

MICHIGAN STANDS OUT

**Skills Certified,
Job Ready**



Facts for Employers

The Michigan National Career Readiness Certificate (MI NCRC) is a credential based on three core ACT WorkKeys® assessments that measure real world foundational skills critical to job success.

This portable credential — powered by WorkKeys® — verifies to employers anywhere in Michigan and the United States that an individual has essential core employability skills in Applied Mathematics, Locating Information and Reading for Information. These three skills are highly important to the majority of jobs in the workplace. The certificate offers employers, educators and workers an easily understood and universally valued credential that certifies the attainment of these workplace skills.

MI NCRC Core Components

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

Employability Skills Training

In addition to the MI NCRC, individuals who complete employability skills training that complies with state standards will receive a completion of training certificate from their Michigan Works! Agency. Employability skills represent essential work habits, behaviors, and attitudes required in today's workplace. They include skill development in areas such as effective communication, teamwork, diversity, conflict resolution, problem solving, and critical thinking.

Value to Michigan

- ◆ Employers receive validated certification of applicant and existing employee skill levels.
- ◆ Certificate holders have recognized and validated proof of their ability to apply knowledge to work and future educational endeavors.
- ◆ Assessments identify skill gaps and provide the opportunity to develop and deliver remediation in preparation for work or additional education and training.
- ◆ Helps address employer concerns regarding employability skills.

**For more information go to: www.michigan.gov/mincrc —or—
Call 1-800-285-WORKS (9675) to be connected with a local Michigan Works! Agency**

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Michigan National Career Readiness Certificate

What are the benefits to an employer using the MI NCRC?

MI NCRC provides employers with a nationally recognized credential that identifies the presence of essential jobs skills associated with worker success in the workplace.

How can employers use the MI NCRC?

To hire and screen job applicants

Employers use the MI NCRC as one factor, along with other educational and background information, in making employment decisions. The MI NCRC is often considered a plus when presented to an employer during the hiring process because it shows the individual has attained specific workforce competency levels in Applied Mathematics, Locating Information, and Reading for Information.

To upgrade the skills of current employees

MI NCRC allows employers to gain an understanding of their current talent pool and to make informed training decisions by understanding worker aptitude and readiness for learning new skills.

As a common job skills language and standard for employers, educators and workers

The certificate is a portable credential that can be used anywhere in the United States to show that workers have attained a certain level of workplace skills in Reading for Information, Applied Mathematics, and Locating Information.

What makes the MI NCRC unique?

The MI NCRC is based on a subset of the well-established WorkKeys® tests that are documented as making a difference for employers. WorkKeys® has been in use for nearly two decades and is already widely accepted by thousands of companies all over the world. Also, WorkKeys® exams are compliant with the Equal Employment Opportunity Commission regulations. Because WorkKeys® assesses essential foundational skills, they are applicable to, and necessary for, virtually every job.

While the NCRC is in place in several other states, Michigan is the first state to use the NCRC statewide in both its education and workforce systems. Additionally, in response to employer requests to further prepare Michigan job seekers for employment, individuals who complete employability skills training that comply with state standards receive a completion of training certificate from their Michigan Works! Agency.

Why is the MI NCRC based on the Applied Mathematics, Locating Information and Reading for Information skills?

ACT has profiled more than 14,000 individual jobs across the country to determine the skills and skill levels needed to succeed in them. ACT currently has nine different assessments. However, ACT findings show that Applied Mathematics, Locating Information, and Reading for Information skills are highly important to the vast majority of jobs.

How will employers know applicants have valid MI NCRCs?

A potential new employee, a current employee, or a Michigan high school junior taking the Michigan Merit Examination may qualify for a Michigan National Career Readiness Certificate by taking the three WorkKeys® assessments.

Certification is verifiable in two ways. The applicant/employee may present the physical certificate. Employers can also verify certification through the ACT Web site (www.act.org/certificate/verify) using the certificate number provided by the applicant/employee.

Why should employers ask for the Michigan Certificate?

- ◆ To save time and money in the recruitment, screening and hiring process
- ◆ To have a system to document & verify foundational job skills
- ◆ To get better skilled and trained employees
- ◆ To reduced turnover rates

How can employers learn more about the role MI NCRC can play in their business?

Employers can receive information from their local Michigan Works! Agency on how MI NCRC can be used as a strategic part of their business. Call your local Michigan Works! office at 1-800-285-9675.