



# WORKKEYS ASSESSMENT:

## The National Career Readiness Certificate (NCRC)



# WHAT:

## NCRC:

Certificate issued is representative of skills required for **approximately 85% of the jobs** nationally

Three WorkKeys Assessments – 45 mins each

- ▶ Workplace Documents
- ▶ Graphic Literacy
- ▶ Applied Mathematics



# WHO:

- ▶ Career and Technical Education Concentrators
- ▶ 4 CTE courses in a pathway
  - ▶ Including 1 second level OR enhanced course

*Example:* Health Team Relations, Public Health, Health Science I, Health Science II

# WHEN:

- ▶ Tuesday, November 28, 2017
- ▶ 9:00 AM – 12:00 NOON; 1:00 pm – 4:00 pm (DTCC)

# WHY:

- **NC School Accountability Measurement**

GOAL – **SILVER** LEVEL MEDAL!!

(BRONZE, SILVER, GOLD, PLATINUM)

- How well did CMA teach you the skills you need to be successful in the workforce?
- **NCRC Certification** you can add to **your resume** to make you more competitive in the job market.



# NATIONAL CAREER READINESS CERTIFICATE®

A **Gold** National Career Readiness Certificate is awarded to

**JANE P. SAMPLE**

In recognition of verified skills essential to workplace success and career advancement.



Registered Certificate # JSAMPLE001  
Issue Date: July 26, 2011

**ACT**®

Official National Career Readiness Certificate. Registered by ACT.



## CITY OF MEDICINE ACADEMY

301 Crutchfield Street  
Durham, North Carolina 27704  
919-560-2001  
www.cma.dpsnc.net

November 7, 2017

Dear Parents and Guardians:

The City of Medicine Academy will be administering the ACT WorkKeys® Assessment in November to seniors who qualify as a Career and Technical Education (CTE) Concentrator. CTE Concentrators are students who will have completed 4 CTE courses within a pathway, one of which is a level 2 course. Your student meets the qualifications to take the ACT WorkKeys® Assessment. There is no cost to students to take this test at CMA since it is part of North Carolina's school accountability program.

The ACT WorkKeys® Assessment measures "real world" skills that employers know are critical to job success. This exam is approximately 3 hours long and will test students in three areas: Applied Math, Graphic Literacy, and Workplace Documents. Results from the WorkKeys assessment will benefit students in many ways. Students will receive an assessment report of their skills. They can also receive a National Career Readiness Certificate in either: bronze (lowest), silver, gold or platinum (highest). Students can search for specific job titles based on their skills and share their results with an employer.

The WorkKeys assessment system functions as follows:

1. Job Profiling identifies the skills required for a job.
2. The WorkKeys assessment shows the current skills of the individual.
3. Training helps individuals and employers correct skill gaps.

More information about the WorkKeys® Assessment is available at

<http://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments.html>

[Please encourage your child to prepare for this assessment. Practice questions and practice tests are available at http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html?page=0&chapter=1.](http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html?page=0&chapter=1)

For additional information about the N.C Department of Public Instruction ACT testing, visit [http://www.act.org/content/dam/act/unsecured/documents/ACT-1018\\_CS\\_NorthCarolina\\_r4.pdf](http://www.act.org/content/dam/act/unsecured/documents/ACT-1018_CS_NorthCarolina_r4.pdf)  
There is also information on the CMA website regarding the Workkeys test.

If you have any questions, please contact our Career Development Coordinator, Ms. Evelyn DeLoatch at 919-560-2001, ext. 17611.

Sincerely,

*L. Tobias*

L. Jackie Tobias, Ed.D.  
Principal



????? QUESTIONS ???????

