

# National Career Readiness Certificate

To earn the National Career Readiness Certificate® (NCRC®), you must successfully complete the WorkKeys assessments in Applied Math, Graphic Literacy, and Workplace Documents.

**Schedule online at: <https://forms.office.com/r/18ssBwPCfF>**

## **The Applied Math Assessment**

At some point, many of us sat in math class and asked ourselves, “When am I going to use this?” We may not have believed it, but the answer in a variety of professions is, “Every day!” The Applied Math assessment measures critical thinking, mathematical reasoning, and problem solving techniques for situations that actually occur in today’s workplace. While individuals may use calculators and conversion tables to help with the problems on the assessment, math skills are still needed to think them through.

Number of Questions: 34/ Test Length is 55 minutes (WorkKeys Internet Version and Paper)

**What it Measures:** There are five levels of difficulty. Level 3 is the least complex, and Level 7 is the most complex. The levels build on each other, each incorporating the skills assessed at the previous levels. For example, at Level 5, individuals need the skills from Levels 3, 4, and 5.

## **The Graphic Literacy Assessment**

Workplace graphics come in a variety of formats, but all communicate a level of information. From charts to graphs, diagrams to floor plans, identifying what information is being presented and understanding how to use it are critical to success. The Graphic Literacy assessment measures skills that individuals use when they read and comprehend graphical materials to solve work-related problems.

Number of Questions: 38/ Test Length is 55 minutes (WorkKeys Internet Version and Paper)

**What it Measures:** There are five levels of difficulty. Level 3 is the least complex, and Level 7 is the most complex. The levels build on each other, each incorporating the skills assessed at the preceding levels.

For example, Level 5 includes skills used at Levels 3, 4, and 5. At Level 3, examinees are required to identify information in simple graphics and fill in information that is missing in forms. At Level 6, examinees may use the information found in a complicated graphic to make a decision or interpret a trend. The complexity of the graphics increase as the levels increase, and the skills required to answer the higher level items also becomes more complex.

## **The Workplace Documents Assessment**

Employees must be able to understand written text to do a job. The Workplace Documents assessment measures skills that individuals use when they read real workplace documents and use that information to make job-related decisions and solve problems. The documents include messages, emails, letters, directions, signs, bulletins, policies, websites, contracts, and regulations.

Number of Questions: 35/ Test Length is 55 minutes (WorkKeys Internet Version and Paper)

**What it Measures:** There are five levels of difficulty. Level 3 is the least complex, and Level 7 is the most complex. The levels build on each other, each incorporating the skills assessed at the previous levels. For example, at Level 5, individuals need the skills from Levels 3, 4, and 5. Examples are included with each level description.

# **National Career Readiness Certificate Examinee Person** **Information Form**

Agency Testing Site: \_\_\_\_\_

Name: \_\_\_\_\_

Male: \_\_\_\_\_ or Female: \_\_\_\_\_

Last 4 of Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

Do you have basic computer skills? Yes: \_\_\_\_\_ or No: \_\_\_\_\_

Reason for completing (GAP, PACE, PJ, WIOA): \_\_\_\_\_

Who you are working with through GAP, PACE, PJ or WIOA: \_\_\_\_\_

## **Proctor complete:**

Test Date Scheduled: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Issues: Contact Michael Cockrum at IowaWORKS (641-684-5401 ext 40027 [michael.cockrum@iwd.iowa.gov](mailto:michael.cockrum@iwd.iowa.gov))

Tech Support: 1-800-967-5539