

Local AR National Career Readiness Certificate (AR NCRC) Delivery System

Process and Procedure

- WorkKeys Assessment exams are given to jobseekers statewide
- All examinees scores are entered in Validus (ACT WorkKeys reporting system)
- Assessment Scores will be entered into ACT's RegiSTAR that generates ACT NCRCs based on scores for the individual which establishes the appropriate WorkKeys Certificate level of Bronze, Silver, Gold and Platinum; and at the same time assigns an Official ACT certificate number.
- Local Testing site receives original AR NCRC which will contain signatures of the Governor of Arkansas and the Director, Division of Workforce Services. The AR NCRC level is based on data scores in RegiSTAR.

The certificate will have the official ACT number that is easily searchable by a potential employer to verify applicant's claim of being an AR NCRC holder.

- RegiSTAR ACT's web-based system used for reporting and management of AR NCRCs, sweeps the Arkansas testing sites for WorkKeys scores and automatically registers certificates in the ACT national database.
- ACT will email NCRCs to the Test Administrator at the Arkansas Testing site of the examinee
- Online accounts are automatically created for individuals to easily access and share their certificate details with whom they chose to release information, with little lag time after earning an AR NCRC.
- Certificates will be available for printing at testing sites within approximately 2 – 3 days. However, DWS is requiring the Test Administrators to notify the examinee before testing that they can pick up their Certificates five (5) working days after successful completion of the WorkKeys Assessments exam or a time frame suitable for the testing site that must not exceed ten (10) working days. If a time frame for the student or job seeker to pick up the AR NCRC is different than the process recommended, please provide your justification and alternate print delivery procedure to:

Jessica.Caldwell@arkansas.gov.

- Please note that examinees will receive a copy of their AR NCRC within 2 to 3 days at the email address submitted at time of registration in Validus. However the examinee should be reminded that the official AR NCRC will be held at the WorkKeys test location where the examinee successfully completed the WorkKeys Assessments. The official AR National Career Readiness Certificate can be picked up five (5) days after successful completion of the exam.



Effective date: September 28, 2020