



**BURNSVILLE WORKFORCE CENTER**  
2800 County Road 42 West  
Burnsville, MN 55337

# NATIONAL CAREER READINESS CERTIFICATE

## Stand out from the Crowd!

The National Career Readiness Certificate (NCRC), issued by ACT, is a free credential that helps you prove to employers you have the skills and motivation they are seeking.

- Employers receive stacks of applications for open positions. The NCRC helps you stand out. For the employer, it takes some of the guesswork out of hiring the best person for the position.
- The NCRC also identifies skill areas that could be strengthened, allowing you to take action to improve your skills.



## What does the test cover?

- **Applied Math:** measures the skill level people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to problems that are actually found in the workplace. A calculator and conversion table are provided.
- **Locating Information:** measures the skills people use when they work with workplace graphics such as charts, graphs, tables, and instrument gauges.
- **Reading for Information:** measures the skills needed when people read and use written text to do their job, including letters, directions, signs, policies, and regulations.

## How do I prepare to take the assessments?

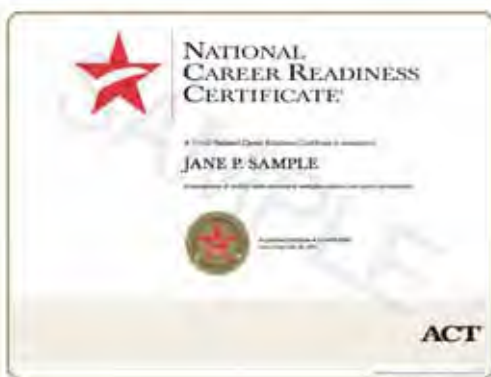
- **Practice Testing via KeyTrain:** Access free KeyTrain online practice assessments and training by registering for testing on our website. Once registered, you may email Bob Satterstrom and request a free KeyTrain account to be sent to you via email.

## When and where is the assessment?

- **NCRC testing:** Occurs weekly at the Burnsville WorkForce Center. Registration required: [mn.gov/deed/burnsvilleworkshops](http://mn.gov/deed/burnsvilleworkshops)

## Where can I learn more about the NCRC assessments?

- To learn more, go to [mn.gov/deed/business/finding-workers/ncrc](http://mn.gov/deed/business/finding-workers/ncrc)



## What are the different levels of the National Career Readiness Certificate (NCRC)?

- **BRONZE:** At least a level 3 on each assessment, qualifying you for 35% of jobs in ACT's WorkKeys database: retail sales, healthcare support.
- **SILVER:** At least level 4 demonstrating skills for 65% of jobs, such as nurses aide, auto technician, auditor.
- **GOLD:** At least level 5 proving skills for 90% of jobs including plumber, electrical engineer, pharmacy tech.
- **PLATINUM:** Level 6, or skills for 99% of jobs including technical writer or accountant.

**Contact: Bob Satterstrom** 952-703-3114 [Robert.Satterstrom@state.mn.us](mailto:Robert.Satterstrom@state.mn.us)

*Minnesota WorkForce Centers of Dakota and Scott Counties are an equal opportunity employer and service provider. Individuals needing special accommodations to access these services should call us at 952-703-3114.*

*Please contact us at least three days prior to the event.*