

## Typing Certificates

When indicated on a job announcement, a certified typing certificate must be submitted along with a City application in order to demonstrate the minimum typing requirement. Certification may be in the form of a certificate, letter or test results form that clearly states the following:

1. Full name of the applicant
2. Date the test was administered (must be within one year prior to the application date)
3. Duration of the test (5 minutes minimum)
4. Net/gross words per minute
5. Number of errors
6. Name, address and telephone number of the issuing agency
7. Name and signature of the person certifying the certificate

Typing certificates may be obtained from a city college, business school, vocational training center, employment agency or other related agency. It is the responsibility of the applicant to ensure that certificates issued by any agency, including those listed below, meet the requirements stated above. **Online typing certificates will not be accepted.** Please be aware that most agencies only accept cash payments and will require a photo I.D. It is best to call the agency directly to ask about their requirements.

For your convenience, examples of approved local agencies are listed below. However, you are free to obtain certificates from other accredited schools or agencies.

### Examples of Approved Agencies:

East Bay Works 24100 Amador Street, 3 <sup>rd</sup> Floor Hayward, CA 94544 510-670-5700 <a href="http://www.eastbayworks.com">www.eastbayworks.com</a>	Milpitas Unified School District Adult Education Programs 1331 East Calaveras Blvd., Bldg. 400 Milpitas, CA 95035 408-635-2692 <a href="https://adulthood.musd.org/typing-test-and-certification">https://adulthood.musd.org/typing-test-and-certification</a>
San Mateo Adult School San Mateo Union High School District 789 E. Poplar Avenue San Mateo, CA 94401 650-558-2100 <a href="http://www.smace.org/">http://www.smace.org/</a>	Express Employment Professionals 1798 Technology Drive #139 San Jose, CA 95110 408-378-2700 <a href="https://www.expresspros.com/sanjoseca/">https://www.expresspros.com/sanjoseca/</a>
Express Employment Professionals 18640 Sutter Blvd. Suite 400 Morgan Hill, CA 95037 480-778-0729 <a href="https://www.expresspros.com/morganhillca/">https://www.expresspros.com/morganhillca/</a>	