

ACT WorkKeys NCRC® Testing

All dental hygiene applicants must complete the nationally-normed test known as the ACT WorkKeys NCRC® assessment. Applicants will not be considered for admission to the program until they achieve WorkKeys NCRC® assessment level of 5 in Applied Math, 5 in Graphic Literacy, and 4 in Workplace Documents. This requirement should be completed prior to submission of the Supplemental Application, but no later than the application deadline. If you do not complete the WorkKeys NCRC® assessment, your application will not be evaluated. Please read all of the following material before registering to take the assessment.

Frequently Asked Questions about WorkKeys NCRC®

What is the WorkKeys NCRC® test?

- The ACT WorkKeys National Career Readiness Certificate (ACT WorkKeys NCRC®) is a national career readiness assessment-based credential that measure foundational and soft skills. The WorkKeys NCRC® measures and certifies the essential work skills needed for success in jobs across industries and occupations. For more information, please visit <https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/ncrc.html>
- The assessment measure foundational skills required for entry in the dental hygiene program. Test sections include Applied Math, Graphic Literacy, and Workplace Documents.

Who should take the ACT WorkKeys® test?

- Student who wish to apply for admission to HCC's Dental Hygiene must take the WorkKeys NCRC® assessment by the supplemental application deadline.

When should I take the ACT WorkKeys® test?

- Students must register for and take the WorkKeys NCRC® test prior to the application deadline. Ideally, applicants should complete the test prior to submitting the Supplemental Application.
- It is recommended that student wait to take the test until after developmental level courses are complete. The test must still be completed prior to the application deadline.

How do I register for the ACT WorkKeys NCRC® test?

- Students will need to complete the online registration.
- Click on the following link and follow the directions below to register and pay for the WorkKeys NCRC on the <https://www.registerblast.com/hcc/Exam/List>
 - Choose a group – WorkKeys
 - Choose an exam – WorkKeys – NCRC (\$60.00)
 - Choose a Date
 - Choose a Time
 - Enter Name and Email
 - Agree to follow guidelines provided
 - Enter Primary Phone Number

- Add to Cart & Pay Fee
- Students will need a credit card to pay the exam fee of \$60.

Where should I go on my scheduled test date?

- Tests are held in the Learning Resource Center (LRC) on the HCC campus. You should report to room 322 before the scheduled time for your seating assignment. Please make sure you know where the LCR building is located before your scheduled test time. Room 322 is on the third floor of the building (above the William M. Brish Library).

How long does the test take?

- You should plan to leave four hours to take the test. You should arrive early; tests will start promptly at the scheduled times and you will not be allowed to test if you are late.

What should I bring to the test?

- On your testing date, you must have a valid Photo ID with signature (US Government or US State Issued ID such as a driver's license), your HCC student ID number, and a copy of your proof of payment. No other items, such as cell phones or food/drink, are permitted. You will be provided with writing materials for calculations.

How much does the test cost?

- The cost of the WorkKeys NCRC® test is \$60 (please note that the fees are subject to change). Students are required to pre-pay and pre-register for the WorkKeys NCRC® test (see registration instructions). Payment requires a credit card or bank card since you must pay online at the time you register for your test date.

What do I do once I have my scores?

- **If you DO meet the minimum scores:** You must submit a copy of your results to the HCC Office of Admissions. If you take the WorkKeys NCRC® test at HCC, you will receive a printed copy of your scores as soon as you complete the test. Please immediately take this paper to the Office of Admissions and have them make a copy of your results.
- **If you DO NOT meet the minimum scores:** You will not be considered for admission to the program. You should review the available study materials and retake the WorkKeys NCRC® test after thorough studying. See information about studying for and retaking the test.

How can I study for the ACT WorkKeys NCRC® test?

- ACT WorkKeys offers preparation materials and practice online practice tests. These study materials can be found on <https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html>.

How often can I take the ACT WorkKeys NCRC® test?

- Students can only take the WorkKeys® test twice during each admission cycle. You are required to pay for the test each time you take it.

How long is my score valid?

- HCC will accept WorkKeys NCRC® scores up to 3 years old. If you took the WorkKeys NCRC® more than 3 years ago, you must retake the test to be considered for admission.