

# Earning your NCRC

Earning your certificate is possible in a few simple steps.

Ask your local Alaska job center about working toward the NCRC.



Discuss your options for preparing to take the assessments, and brush up on your skills if needed.



Take the proctored assessments.



When you earn your certificate, update your resumé to include the NCRC.

Based on your individual needs, your timeline and the specific steps you'll take may vary.

*A diploma or degree measures what you **know**.  
The National Career Readiness Certificate measures what you **can do**.*

**To get started,  
talk to a  
representative**

Find your local NCRC site and get more information at:

**[jobs.alaska.gov](http://jobs.alaska.gov)**



**Alaska Department of Labor  
and Workforce Development**



We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Alaska Relay: 800.770.8973

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## JOB APPLICANTS

*Prove your  
skills with the  
NCRC*



*Alaska's  
NCRC*

National Career  
Readiness Certificate

A certificate to help you gain a competitive edge and stand out by demonstrating the skills employers need.

Identify, document and improve your career-readiness skills. Set yourself apart from the competition.

Like all certificates and credentials, the NCRC represents an investment in your future. When you earn an NCRC, you demonstrate your willingness and ability to prove the skills important to today's workplace.

As a certificate validating workplace readiness, the NCRC matters. Just as with any other important accomplishment, a certificate is listed on a resumé and in applications.

Alaska's NCRC gives you a competitive edge whether you are applying for a job or working toward a promotion.



## What the certificate documents

The NCRC documents your skill level in the following three areas, which are critical to success in a majority of jobs in the workplace.

### Applied Mathematics

How you apply mathematical reasoning, critical thinking and problem-solving techniques to work-related problems.

### Reading for information

How you read and use written text in order to do your job. Written texts include letters, directions, signs, notices, policies and regulations.

### Locating Information

How you use graphics, such as charts, graphs and tables, to find information you need for your job.

## NCRC benefits

The National Career Readiness Certificate is used by thousands of employers, employees and job applicants nationwide. Earn yours to experience the benefits of the NCRC.

- Be confident in your skills when you earn a nationally recognized certificate.
- Stand out to employers who prefer the NCRC in their hiring practices.
- Earn a portable certification recognized by employers nationwide.
- Be acknowledged for the skills you have worked hard to gain.
- Available at no cost to you.

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|---|---|---|---|
|  <b>BRONZE</b>   |  <b>SILVER</b>  |  <b>GOLD</b>  |  <b>PLATINUM</b>  |
| Awarded for achieving a minimum<br><b>Level 3</b><br>score on all assessments.<br>Demonstrates skill level ability for <b>35%</b> of jobs.* | Awarded for achieving a minimum<br><b>Level 4</b><br>score on all assessments.<br>Demonstrates skill level ability for <b>65%</b> of jobs.* | Awarded for achieving a minimum<br><b>Level 5</b><br>score on all assessments.<br>Demonstrates skill level ability for <b>90%</b> of jobs.* | Awarded for achieving a minimum<br><b>Level 6</b><br>score on all assessments.<br>Demonstrates skill level ability for <b>99%</b> of jobs.* |

\* Approximate percentage based on jobs in the WorkKeys occupational profile database.