ACT’s National Career Readiness Certificate (NCRC) is a portable credential and a powerful tool to save your company time and money. The NCRC demonstrates achievement and a certain level of workplace employability skills in Applied Mathematics, Locating Information, and Reading for Information. The NCRC can help you hire employees with the right skills to succeed and reduce turnover with only a minimum investment. It can contribute to the full range of human resource functions. These functions can include recruiting, hiring, promotion, training, mentoring, performance evaluation, and other areas. Individual employers must ultimately determine the best means of using the credential to achieve their business goals.

The starting point for all employers is to “recognize” the NCRC and that over 35,000 Alaskan’s have earned the certificate. Another way is for employers to “request” that applicants for all or some of their jobs possess the NCRC. This means that an employer will reference the NCRC in job descriptions, postings, and advertisements.

Suggested language might include “XYZ, Inc. recognizes or requests the National Career Readiness Certificate.”

For employers that choose to use the NCRC as a qualifying credential, the NCRC, along with other criteria, can be considered as part of the selection process. Using the NCRC as one of multiple criteria adds new information to hiring practices. Essential skills become one in a series of factors that help employers determine whether an applicant has the necessary skills and abilities to be successful in the workplace.

**When marketing Alaska’s NCRC on other local listing or web sites, include your commitment to the NCRC by asking applicants to provide their NCRC in their application packet.**

This guidance recognizes that employers are ultimately responsible for maintaining fair and equitable hiring practices. The NCRC is a useful tool for hiring and promoting employees; like any other credential or qualification, however, its use within selection processes must be appropriate, relevant, and justifiable.

This letter communicates your commitment to use Alaska’s Career Ready program and the National Career Readiness Certificate as Alaska’s workforce skills credential.

* We will ‘RECOGNIZE’ Alaska’s National Career Readiness Certificate in hiring and/or promotion practices for one or more positions in our organization.
* We also give permission to add to our ALEXsys (Alaska Labor Exchange System) job posting(s) the statement; ’This company is an Alaska Career Ready Employer and ‘recognizes’ the National Career Readiness Certificate.’

* We will ‘REQUEST’ Alaska’s National Career Readiness Certificate in hiring and/or promotion practices for one or more positions in our organization.
* We give permission to add the ‘request’ language in our ALEXsys job posting(s).
* We would like more information on ‘REQUIRING’ the National Career Readiness Certificate. I would like to learn more about Job Profiling with the Department of Labor’s certified Job Profiler.

\*By signing this Letter of Commitment, you acknowledged that your support of the program becomes public record

The letter communicates our commitment to use Alaska’s National Career Readiness Certificate (NCRC) as a credential to document essential work-related skills.

Please check mark the boxes that apply to your organization.

□ We will ‘RECOGNIZE’ Alaska’s National Career Readiness Certificate in hiring and/or promotion practices for one or more positions in our organization.

* We also give permission to add to our ALEXsys (Alaska Labor Exchange System) job posting(s) the statement; ’This company is an Alaska Career Ready Employer and ‘recognizes’ the National Career Readiness Certificate.’

We will ‘REQUEST’ Alaska’s National Career Readiness Certificate in hiring and/or promotion practices for one or more positions in our organization.

* We give permission to add the ‘request’ language in our ALEXsys job posting(s).

□ We would like more information on ‘REQUIRING’ the National Career Readiness Certificate. I would like to learn more about Job Profiling with the Department of Labor’s certified Job Profiler.

Employer Information:

Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title/Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Employees:\_\_\_\_\_ Type of Business: (statewide or local)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*By signing this Letter of Commitment, you acknowledge that your support of the program becomes public record.

Find more information on the program and view all employer commitments at [www.careerready.alaska.](http://www.careerready.alaska.)gov

Thank you!

**Please return this Letter of Commitment to:** [**Dol.acr@alaska.gov**](mailto:Dol.acr@alaska.gov)