

OBTAINING A TYPING CERTIFICATE

Applicants are required to provide Human Resources proof of the **original** typing certificate. Valid typing certificates must be dated within one year of submission. Typing certificates can be obtained from a recognized employment agency, business college, adult school or government agency. **Online typing certificates will not be accepted.** *Candidates who fail to provide an original typing certificate will not be invited to continue in the selection process.*

Tests must be scored according to the following method; in addition, an original typing certificate must also show the following:

- **5 minute timed typing test**
- **Gross Words Per Minute (Gross WPM)**
- **Net Words Per Minute (Net WPM) calculated by deducting errors in the exercise**
- **Name and telephone number of the organization/agency**
- **Original signature of the person administering the test**

This information must be included on the certificate. The City reserves the right to refuse any certificate.

The following is a list of local places where you may obtain a typing certificate:

<p>CARSON Carson Career Center No Charge Carson Community Center (Juanita Millender-McDonald Community Center) 801 East Carson St. Room 117 Carson, CA 90745</p>	<p>Please call for an appointment first. (310) 952-1762 Mon – Thurs 8:00 a.m. to 5:00 p.m. Contact: Napua Vaiagae and Maria (Ceci) Coreas</p>
<p>INGLEWOOD Inglewood One Stop Center No Charge 110 South La Brea Avenue Inglewood, CA 90301</p>	<p>Please call for an appointment first. (310) 680-3700 Thursday only 2:00 p.m. to 4:00 p.m. Contact: Shelia Martin or Ana Gaxiola</p>
<p>LONG BEACH Pacific Gateway Workforce Investment Network No Charge 3447 Atlantic Avenue Long Beach, CA 90807</p>	<p>Open ONLY to individuals currently enrolled and participating in the Network's job search assistance services. Please call for an appointment first. (562) 570-WORK or (562) 570-9675 Tuesdays at 4:00 p.m.</p>
<p>WILMINGTON Los Angeles Harbor College (LAHC) LAHC Extension Program \$17.00 Fee 1111 Figueroa Place (Cash Only) Wilmington, CA 90744</p>	<p>Please call for an appointment before 4:00 p.m. (310) 233-4450</p>