

Blue Mountain Community College will grant 3 elective credits for RD120 Critical Reading and Thinking for completion of the ACT, National Career Readiness Certificate (NCRC) for those completing at the silver, gold, and bronze levels.

In order to receive credit you must share your scores with us. To do this follow the instructions below.

WorkKeys assessment scores are usually available in the National Career Readiness Certificate database 24 hours after the issue date. At that time, you can access your newly created account to update your account and share your NCRC with employers/colleges.

**Note:** *You must share your certificate in order to allow employers/colleges to verify it online.*

To share your certificate, please go to the link below and follow the instructions to:

### **1. Access and Share Your Certificate**

- a. Go to <http://www.act.org/certificate/login.html>
- b. Enter your NEW User ID and Password
  - i. **Note:** These are **different** from the User ID and password you used to login and take the assessments.
  - ii. You should have received this new User ID and password from ACT via email after completing the three (3) CRC assessments. If not, please click on “Did not receive registration email” OR go to <http://www.act.org/certificate/account/> and follow the instructions. If you need help troubleshooting, call 1-800-967-5539 for assistance.

### **2. Update Your Account**

- a. After entering your User ID and password, update your account profile by filling in all the required information fields.
- b. Once you have updated your profile, you may change your password by clicking on the “Change Password” option on the left side of the screen.

### **3. Share Your Certificate with Employers/Colleges**

- a. Click on **Certificate Management** on the left side of the screen.
- b. You will see a “P” under the “Not Shared With” column. Click on the “P” to move it to the “Shared With” column. Click “I Accept” for the Terms and Conditions.

After you have “shared your certificate”, please complete the Credit for Prior Learning (CPL) Request form and indicate NCRC as the type of CPL. Transcription cost \$10.