. A solid foundation of these three skills is essential for a high-qualified workforce.

Applied Mathematics - Applying mathematical reasoning to work-related problems.

Locating Information - Using information from materials like diagrams, floor plans, tables, forms, graphs, and charts.

Reading for Information - Comprehending work-related reading materials—from memos and bulletins to policy manuals and governmental regulations.

## **What are the certificate skill levels?**

The WorkKeys® job profiling process has generated a database with occupational profiles for thousands of jobs across the country. A majority of the jobs in the database require certain skill levels in three core areas: Applied Mathematics, Locating Information, and Reading for Information. The higher an applicant's skill level, the more jobs for which the applicant qualifies.

The certificates are awarded at four levels:

Bronze Level - Signifies an individual has scored at least a Level 3 in each of the three core areas.

Silver Level - Signifies an individual has scored at least a Level 4 in each of the three core areas.

Gold Level - Signifies an individual has scored at a Level 5 in each of the three core areas.

Platinum Level - Signifies an individual has scored at least a Level 6 in each of the three core areas.

## **How are the certificate skill levels related to job skill requirements?**

Certificate holders will qualify for a greater percentage of jobs as they achieve a higher certificate level.

Bronze – 35 percent of jobs

Silver – 67 percent of jobs

Gold – 90 percent of jobs

Platinum – 98 percent of jobs

## **How does our business start using NCRC within our human resource functions?**

Businesses can prefer that individuals have an NCRC in their hiring practices (i.e. job postings, interviews).

*Businesses cannot require that an individual applying for an open position have a specific WorkKeys® score for the three basic assessments unless a job profile has been conducted that outlines the necessary skills needed for a specific position. Businesses could be subject to EEOC and other employment laws if this is misrepresented.*

## **Where can individuals take the WorkKeys® test?**

Individuals who would like to take the WorkKeys® test can find the testing center nearest them by visiting [miworkready.org/resources](http://miworkready.org/resources).

## **How can applicants access their NCRC?**

If an individual has taken the WorkKeys® test, they can obtain their NCRC by visiting [myworkkeys.act.org/mwk/login.do](http://myworkkeys.act.org/mwk/login.do) or by calling 1-800-WorkKeys (1-800-967-5539). There is a small fee to mail the certificate.

# Questions?

Contact us at (616) 336-2393 or [info@miworkready.org](mailto:info@miworkready.org).



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**Michigan Work Ready Communities**

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[miworkready.org](http://miworkready.org)