

BENEFITS OF THE MICHIGAN
NATIONAL CAREER READINESS
CERTIFICATE (MI NCRC)

Employers

- Hire and retain better trained and skilled employees
- Reduce training costs and related costs
- Provide accurate information for developing job descriptions
- Have a common language, credential, and standard to use in hiring and training

Job Seekers

- Certificate holders will have recognized and validated proof of their ability to apply knowledge to work and future educational endeavors
- The MI NCRC confirms an individual's competence in a specific set of workplace skills
- Identifies skill improvement areas and training needs
- The MI NCRC will compliment other traditional credentials such as a high school diploma or college degree

Service Center Locations in Barry,
Branch & Calhoun Counties

Albion Service Center

101 N. Albion Street
Albion, MI 49224
517-629-5852

Battle Creek Service Center

135 Hamblin Avenue
Battle Creek, MI 49017
269-660-1412

Coldwater Service Center

210 Vista Drive
Coldwater, MI 49036
517-278-0200

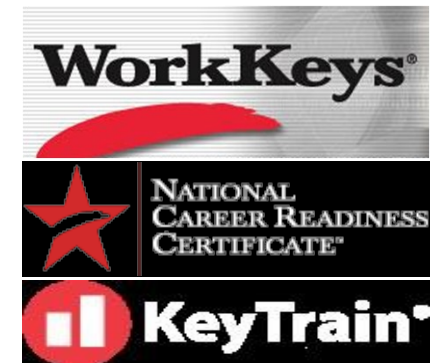
Hastings Service Center

535 W. Woodlawn Avenue
Hastings, MI 49058
269-945-9545, Ext. 144

Michigan Works! Programs are equal opportunity employers/programs. Auxiliary aids and services are available to individuals with disabilities upon request. Michigan Relay Center 800-649-3777 (Voice and TTY). Supported by the State of Michigan.



Serving Barry,
Branch and Calhoun
Counties



800-285-WORKS (9675)
www.michpartners.org

WorkKeys

WorkKeys is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. These skills are valuable for any occupation-skilled or professional-and at any level of education.

Michigan National Career Readiness

Certificate

The Michigan National Career Readiness Certificate is a portable credential powered by WorkKeys that verifies to employers anywhere in Michigan and the United States that an individual has essential core employability skills in Applied Mathematics, Locating Information and Reading for Information.

KeyTrain

KeyTrain is a web-based tutorial developed to assist individuals in increasing their WorkKeys skill levels. KeyTrain also has a Career Skills/Soft Skills module available.

KeyTrain is available free of charge at all four Michigan Works! Service Centers in Barry, Branch and Calhoun counties.

Michigan National Career Readiness

Certificate Skill Levels

Platinum certificates are awarded to individuals who score level 6 or above on the three NCRC assessments. Individuals at this level qualify for 99% of the occupations analyzed by ACT.

Gold certificates are awarded to individuals who score level 5 or above on the three assessments. Individuals at this level qualify for 90% of the occupations analyzed by ACT.

Silver certificates are awarded to individuals who score level 4 or above on the three assessments. Individuals at this level qualify for 65% of the occupations analyzed by ACT.

Bronze certificates are awarded to individuals who score level 3 or above on the three assessments. Individuals at this level qualify for 35% of the occupations analyzed by ACT.

Three Essential Skills

Reading for Information Necessary to read and use written text, including memos, letters, directions, and signs, in order to do a job

Applied Mathematics Necessary to apply mathematical reasoning, critical thinking, and problem-solving techniques in work settings

Locating Information Necessary to locate, summarize, and use workplace information, including charts, forms, diagrams, maps, and gauges

Employability Skills Training

In addition to the MI NCRC, individuals who complete employability skills training that complies with state standards, will receive a completion of training certificate from the Barry, Branch, Calhoun Michigan Works! Agency, listing all 12 state-approved employability skills standards.

Critical Thinking	Diversity
Oral Communications	Creativity/Innovation
Written Communications	Lifelong Learning
Teamwork/Collaboration	Ethics/Social Responsibility
Manage Conflict	Customer Service
Information Technology	Professionalism/Work Ethic