



City of Whittier

Human Resources

GUIDE FOR OBTAINING TYPING CERTIFICATE



For all positions that specify a typing speed requirement, applicants must submit a valid Typing Certificate with their City Employment application.

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

- Applicant's Name
- 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.
- Date of your test. The test must be dated within the past **6 months** of the application due date.
- **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.

A SELF-ADMINISTERED TYPING TEST THAT IS TAKEN OVER THE INTERNET OR ANY OTHER SELF-ADMINISTERED TEST WILL NOT BE ACCEPTED.

You may obtain Typing Certificates from other accredited schools or agencies of your choice. It is the responsibility of the applicant to ensure that certificates issued by any agency meet the requirements as stated above.

For your convenience, listed below are names of acceptable local agencies that administer typing tests and provide certificates to the public.

ABC Adult School – Assessment Center: Please call for appointment. **(Cost: \$20.00)**
12254 Cuesta Drive (562) 926-6734, Extension 25056 or 25089
Room J
Cerritos, CA 90703

Bassett Adult Education: No appointment needed. **(Cost: \$25.00)**
760 Puente Avenue (626) 931-7912
La Puente, CA 91746 M-TH 10:00 AM – 11:00 AM & 11:30 AM – 1:00 PM

Comet Employment Agency: Please call for appointment. **(Cost: \$20.00)**
14831 E. Whittier Blvd., Ste.101 (562) 945-3081
Whittier, CA 90605

Cornerstone Staffing Solutions: Please call for appointment. **(Cost: \$10.00)**
3626 South Nogales Street (626) 964-1082
West Covina, CA M – F 9:00 AM – 4:00 PM

Downey Adult School: No appointment needed. **(Cost: \$49.00)**
12340 Woodruff Avenue (562) 940-6200
Downey, CA 90242 Mondays 5-9 PM
Saturdays 8:30 AM – 12:30 PM

El Rancho Unified School District: No appointment needed. Pay at front office. **(Cost: \$15.00)**

El Rancho Education Center (562) 801-5009 (Cash Only)
9515 Haney Street M-W 8:30 AM – 2:00 PM
Pico Rivera, CA 90660 T & W 6:30 PM – 8:00 PM

Foothill Workforce Investment Board: Please call for appointment. **(No Fee)**

1207 East Green Street (626) 584-8378
Pasadena, CA 91106 M – F 8:00 AM – 12:00 PM & 1:00 PM – 3:00 PM

Fullerton College – Business Division Office: Please call for appointment. **(Cost: \$15.00)**

321 E. Chapman Ave., Bldg. 300 (714) 992-7032 or (714) 732-5325 (check or cash)
Fullerton, CA 92832 M-TH 8:00 AM – 6:30 PM & F 8:00 AM – 2:30 PM

Hacienda La Puente Adult Education: Please call for appointment. **(Cost: \$10.00)**

Willow Center, Room 100 (626) 934-2801
14101 East Nelson Avenue M/T/W 8:30 AM – 10:00 AM
La Puente, CA 91746

Montebello Adult School: Please call for appointment. **(Cost: \$5.00)**

149 North 21st Street (323) 887-7844
Montebello, CA 90640

Norwalk-La Mirada Adult School: Please call for appointment. **(Cost: \$20.00)**

15711 Pioneer Blvd. (562) 868-9858 (Norwalk Campus Only)
Norwalk, CA 90638 M – TH 8:00 AM – 12:45 PM & 5:30 PM - 9:30 PM

Olympic Staffing Services: Walk-ins welcome before 4:30 PM **(Cost: \$20.00)**

588 South Grand Avenue (626) 967-5255 (Cash Only)
Covina, CA 91724 M – F 7:30 AM – 4:30 PM

Rio Hondo College – Computer Lab: Please call for appointment. **(No Fee)**

Business Building, Room 108 (562) 463-7364
3600 Workman Mill Road (\$2 for temporary parking permit)
Whittier, CA 90601

Whittier Adult School: Please call for appointment. **(Cost: \$40.00)**

9401 South Painter Avenue (562) 698-8121, ext. 1300
Whittier, CA 90605 M – TH, 10:00 AM – 1:00 PM, Room D-301
(Use student parking on Mulberry) T – TH, 5:30 PM – 6:30 PM, Room D-307

Updated 10/2017 Above information subject to change