



COMMONWEALTH of VIRGINIA
Department of Education

April 29, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: The ACT WorkKeys National Career Readiness Certificate®

The National Career Readiness Certificate (NCRC) assessment 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 #038-16](#). However, it should be noted that the NCRC assessment consists of three subtests: *Applied Mathematics*, *Locating Information*, and *Reading for Information*.

Based on the [Board of Education's action](#) on February 25, 2016, students who achieve a score of "4" or higher on the *Reading for Information* test could use this score to earn a verified credit in reading. If the students also achieve a score of "3" or higher on the *Applied Mathematics* and *Locating Information* subtests, they would also earn the NCRC, and therefore meeting the industry credentialing graduation requirement.

If you have questions regarding the industry credentialing graduation requirement, please contact George R. Willcox, coordinator for planning, administration, and accountability, Office of Career and Technical Education, at cte@doe.virginia.gov or by telephone at (804) 225-2051.

SRS/LBH/aab