

# NATIONAL CAREER READINESS CERTIFICATE (NCRC)

## FREQUENTLY ASKED QUESTIONS



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

The career readiness certificate is a national certification that confirms that the certificate holder has demonstrated basic skills needed in the workplace. A person who takes and scores high enough on three standardized tests can earn a NCRC, which is recognized in most states in the U.S.

### **What is the purpose of the NCRC?**

The NCRC confirms that test takers have certain basic skills needed for workplace success. The NCRC is not intended to replace any existing degrees or certifications; instead, it is intended to supplement them. Employers who know about the NCRC recognize its value as an added credential, which could give certificate holders an edge over the competition.

### **What subjects do the tests cover?**

The three NCRC tests are Applied Math, Reading for Information, and Locating Information (using charts, graphs, maps, flowcharts, diagrams, etc.).

### **How long do the tests take? What kind of tests are they?**

Each test takes a little more than an hour to complete. Tests are multiple-choice and computer-based, and are administered in a controlled environment by trained examiners. All questions have a workplace focus. (NOTE: A pen and paper version is available by appointment for those unable to take computer-based tests.)

### **Who developed the tests?**

ACT, the organization best known for college placement testing, developed the NCRC tests based on a testing methodology known as WorkKeys.

### **What is the scoring system? What do the scores mean?**

Tests are scored from levels 0 through 7. The minimum score to earn a certificate is 3 or above on all three tests, which results in a bronze certificate. A score of 4 or above on all three tests results in a silver certificate, a score of 5 or above on all three tests results in a gold certificate, and a score of 6 or above on all three tests results in a platinum certificate. The higher the certificate level, the more jobs the test taker is qualified for.

### **What kind of score do I need?**

It depends upon your chosen occupation. Certain occupations call for higher levels. A staff member can assist you in locating the recommended level for your occupation. If you do not have a chosen occupation, you will want to try to obtain the highest possible score in order to meet the criteria for more jobs.

### **How do I know if I am ready to take the tests?**

One possible predictor of NCRC readiness is the score on the WIN tests administered in WorkSource centers. The system of NCRC levels corresponds to the WIN score levels. Previous academic success in math and reading might also be indicators.

### **What can I do to prepare for the NCRC?**

Students who need to develop basic skills in math or locating information may sign up for workplace math classes offered at WorkSource centers. Another source of classes in both reading and math is LCC's Adult Basic and Secondary Education department, which offers classes at the LCC Main Campus, Downtown Center, and other locations. There is no charge for any of these classes.

At Lane Community College students may request access to the on-line WIN Courseware, which is designed to prepare students for the NCRC tests. The courseware is free and can be accessed from any computer with internet access. Students work through the courseware at a pace comfortable for them. Ask a Career Advisor for assistance with accessing this online courseware.

### **Where and when are the tests offered?**

NCRC testing is offered twice a week at WorkSource Lane at LCC and three times per week at WorkSource Lane at 2510 Oakmont Way.

### **How do I sign up for the NCRC tests?**

When you have decided that you are ready to take the tests, call 541-682-7200. Be sure to specify your preferred location – LCC or Oakmont.

For more information about the NCRC:

Visit: [www.oregonncrc.org](http://www.oregonncrc.org)  
[www.act.org/certificate](http://www.act.org/certificate)  
[www.act.org/workkeys/skillsearch.html](http://www.act.org/workkeys/skillsearch.html)

Contact: Don Patton - 541-463-5223; [pattond@lanecc.edu](mailto:pattond@lanecc.edu)

**Cancellation Policy:** Effective immediately, please give us 24 hours advance notice to cancel your appointment. If do not contact us to cancel, you will not be able to sign up to take the test again for 30 days.

