



OBTAINING A TYPING CERTIFICATE

Some of the City's positions require applicants to provide a typing certificate to demonstrate that they meet the minimum typing requirements.

Certification may be in the form of a certificate, letter, or test results form that must clearly state the following:

1. Applicant's Name
2. Name, address and telephone number of the issuing agency. Acceptable agencies are a government agency, an employment agency, a business or community college, an adult school or a public school system. Unacceptable agencies would include online internet certificates.
3. The date of your test. The test must be dated within **six months** of the application due date.
4. Five minute timed test with net speed (gross speed – errors = net speed).

Certificates that do not include all the above information will be disqualified from the selection process.

NOTE: INTERNET TYPING CERTIFICATES WILL NOT BE ACCEPTED.

The following agencies are examples of acceptable issuing agencies that administer typing tests to the public.

<p>Bassett Adult Education 760 Puente Avenue La Puente, CA 91746 (626) 931-7912 Mon – Thurs. 10 a.m. – 11 a.m. & 11:30 a.m. – 1:00 p.m. (No Fee)</p>	<p>Cawley Personnel Services, Inc. 536 South Second Avenue, Ste. "O" Covina, CA (626) 967-0813 Mon – Friday 8 a.m to 5 p.m. Call for Appointment (Cost: \$10.00)</p>	<p>ComputerTraining Center – ABC Adult 12254 Cuesta Drive, Cerritos, CA 90703 (562) 926-6734 ext. 25101 or 25109 Mon – Friday 12:20 p.m. & 2:30 p.m. Monday & Wednesday 6::30 p.m. (Cost: \$10.00) (No test 1st wk. of new session or 1st week of registration.)</p>
<p>Downey Adult School 12340 Woodruff Avenue Downey, CA 90242 (562) 940-6247 (Cash Only) 6:00 p.m. – 8:00 p.m., M-TH 8:00 a.m. – 3:30 p.m., M-F By appt. (Cost: \$25.00)</p>	<p>Montebello Adult School 149 North 21st Street, Montebello, CA 90640 (323) 887-7844 – By Appointment (Cost: \$5.00)</p>	<p>Mt. San Antonio College - Micro Computer Room Business Division, Building #17, Room #5 1100 North Grand Avenue, Walnut, CA Mon – Fri 7a.m – 9 a.m. & 7 p.m. – 9 p.m. (909) 594-5611, ext. 4608 – (No Fee)</p>
<p>Prestige Personnel Services 18575 East Gale, Suite 245, City of Industry, CA (626) 964-1082 Mon – Friday 9 a.m. to 4 p.m. By Appointment (Cost: \$5.00)</p>	<p>Remedy Temp 100 North Barranca, Ste. 970 West Covina, CA 91791 (626) 339-0111 By Appointment (Cost: \$10.00)</p>	<p>Rio Hondo College-Computer Lab 3600 Workman Mill Road, Whittier, CA 90601 (562) 692-0921, ext. 3947 By Appointment (No Fee)</p>