TYPING CERTIFICATE REQUIREMENTS

The position you are interested in requires a typing/word processing certification. Please see job announcement for the specific net typing speed required for the position.*

To help ensure that you obtain the required typing test certification by the recruitment closing date, we have listed several local agencies and schools that offer typing certifications. Access Services does not endorse any of these agencies; you may obtain a typing certification from another similar agency as long as the certification meets all the requirements listed below. You may be required to make an appointment, call the agency for additional information.

Carson One Stop
801 East Carson Street, #117
Carson, CA 90745
(310) 680-3870
Mon-Fri. 8 a.m. to 5p.m.
No Fee, No appointment necessary
Photo ID required

Foothill Workforce Investment Board
1207 East Green Street
Pasadena, CA 91106
(626)5848378
M-F: 8am-12pm; 1pm-3pm
No Fee, Photo ID required

Mount San Antonio College
1100 North Grand Ave.
Walnut, CA
Building 30, Room 111
Located at Temple and Bonita
(909) 274-4935
Mon-Thurs 12:30 p.m. - 7p.m
Fri- 12:30p.m. – 3 p.m.
No Fee, No appointment necessary

Career Partners / Work Source
3505 N. Hart Ave., Suite 124
Rosemead, CA
(626) 572-7272
Mon-Fri. 8 a.m. to 5p.m.
No Fee, No appointment necessary

Norwalk/La Mirada Adult School
(Norwalk Campus Only)
15711 Pioneer Blvd
Norwalk, CA 90638
562-868-9858
*Please call for information

Downey Adult School
12340 Woodruff Avenue
Downey, CA 900241
562-940-6200
*Please call for information

Acceptable typing/word processing certifications must meet all of the following requirements:
- Certification must be verifiable and include testing agency information, such as agency name, administrator's or proctor's name, email, address and telephone number.
- Certification must be within 12 months of application submission.
- Submit typing certificate at the time of employment application submission. Certifications submitted after the closing of the recruitment are not accepted.
- Self-administered/online typing tests taken from the internet are not accepted.

* Net speed (NWPM) = Gross Words per Minute (GWPM) – Errors

Please direct any questions or concerns related to this matter to the Human Resources Manager at (213)270-6085.