



INSTRUCTIONS FOR OBTAINING A TYPING CERTIFICATE

Prior to submitting your online application to the City of Concord, you must successfully pass a five-minute typing test with a corrected speed of net words per minute determined by the job requirements.

Typing certificates must be for typing tests given within the last 12 months. Most agencies charge a fee ranging from \$10 to \$25 to administer their typing test. **Self-administered-computerized/online typing test results/certificates will not be accepted.**

Below is a list of agencies that meet our criteria, administer typing tests, and issue certificates. You will need to call first to see if an appointment is required to take their test and to obtain cost information.

<u>Agency/Education Center</u>	<u>Phone Number</u>	<u>Location</u>
Bolt Staffing (Monday and Wednesday only)	(707) 552-7800	American Canyon
Chartwell Staffing Solutions	(707) 425-7200	Fairfield
East Bay Works (Tuesday and Thursday only) http://www.eastbayworks.com/locations/	(925) 671-4500	Concord
Liberty Adult Education (Monday – Thursday @ 3:15 p.m. or Friday @ 1:00 p.m.)	(925) 634-2565	Brentwood
Martinez Adult Center	(925) 335-5890	Martinez
Mt. Diablo Adult Ed.-Loma Vista	(925) 685-7340	Concord
Nelson Staffing	(925) 933-0505	Pleasant Hill
San Pablo Works (Monday – Thursday by appointment)	(510) 412-6740	San Pablo
Staffmark (Tuesday – Friday)	(925) 969-4430	Concord
Star Staffing	(707) 429-0200	Fairfield