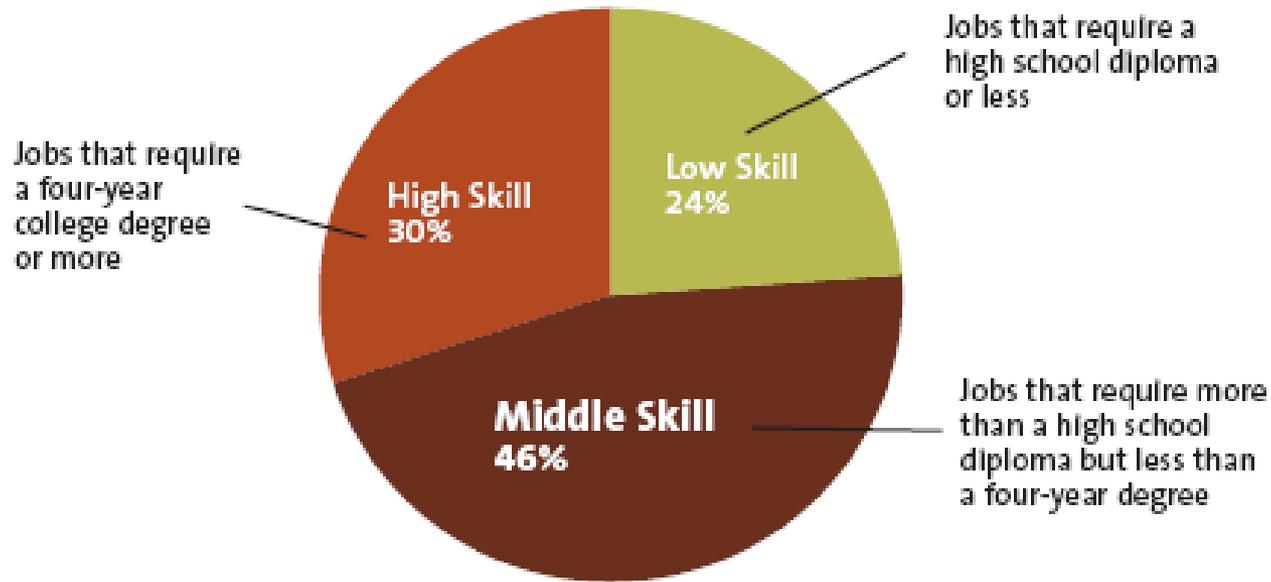


**“In the 1950’s, ACT created a nationally recognized, standardized resource for college entrance. Now, we’re doing the same thing for the workforce.”**

***- Richard L. Ferguson, Former CEO and Chairman of  
ACT***

# 650,000 New Middle-Skill Jobs Predicted for MI by 2016



Source: Calculated by TWA from MDELEG data



**NATIONAL  
CAREER READINESS  
CERTIFICATE®**

**SILVER**

Is awarded in **Michigan** to

**Joseph P. Sample**

In recognition of verified skills in Applied Mathematics,  
Locating Information, and Reading for Information



Certificate #J102E3SAMPLE  
Issue Date 6/30/09

**ACT**

# National Career Readiness Certificate (NCRC)

## What is it?

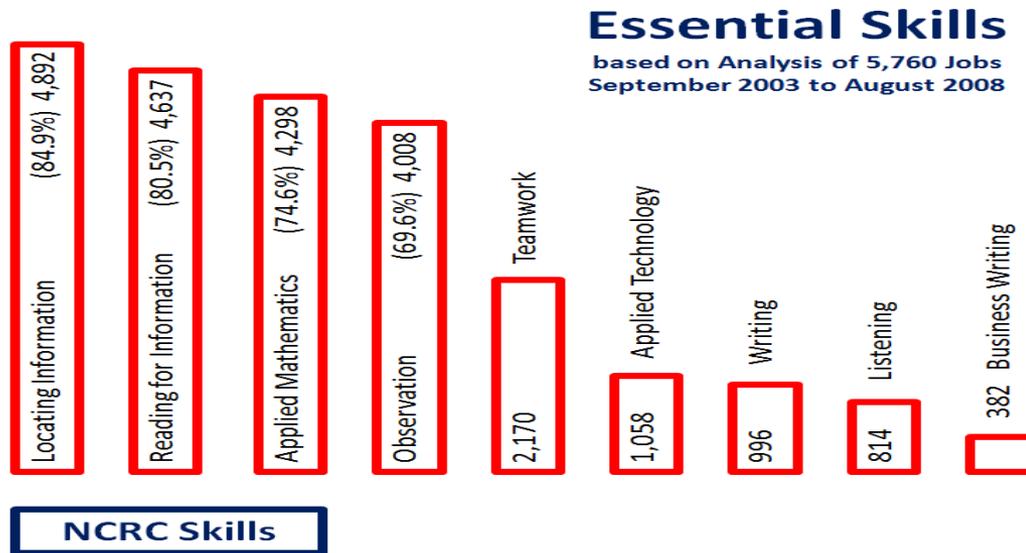
- A High Stakes Test
- A Measure of Worker Job Readiness
- Nationally Recognized Worker Skills Credential
- Job Screening & Hiring Tool
- Verification & Documentation of Skills
- Identifier of Skills Gaps
- Time & Money Saver

# Which Skills Are Most Important?

## Critical Core Work Skills:

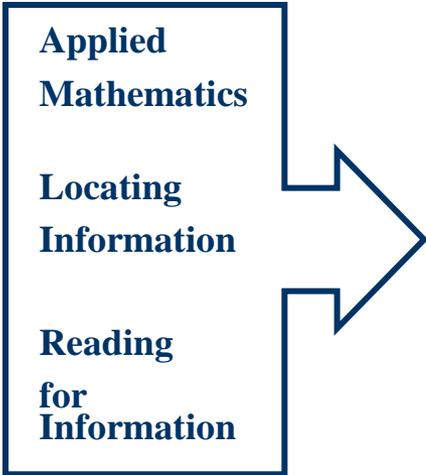
- Applied Mathematics
- Locating Information
- Reading for Information

# Skills Employers Identified As Most Critical





NATIONAL  
CAREER READINESS  
CERTIFICATE™



The WorkKeys® system permits a direct comparison of the level of skills needed to perform a job with the level of skills an individual currently demonstrates. The WorkKeys-powered Career Readiness Certificate shows that an individual has achieved a level of performance across a range of skills which, in combination, establish the person's readiness to enter a percentage of the jobs available as documented by the thousands of jobs in the ACT occupational profile database. The individual named on the face of this certificate has demonstrated the following proficiencies.

**Applied Mathematics**

Solve straightforward, basic problems requiring math operations; describe situations that require interchange of fractions, decimals, and percents to make sense; and manipulate simple money and time units to provide services or information.

Put information in the right order to solve problems requiring one- or two-step math operations; and use averages, ratios, proportions, rates, and fractions to describe situations and report information.

Perform several steps of logic and calculations; decide how to solve a problem; look up and use the correct formula; identify a best deal; calculate percent discounts and markups; and solve two-dimensional geometric problems to describe and analyze work situations.

**Locating Information**

Find or fill in basic information in a simple bar graph, table, or pie chart to comprehend work-related issues and problems.

Find several pieces of information in straightforward charts, tables, and diagrams; summarize information and identify trends shown in order to comprehend and analyze work-related issues and problems.

Sort through distracting information to identify and compare trends in detailed tables, maps, instrument gauges, graphs, and blueprints in order to analyze and interpret work situations.

**Reading for Information**

Read concise work-related documents, such as memos and announcements, with enough understanding to carry out instructions and apply basic rules and information.

Read work-related documents, such as announcements and procedures, with enough understanding to apply instructions under changing simple conditions and use important basic information.

Read workplace documents, such as technical information, with enough understanding to use the context to figure out unfamiliar terms and jargon and to apply instructions to new situations.

This credential is registered with ACT in the National Career Readiness database and may be verified at [www.MyWorkKeys.com](http://www.MyWorkKeys.com).

If you have questions, call 1-800/WORKKEY.



# NCRC Levels & Jobs



Bronze: Level 3 minimum in each skill

Core employability skills for approximately 35% of jobs



Silver: Level 4 minimum in each skill

Core employability skills for approximately 65% of jobs



Gold: Level 5 minimum in each skill

Core employability skills for approximately 90% of jobs



Platinum: Level 6 minimum in each skill

Core employability skills for approximately 99% of jobs



## Challenge

Upgrading the skills of Dow Process Technicians

## Results

A systematic workforce development plan that diagnoses employee skill gaps and provides training to close those gaps

# Ask for the Certificate Over 100,000 MI Residents Have It

*“In our mission to hire, train, develop, retain, and support life-long learning of diverse qualified associates, The National Career Readiness Certificate, and the related WorkKeys assessments will continue to be an absolute resource in recruiting the right candidates to be successful through the career ladder at CVS/CVS Pharmacy/CVS Caremark.”*

—Lena Barkley, Manager, Workforce Initiatives  
CVS/CVS Pharmacy/CVS Caremark

**Thank You**

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**Questions?**

# Contact Information

- [www.michigan.gov/mincrc](http://www.michigan.gov/mincrc)
- <http://thecertificate.org>

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