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DATE: October 8, 2013

TO: Oregon Workforce Partnership, Oregon Employment Department
Managers, NCRC Points of Contact

FROM: Karen Humelbaugh ^{kmh} Workforce Division Director, CCWD

SUBJECT: NCRC Guidance 01-10
Spanish Assessments and the National Career Readiness
Certificate (NCRC)

CCWD has received multiple inquiries asking why Spanish speaking job seekers cannot take the three assessments for the NCRC. There is concern by some that to not allow this accommodation may be discriminatory. This guidance is intended to clarify the issue and identify the accommodation that is allowed for those whose first language is not English.

The NCRC is a certification of key workplace readiness skills. As a transportable certification, the value of the certificate is based upon the fact that it can be used to document basic skill levels that apply across companies, industries and states. Because English is the presumed primary language used across companies, industries and states in the United States, the NCRC must document an individual's certification level in English. Just as nursing and other licensure examinations are given only in English, so are the NCRC assessments.

However, ACT allows the use of a word to word dictionary that provides those who are taking the NCRC access to both their native language and English during the assessment process. Clearly, this accommodation would not be adequate to allow an individual with little or no English proficiency to earn an NCRC. It does provide those who are not native English speakers an important accommodation.

ACT does offer some of their assessments in Spanish for purposes outside of the NCRC. Specific guidance on accommodations or the Spanish assessments and their use can be obtained by contacting ACT directly at 1-800-967-5539 (1-800-WorkKey).

If you have any questions, please contact Evelyn Roth at 503-947-2431 or Evelyn.M.Roth@state.or.us. Thank you.

