

National Career Readiness Certificate

Numerous surveys have demonstrated a gap between the current workforce and the basic skills needs of employers. To reduce the cost of remedial training and lost efficiency, more employers are implementing pre-employment assessments to identify these skills prior to hiring.

What is a National Career Readiness Certificate (NCRC)?

A NCRC is a credential based upon the WorkKeys® assessments that substantiate to employers that an individual possesses the basic workplace skills required for 21st century jobs.

Getting a NCRC will allow an individual to show prospective employers that he or she possesses the basic skills they are seeking.

Even if an individual has a high school diploma, high school equivalency or a post-secondary degree, the NCRC further verifies that he or she can handle tasks that are common and vital in today's workplaces such as finding information, reading instructions and directions, and working with figures.

What are the target areas and levels of a National Career Readiness Certificate?

The NCRC focuses on three targeted skills:

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

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

Applied Mathematics—applying mathematical reasoning to work-related problems.

Locating Information—using information from such materials as diagrams, floor plans, tables, forms, graphs, and charts.

National Career Readiness Certificates (NCRC) are widely accepted as a standard for documenting essential skill sets of the 21st century workforce.



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What are the benefits to job seekers for obtaining a National Career Readiness Certificate?

- Proof of an individual's basic job skills
- Better job opportunities
- Potential for higher wages
- Nationally recognized Work Skills certificate

Bronze Level

An individual achieving this level possesses core employability skills for approximately 30% of the profiled jobs.

Silver Level

An individual achieving this level possesses core employability skills for approximately 65% of the profiled jobs.

Gold Level

An individual achieving this level possesses core employability skills for approximately 90% of the profiled jobs.

Skill Area	Bronze	Silver	Gold
Reading for Information	3	4	5
Applied Mathematics	3	4	5
Locating Information	3	4	5

What systems are used to help individuals qualify for the National Career Readiness Certificate?

Local Workforce Development Area 1 and the Tennessee American Job Center can assist those individuals with increasing their skill levels through the use of Career Ready 101 software, the curriculum for WorkKeys.

This project is funded under an agreement with the Tennessee Department of Labor and Workforce Development. AB&T, a WIOA Title I-financially assisted program/activity, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities and/or limited English proficiency. TTY/VOC: 423-610-0134 or 423-547-7511