**Work Keys Testing**

Work Keys score of 4 in applied mathematics, locating information and reading for information is required for admission into the Respiratory Care Program.

**Preparing to Take Work Keys**

* Work Keys testing is offered in the Continuing Education office located in the GA building every Wednesday at 8:30 a.m. and 5:30 p.m.
	+ No Prior registration is required
	+ Students are encouraged to arrive 10-15 minutes early to complete required paperwork
	+ Students who arrive late WILL NOT be allowed to test at that time
	+ Students must present a picture ID in order to take the test
	+ Respiratory Care students are allowed 1 attempt for the entire test at no charge.

**The Work Keys Test**

* There are 3 parts to the Work Keys test
	+ Applied Mathematics
	+ Locating Information
	+ Reading for Information
* It will take approximately 3 hours to complete all 3 parts of the tests (45 minutes for each section)
* Remediation workbooks are available for $5.00
* Students may re-take individual sections of the test to improve their scores in that specific area. There will be a charge of $15.00 per section associated with the re-test
* Work Keys certificates are valid for 5 years