



Recommendation Regarding Awarding College Credit for The ACT® WorkKeys® National Career Readiness Certificate® (NCRC®)

The Arkansas Department of Education Division of Higher Education and Division of Elementary and Secondary Education recommend that institutions of higher education:

- Award 3 semester hours in Technical Mathematics to students who earn any level National Career Readiness Certificate (NCRC) **and** score at Level 5 or above on Applied Math and Graphic Literacy.
- Award 3 semester hours in Technical Writing to students who earn any level National Career Readiness Certificate (NCRC) **and** score at Level 5 or above on Workplace Documents.

Background:

The [ACT WorkKeys](#) assessment was approved by the State Board of Education to meet Arkansas [Act 319](#) of 2021. The WorkKeys assessment provides high school students the opportunity to earn a nationally-recognized work readiness certificate before they graduate.

The WorkKeys assessment measures the essential work skills needed for success in jobs across industries and occupations and represents work readiness through the [National Career Readiness Certificate \(NCRC®\)](#). The primary purpose of the NCRC is to provide students with a workplace certification that represents their knowledge and skills in Applied Math, Graphic Literacy, and Workplace Documents.

NCRC Skills Measured:

[Applied Math](#) measures the ability to apply mathematics principles to math-related problems encountered in the workplace. (separate assessment containing 31 scored items)

[Graphic Literacy](#) measures the ability to find, interpret, analyze, and apply information presented in workplace graphics. (separate assessment containing 32 scored items)

[Workplace Documents](#) measures the ability to comprehend, interpret, and apply written information presented in workplace documents. (separate assessment containing 30 scored items)

Notes:

- Only students enrolled in certificate or degree programs with Technical Mathematics and/or Technical Writing course requirements should apply for this prior learning assessment (PLA) credit.
- Technical courses or PLA credit may not transfer to other institutions.
- Typically, students apply for and are awarded PLA credit post high school graduation when admitted and enrolled as a credential/degree seeking student in a postsecondary institution.

For more information regarding the ACT WorkKeys assessment, contact:

Arkansas Department of Education
[Division of Elementary and Secondary Education](#)
Office of Student Assessment
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