

What are **WorkKeys®** and **KeyTrain®**?

WorkKeys® is a system developed by American College Testing (ACT) and is a comprehensive employability skills assessment. **KeyTrain®** is a self-paced curriculum to help individuals fill their skill gaps while practicing for the **WorkKeys®** tests.

*Lenoir Community College is using **WorkKeys®** and **KeyTrain®** as part of the admissions process into the Surgical Technology program.*

The following tests are required:

<u>Test</u>	<u>Scores For Surgical Technology Program</u>
Observation-O	5
Locating Information-LI	4
Reading for Information-RI	5

KeyTrain® Lab Instructions

1. All applicants must first take **KeyTrain®** pre-assessments in the lab at Lenoir Community College JobLink Career Center Room 125 of the Bullock Building. Hours are M-Th from 8:30-1:30 and TTh evenings from 5-8. No appointment is needed for pre-assessments. (Hours may be available in Jones County-call 448-5021 for information.)
2. You may also use the option of a hybrid class for **KeyTrain®**. The lab instructor can arrange this option after your initial class meeting. This will allow you to complete your pre-assessments at home via the Internet. Classroom lab instruction is preferred.
3. Please call for the cost of the **KeyTrain®** lab by calling 252-527-6223 ext. 706 or 111. If you are unemployed, underemployed, or a family receiving Earned Income Tax Credit the fee may be waived for **KeyTrain®**.

WorkKeys® Testing Instructions

1. When you have reached your goals for **KeyTrain®** lab you may request an appointment time for **WorkKeys®** testing from the lab instructor Room 125 Bullock Building or for non-campus students email sgale@lenoircc.edu.
2. **WorkKeys®** test costs are \$10.00 per test, payable to LCC prior to **WorkKeys®** testing date. Waivers may be available to offset costs. (Costs are subject to change)
3. You will need to arrive 15-20 minutes early for your **WorkKeys®** testing. Late arrivals will not test but will need to reschedule a **WorkKeys®** testing date. A picture ID and a LCC receipt is required for admission to **WorkKeys®** testing.
4. Total **WorkKeys®** is about four hours. Plan your schedule accordingly.
5. Following the **WorkKeys®** test, you will be given instructions on how you may get your tests results.
6. If you do not make the required scores for **WorkKeys®** tests, you must remediate in the **KeyTrain®** lab. After remediation make an appointment for **WorkKeys®** retesting in order to achieve the required scores for admission consideration into the Surgical Technology Program. The amount of time it takes to prepare to retest is based on individual needs. No **WorkKeys®** retesting can be done without **KeyTrain®** remediation! There is a one-month waiting period between testing and retesting for the same subject area. A retest fee is required.