



## **OBTAINING A TYPING CERTIFICATE**

Some City of Downey positions require proof of typing proficiency. Therefore, candidates are asked to provide a typing certificate that verifies they meet the minimum typing requirements.

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

- Candidate name
- Name of issuing agency
- Name and signature of agency representative
- Date of test administration (*Test must be dated within 24 months of the final filing date of the recruitment.*)
- Gross typing speed, errors and NET typing speed of the test

Failure to include all the above information may disqualify the applicant from further consideration.

***Please note that online internet typing tests/certifications are NOT acceptable.***

The City of Downey's Human Resources Department does not administer typing tests. We do, however, accept typing certificates from a government agency, employment agency, business college, adult school, or a public school system. For your convenience, below is a list of *examples* of acceptable issuing agencies which do administer typing tests to the public. Please note you are not limited to the agencies listed below.

We recommend you call prior to arriving to any testing agency and verify their testing hours, appointment requirements, address, costs and type of acceptable payment.

(NOTE: Most agencies accept cash payment only.)

<b>Downey Adult School</b> 12340 Woodruff Avenue Downey, CA 900241 562-940-6200	<b>ABC Adult School</b> 12254 Cuesta Drive Cerritos, CA 90703 562-229-7960	<b>Glendora Employment Agency, Inc.</b> 203 South Glendora Avenue, Suite-C Glendora, CA 91741 626-335-4081
<b>Fullerton College (Business Division)</b> Bldg 300 - Room 310 321 E. Chapman Avenue Fullerton, CA 92832 714-992-7032	<b>Olympic Personnel Services</b> 588 South Grand Avenue Covina, CA 91722 626-967-5255	<b>Norwalk/La Mirada Adult School</b> (Norwalk Campus) 15711 Pioneer Blvd Norwalk, CA 90650 562-210-3990
<b>Southeast Los Angeles Workforce Investment Board</b> 10900 East 183rd St, Suite 392 Cerritos, CA 90703 (562) 402-9336 / (800) 481-6555	<b>Olympic Personnel Services</b> 444 E Huntington Drive, Suite 101 Arcadia, CA 91006 626-447-3558	<b>Norwalk/La Mirada Adult School</b> (La Mirada Campus) 15920 Barbata Rd. La Mirada, CA 90638 562-210-3170