

# INFORMATION REGARDING TYPING CERTIFICATES

## CRITERIA

The ORIGINAL, unaltered typing certificate MUST be submitted at the time of application.

Typing certificates must have been issued within the past two years and contain the following information:

1. The name of the applicant;
2. The date the typing skills test was administered;
3. The duration of the typing skills test (5 minutes minimum);
4. The gross words typed per minute;
5. The number of errors made (no more than 5 errors);
6. The net\* words typed per minute; and
7. The name of the organization/agency and signature of the person administering the test.

The Typing Certificate must be obtained from an accredited business college, educational institution, public agency, professional service or business concern which routinely provides typing verification documentation in their normal course of business.

Typing Certificate obtained from the internet is NOT acceptable.

\*Note: Net words per minute must be computed as follows:  
Gross words per minute minus 2 words penalty for each error.

## HOW TO SUBMIT

If you submit your original typing certificate in person, the typing speed data will be recorded and the certificate will be handed back to you at that time. If you mail your original typing certificate, the typing speed data will be recorded and the certificate will be mailed back to you.

## TYPING REQUIREMENTS

The typing requirement may be different on each individual recruitment. A minimum typing speed of 30 net words per minute is required on some of the recruitments, and 50 or 60 net words on other recruitments. Please review each application for specific recruitment requirements.

## COUNTY OF SAN DIEGO EMPLOYEES

If you are a County employee currently in a position that required the same typing requirement as the position(s) for which you are applying, you do NOT need to submit a typing certificate.

## **WHERE TO OBTAIN A TYPING CERTIFICATE**

Typing certificates may be obtained at any of the following Adult Education Centers and Employment Agencies listed below:

<u>Centre City (No Cost)</u>	<u>1400 Park Blvd., Rm. 203, San Diego</u>	<u>(619) 388-4600</u>
<u>Cesar Chavez (No Cost)</u>	<u>1960 National Ave., San Diego</u>	<u>(619) 230-2895</u>
<u>Chula Vista Adult (\$8)</u>	<u>1034 Fourth Avenue, Chula Vista</u>	<u>(619) 691-5760</u>
<u>Clairemont Adult (No Cost)</u>	<u>3890 Modoc Street, Rm. B-2, San Diego</u>	<u>(619) 388-1873</u>
<u>Foothills Adult (\$5 Cash)</u>	<u>1550 Melody Lane, El Cajon</u>	<u>(619) 401-4122</u>
<u>Mid-City (San Diego) (No Cost)</u>	<u>3792 Fairmont Avenue, Rm. 308, San Diego</u>	<u>(619) 388-4500</u>
<u>Montgomery Adult (\$8 Cash)</u>	<u>3240 Palm Avenue, San Diego</u>	<u>(619) 628-3017</u>
<u>National City Adult (\$8 Cash)</u>	<u>517 Mile of Cars Way, National City</u>	<u>(619) 336-9400</u>
<u>North City Center (No Cost)</u>	<u>8401 Aero Dr, San Diego</u>	<u>(619) 388-1800</u>
<u>Poway Adult Education (\$10 Cash)</u>	<u>13230 Evening Creek Dr. #220, Saber Springs</u>	<u>(858) 668-4000</u>
<u>San Ysidro Adult (\$8)</u>	<u>4220 Otay Mesa Road, San Ysidro</u>	<u>(619) 428-7200</u>
<u>West City Center (No Cost)</u>	<u>3249 Fordham Street, Rm. 2, San Diego</u>	<u>(619) 221-6973</u>