



**SHEET METAL
INSTITUTE**
UNION APPRENTICESHIP
OREGON • SW WASHINGTON

Questions?

Phone/text: 503.257.1022

Email:

Rachael@sheetmetal institute.org

Placement Testing Options

NOTE: You can submit both tests with placement above minimum requirements with your application to maximize your points earned

Option #1 – Accuplacer College Placement Test

- **We require placement into Math 60 and Writing 101**
 - Any placement over those courses are worth extra points towards your application
- We recommend taking the Accuplacer via our accrediting college, Mt. Hood Community College. You can test in-person or remotely (see below for specifics).
- Placement testing must be recent (within 2 years of application date)
- If testing somewhere other than Mt. Hood Community College, ensure testing utilizes the Accuplacer system for ALL portions (Reading, Writing and Math). There are many community colleges that do not offer the correct placement testing for our program. It is the applicant's responsibility to ensure they are completing the correct testing.

Instructions for Sheet Metal Workers Apprenticeship applicants for taking AccuPlacer Test:

1. You must complete the MHCC General Admissions Application to be issued an ID# BEFORE TESTING. Visit <https://www.mhcc.edu/forms/admissions/general-application> to complete the application. Your MHCC ID# will be emailed to you within three business days.
2. You can choose to take the placement test either in-person or remotely.
 - a. In-person testing is available by appointment on Mondays, Tuesdays, Thursdays and Fridays from 8 a.m. to 4 p.m. and on Wednesdays from 10 a.m. to 7 p.m. There is no fee to test in person.
 - b. Remote testing is available 24/7 through ProctorU. There is a \$28 fee to test remotely and you must have a computer that has a webcam, microphone, speakers and a stable internet connection. Chromebooks are NOT compatible.

To request a placement test, complete the form found at <https://www.mhcc.edu/forms/admissions/college-placement-test-request> and MHCC Testing staff will respond to your request within one business day.

If you have any questions about the MHCC placement test, call 503-491-7591 or email testing@mhcc.edu.



**SHEET METAL
INSTITUTE**
UNION APPRENTICESHIP
OREGON • SW WASHINGTON

Questions?

Phone/text: 503.257.1022

Email:

Rachael@sheetmetal institute.org

Option #2 – Work Keys – National Career Readiness Certificate (NCRC)

- **We require silver level certification**
 - Any certification above silver is worth extra points towards your application
- The Work Keys (NCRC) is administered in Oregon primarily by the Work Source program, based out of the Employment Department. *You must be an Oregon resident to take the Work Keys test with Work Source*
- The Work Keys test may also be available via Clackamas Community College Harmony Campus. Please contact them at 503-594-0636 or email testing.harmony@clackamas.edu for details.

NOTE: You can submit both tests with placement above minimum requirements with your application to maximize your points earned

You can also review study guides for the tests at:

- <https://accuplacer.collegeboard.org/students/prepare-for-accuplacer/practice>
- <https://success.act.org/s/article/WorkKeys-Assessments-Online-Practice-Test>