Ordering Your National Career Readiness Credential Certificate from ACT

Wait until two weeks after taking your test. Mark your calendar as a reminder to go online and order your certificate.

Currently certificates are free of charge. They generally arrive 7 to 14 days from the time the order is placed.

You will need an email account to order your certificate. If you do not currently have an email account, you can create one for free at **http://www.yahoo.com/**.

- Go to **http://www.act.org/**
- Click on Workplace
- Click on Visit My WorkKeys to Order or Verify a Certificate
- Click on Job Candidates
- Click on Create a New Account in the Login box.
- *Fill in all the information required.
- *MAKE SURE YOUR DATE OF BIRTH AND YOUR SOCIAL SECURITY NUMBER ARE ENTERED CORRECTLY. THESE MUST EXACTLY MATCH WHAT YOU WROTE ON YOUR TEST IN ORDER FOR ACT TO PROCESS YOUR CERITIFICATE.
- Click on Submit.
- Once you have created your account, click on Certificate Management.
- *Create your certificate
- Click on Order Certificate on the left bar.

For technical support with creating your account, viewing your WorkKeys® tests, or ordering certificates, please call 1-800-760-1228. The help desk is staffed 24/7 to assist you with your questions.