



ACT[®] **WorkKeys**[®]
NCRC[®]

RECOGNITION TOOLKIT

Implementation Guide

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INTRODUCTION

At ACT, we know that student success takes many different forms, and we have been delighted to see how schools and districts recognize these unique successes. Notably, we have seen an increasing number of districts developing ACT solution-oriented recognition clubs to highlight student achievements with the ACT® WorkKeys® National Career Readiness Certificate™ (NCRC®).

In the spirit of our mission of helping students achieve education and workplace success, ACT has built a free WorkKeys NCRC Recognition Toolkit that contains everything a school or district needs to create a recognition program! ACT has created this implementation guide to support you in getting started

WHAT IS THE WORKKEYS NCRC RECOGNITION PROGRAM?

- A simple way for schools and districts to encourage and engage students to try their best on WorkKeys NCRC Assessments and celebrate student success.
- Free downloads for each certificate level including a customizable banner, social media images, digital photo frames, and locker signs.
- Strategies for students to easily share their achievement online via Credly digital badge (if applicable).
- Editable to tailor to your school's individual goals.

WHAT ARE THE GOALS AND OBJECTIVES OF WORKKEYS NCRC RECOGNITION PROGRAMS?

- Easily accessible for schools to implement and utilize the recognition program to celebrate student success.
- Offer districts a variety of methods to celebrate student successes.
- Create excitement for students.

WHAT DOES IT MEAN TO BE IN A WORKKEYS NCRC RECOGNITION PROGRAM?

Students should be proud of their WorkKeys NCRC achievement. And through their dedication and hard work, they are being recognized for showcasing their skills and readiness for the workplace. This program is not an after-school activity that requires time outside of the normal school day—it is purely recognition.

From telling their parents and community about their success to utilizing it on their college or career resumes, these recognition kits are meant to create student excitement and motivate for long-term success.

WorkKeys NCRC recognition programs create an incentive to strive for a higher tier—Platinum, Gold, Silver, or Bronze levels—whether it be putting extra time into preparing for each assessment or taking another attempt to better their last score. The foundation of this program is focusing on motivating students to reach their highest potential.

WHY SHOULD MY SCHOOL HAVE A WORKKEYS NCRC RECOGNITION PROGRAM?

In the school setting, it is critically important that we celebrate and recognize students' outstanding accomplishments, both inside and outside of the building. Watching students grow and accomplish their goals is essential to their confidence. The recognition of students fosters strong relationships among students, families, faculty, and community to create a positive school culture where students feel valued and supported to achieve their goals through their educational success.

WHEN CAN MY SCHOOL IMPLEMENT A WORKKEYS NCRC RECOGNITION PROGRAM?

Your district or school can implement this program at any time. We recommend deploying it around your WorkKeys test dates or a College and Career Readiness Day to ensure cohesiveness and maximum effectiveness for your students.

HOW CAN MY SCHOOL IMPLEMENT A WORKKEYS NCRC RECOGNITION PROGRAM?

[Click here](#) to find customizable templates that can be downloaded and personalized. There is a customizable banner, social media images, and locker signs for each certificate level. You will also find links to purchase graduation honor cords to signify a student's WorkKeys NCRC achievement at graduation.

We recommend following these steps to prepare your program for implementation:

1 Determine the activities you wish to implement and set the for each certificate level of the WorkKeys NCRC:

- Platinum
- Gold
- Silver
- Bronze

2 Determine which students meet the requirements.

3 Download materials [here](#).

4 Edit and print materials.

5 Celebrate new and recent WorkKeys NCRC earners.

6 Make sure the whole school and community are included in the celebration. Consider these promotional methods:

- i. Announce during daily announcements, or in your school or local newspaper.
- ii. Share on social media photos or videos.
- iii. Promote in your newsletters.
- iv. Create banners, display cases or bulletin boards.
- v. Give students graduation honor cords or pins to show off their achievements at graduation.

