

CITY OF MONTCLAIR

TYPING CERTIFICATE REQUIREMENTS

A certified typing certificate **must be submitted with all applications** for positions that stipulate typing as a qualification. The certificate must be issued by an accredited school or agency **within one year** prior to application. On-line tests, such as Mavis Bacon or provemyspeed.com, that are not administered by a qualified agency **will not** be accepted.

An accredited school or agency is one that will provide an official certificate with their agency's emblem or on agency letterhead. Certificates must include the following information:

1. Name of applicant
2. Number of "net" words per minute (WPM) typed
3. Number of errors
4. Date of certificate
5. Signature of person administering test

"Net" WPM is derived after subtracting errors. For example, if your "gross" WPM is 35 and you have 5 errors, your net typing speed would be 30 WPM. (If your certificate only lists gross WPM, errors will be subtracted.)

Listed below are a few local agencies which provide typing certificates. Please call for an appointment and information regarding fees for this service.

AppleOne

(909) 625-7576
5237 Arrow Highway
Montclair, CA

Pomona Vocational Center

(909) 469-2348
1515 West Mission, Bldg. 2
Pomona, CA

Arrow Staffing

(909) 484-3682
4295 E. Jurupa St. Ste. 110
Ontario, CA

Olympic Staffing Services

(626) 967-5255
588 S. Grand Avenue
Covina, CA

The Staffing Solutions Group

(626) 796-6166
180 S. Lake Ave. Ste. 400
Pasadena, CA

Cornerstone Personnel Services

(626) 964-1082
3626 Nogales St.
West Covina, CA