



TO: Educators of South Dakota high school juniors and seniors
FROM: Secretary Dr. Melody Schopp, Department of Education
Secretary Marcia Hultman, Department of Labor and Regulation
DATE: June 1, 2017
SUBJECT: National Career Readiness Certificate

The South Dakota Departments of Education and Labor and Regulation invite high school juniors and seniors to participate in the ACT[®] National Career Readiness Certificate (NCRC) program during the 2017-18 school year. This opportunity is available at **no cost** and can be used as a measure of career readiness in the School Performance Index (SPI).

The NCRC is an industry-recognized, portable credential certifying essential skills needed for workplace success. To earn certification, students must attain at least the lowest certification level on three ACT[®] WorkKeys assessments: Applied Math, Graphic Literacy, and Workplace Documents.

Our goal is to help prepare South Dakota students for careers in the 21st century workplace. The NCRC can help your students demonstrate they are ready to enter the workforce after graduation or pursue postsecondary education.

DLR staff will assist you in assessing juniors and/or seniors, on-site at your school. Your school will need to supply:

- space for administering the assessments
- one computer per student for the online assessment
- high speed Internet service to support the number of students taking the assessment simultaneously

The number of students assessed is up to the district. Students are allowed 55 minutes to complete each WorkKeys assessment. A 3.5-hour block of time is recommended for the entire process, to allow time for a brief introduction, short tutorial and transition time between assessments.

To participate, **please submit the attached one-page form.**

Funding for this project is ongoing as an element of Gov. Dennis Daugaard's South Dakota Workforce Initiatives (www.southdakotawins.com). Learn more about the NCRC in the Schools effort at <http://www.sdmylife.com/educators/national-career-readiness-certificate-ncrc/>.

We are excited to work with you and help move your students toward success as they prepare for postsecondary education and the workforce.

A handwritten signature in black ink that reads "Dr. Melody Schopp".

Dr. Melody Schopp
Secretary
Department of Education

A handwritten signature in black ink that reads "M. Hultman".

Marcia Hultman
Secretary
Department of Labor and Regulation