



COMMONWEALTH of VIRGINIA
Department of Education

DATE: December 15, 2017
TO: Division Superintendents
FROM: Steven R. Staples, Superintendent of Public Instruction
SUBJECT: **ACT WorkKeys National Career Readiness Certificate® Update**

The ACT WorkKeys National Career Readiness Certificate® (NCRC) assessments and credential have been updated to ensure ongoing relevance and alignment to the changing skill requirements of today's jobs. The updated version includes new titles for the three NCRC assessments: *Applied Math*, *Graphic Literacy*, and *Workplace Documents*. The NCRC may satisfy the industry credentialing graduation requirement for students who are pursuing the Standard Diploma as well as serving as a Standards of Learning substitute test for a verified credit in reading as described in [Superintendent's Memorandum #288-17](#).

Based on the updated list of [Substitute Tests Approved for Awarding Verified Credit](#) (PDF), students who achieve a score of "4" or higher on either of the WorkKeys assessments, *Reading for Information* or *Workplace Documents*, may use it to earn verified credit for reading. If the students also achieve a score of "3" or higher on the *Applied Math* and *Graphic Literacy* assessments, they would also earn the NCRC, thereby satisfying the industry credentialing graduation requirement for the Standard Diploma.

Refer to the [ACT WorkKeys National Career Readiness Certificate website](#) [↗](#) for more information regarding the certificate. If you have questions regarding the industry credentialing graduation requirement, please contact George R. Willcox, Acting Director, Office of Career, Technical, and Adult Education at CTE@doe.virginia.gov or by telephone at 804-225-2052.

SRS/GRW/jts