

# Interview Requirements

Take the ACT National Career Readiness Certificate (NCRC) Exam.

Iowa Workforce Development Offices are available in Waterloo and Mason City that offer the testing several times a week. In order to get registered to take the NCRC exam, you will need to create an account at [www.iowaworks.gov](http://www.iowaworks.gov) ; at the top of the main page click “Not Registered Yet”, which will take you to a new page where you will select either Option 1- “Already Registered” or Option 3- “Create a User Account”.

You will need to have this basic registration completed in order to schedule the NCRC exam.

If you are unsure how to navigate this as described above, you can go to the Iowa Works center and they can assist you and then schedule you for the next open NCRC testing session. You can call Iowa Works if you already have an account and they can walk you through resetting the password, but they won't schedule you for the NCRC over the phone unless you have a profile in the Iowa Works system.

In Waterloo please call 319-235-2123 (ext 41362); or in Mason City, please call 641-422-1524 (ext 44534).

You may go to [www.skillediowa.org](http://www.skillediowa.org) to view exam schedules.

Please plan at least 24 hours in advance to get registered properly. You may request access to the practice website and will be given a username and password when you register. You will receive test results on the same day they test and the certificate will be mailed 2-3 weeks later. On the day of the scheduled test, you must arrive 15 minutes early and bring your picture ID.

The three tests areas are:

1. Applied Math (formerly Applied Mathematics)
2. Graphic Literacy (formerly Locating Information)
3. Workplace Documents (formerly Reading for Information)

Notes

- You must score a **Silver Level Certificate** to qualify for an interview. Same day results can be mailed or dropped off at the Waterloo JATC office. Or scanned and emailed to [pattyloojatc@gmail.com](mailto:pattyloojatc@gmail.com).
- If you have taken the NCRC with in the last 18 months, we will accept those test scores as long as the Silver Certificate has been earned. Proof of the passing Silver Level must be submitted to the Waterloo JATC office before an interview will be granted.

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