



INSTRUCTIONS FOR OBTAINING A TYPING CERTIFICATE

A valid typing certificate issued within the past 12 months from an employment agency or business school must be submitted with your application. Internet typing test are not valid and will not be considered. The typing certificate must be scored according to the following method: 5 minute timed typing exercise, showing a gross rate of speed and a net speed calculated by deducting one (1) word per minute for each error in the exercise.

Example:	5-minute gross rate of speed	60 words per minute
	Total number of errors (minus)	<u>10 errors</u>
	Net speed:	50 words per minute

This information **MUST** be included on the certificate. Applications received without a valid typing certificate, or not meeting the minimum net words per minute **WILL NOT** be considered and **WILL NOT** be contacted to correct the deficiency.

Below is a list of agencies that administer typing tests and issue certificates. You may need to call first to see if an appointment is required to take the typing test.

System One	(925) 246-0311	Concord	\$20
Manpower	(707) 428-1823	Fairfield	\$15 (cash)
Martinez Adult Center	(925) 228-3330	Martinez	\$20
Mt. Diablo Adult Ed.-Loma Vista	(925) 685-7340	Concord	\$25
Nelson Staffing Solutions	(925) 933-0505	Pleasant Hill	\$12 (cash)
East Bay Works	(925) 671-4500	Concord	No Charge

Heald College tests prior students at no charge to the candidate.