



ACT certifies that

John Vergara

has earned the ACT WorkKeys National Career Readiness Certificate™ at the **Gold** level.



Registered Certificate # 8SF5D464ZQS3
Issue Date: 11/10/21

The **ACT WorkKeys National Career Readiness Certificate™** (ACT WorkKeys NCRC) is an assessment-based credential of widely applicable foundational employability skills. Individuals demonstrate skill mastery through their assessment scores. When individual skills are aligned to the skills needed for a job, workers tend to learn job-related tasks more quickly, benefit from on-the-job training, and obtain new knowledge and skills.

The certificate holder has earned a **Gold ACT WorkKeys NCRC**. The certificate holder's Level Score on each individual assessment is provided below. The type of skills measured by each assessment are described at right.

John Vergara

ACT WorkKeys Applied Math	6
ACT WorkKeys Graphic Literacy	6
ACT WorkKeys Workplace Documents	5

ACT WorkKeys Applied Math Level Score 6

You scored at Level 6. People who score at Level 6 have demonstrated all of the Levels 3, 4, and 5 skills. They also have demonstrated the following skills to:

- Use fractions with unlike denominators and calculate reverse percentages
- Convert units within or between systems of measurement (e.g., time, measurement, and quantity) where multiple-step conversions are required and the formulas are provided, such as converting from kilometers to meters to feet
- Identify why a mistake occurred in a solution
- Find the best deal from a group of solutions and then use the result for another calculation
- Find the area of basic shapes when it may be necessary to rearrange a formula, convert units of measurement in the calculations, or use the result in further calculations
- Calculate the volume of rectangular solids (e.g., cubes)
- Calculate rates, production rates, rate by time (such as, production rate is 59 cups produced per hour, how many will be produced in an 8-hour shift)
- Identify the correct equation for solving a problem

To find the Applied Math Levels 3, 4, and 5 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

ACT WorkKeys Graphic Literacy Level Score 6

You scored at Level 6. People who score at Level 6 have demonstrated all of the Levels 3, 4, and 5 skills. They also have demonstrated, using graphics designed at the highly complex level, the following skills:

- Locate information in a graphic using information found in another graphic
- Compare two or more pieces of information
- Identify a trend/pattern/relationship
- Make an inference or decision
- Identify the graphic that accurately represents the data

Additionally, using graphics designed at the high-moderate level, they have demonstrated the following skills:

- Compare two or more trends/patterns/relationships
- Interpret a trend/pattern/relationship
- Make a reasonable inference or decision based on one graphic after finding information in another graphic
- Justify an inference or decision based on information
- Identify the most effective graphic given a defined purpose
- Justify the most effective graphic given a defined purpose

To find the Graphic Literacy Levels 3, 4, and 5 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

ACT WorkKeys Workplace Documents Level Score 5

You scored at Level 5. People who score at Level 5 have demonstrated all of the Levels 3 and 4 skills. They also have the skill to read and comprehend longer workplace documents written in more complex sentences that use more advanced vocabulary, including unfamiliar technical words, jargon, and acronyms. The information in Level 5 documents is generally stated directly, but specific details may be more difficult to find because the documents also may have extraneous information. In reading these documents, they are able to:

- Identify specific details
- Infer the meaning of a word or phrase from context
- Apply information/instructions to a new situation that is similar to the one described in the document while considering changing conditions
- Apply information/instructions that include conditions to situations described in the document
- Identify the appropriate meaning of an acronym, jargon, or technical term defined in the document
- Apply technical terms and jargon to stated situations
- Make inferences to accomplish a goal

To find the Workplace Documents Levels 3 and 4 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

Share Your ACT WorkKeys NCRC with Employers

Each certificate is registered in the ACT WorkKeys National Career Readiness Certificate database. To access your certificate, go to www.myworkkeys.com and login to, or create a new MyWorkKeys account. If you take action to share your certificate it may be verified at www.act.org/certificate/verify.html. Include information about your achievement on the ACT WorkKeys NCRC on your resume or job applications and invite employers to verify its authenticity.

ACT WorkKeys NCRC Level: [enter the level you have earned]
Registered Certificate #: [enter the ID found on the front of your certificate]
Issue Date: [enter the date on which you earned the certificate]