



ACT National Career Readiness Certificate and Job Profiling

ACT National Career Readiness Certificate

The State of Arkansas has partnered with ACT to deliver the National Career Readiness Certificate (NCRC) to assist companies with identification of applicants which meet job requirements. The NCRC is an evidence-based credential that certifies essential skills for workplace success. Job seekers earn a NCRC by completing assessments in Applied Math, Workplace Documents and Graphic Literacy. Based on the results of these assessments, they are awarded an NCRC at one of four levels: Bronze, Silver, Gold or Platinum.

Job Profiling

While the NCRC is important in identifying an applicant's ability to utilize these three skills, it is equally vital that employers understand which skills are necessary to adequately perform each job. ACT Job Profiling is a process that matches required skills to job responsibilities. Job Profiling produces a customized task list for a specific job and identifies the skills and skill level required of the position. The result is a detailed validation of the skill levels required to successfully perform these tasks. This profiling process and the subsequent report allows the employer to match open positions with the applicants that possess a corresponding NCRC.

Job Profiling gives a company the option of requiring applicants to possess a NCRC at the appropriate level. A company that has completed an ACT Job Profile for a position, which documents that an applicant would need at least a Silver level NCRC to learn and perform those job duties, can legally require all candidates for that position to possess a Silver level NCRC. This process when completed is EEOC compliant. ACT is confident in their methodology and will stand behind their results should issues arise when using the Job Profile as a requirement for new hires.

Another benefit of ACT Job Profiling is that information is presented in such a way that it may be utilized to create or update job descriptions and identify work processes for both new and existing positions. This can be of great value to companies opening new facilities or existing businesses adding new lines, processes, or are looking to update or define job duties and expectations for existing positions.

Where to get Started

As of June 2021, there are over 85,000 persons in Arkansas that have earned a NCRC. Beginning Fall of 2021, all High School students will be required to complete the NCRC prior to graduation which will add 30,000+ more NCRC holders to this number *annually*. These recent graduates, in addition to individuals that complete the NCRC via other State resources such as Arkansas Workforce Centers or Community Colleges, represent a significant opportunity for employers to build a sustainable workforce.

If this is a population of potential workers your company may be interested in accessing, the Existing Business Resources Division (EBRD) of AEDC will assist your company in utilizing this new resource. EBRD has four ACT Job Profilers on staff that are prepared to work with your company to see if Job Profiling is the right fit and if so, how to begin that process. For more information on NCRC, Job Profiling, or how to get started contact:

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