TYPING CERTIFICATE REQUIREMENTS AND LOCATIONS

The City of Chula Vista Human Resources Department requires that a certified typing certificate be submitted along with a City Employment Application for positions that specify a typing speed requirement. Certification may be in the form of a certificate, letter, or test result form and must clearly state all information listed below:

- Applicant's name.
- Name of issuing agency. Agencies acceptable are government agencies, temporary employment agencies, business colleges, adult schools, or public schools.
- Date of the typing test. The test must be dated within one year of the final filing date of the recruitment.
- Verification of a **five-minute** testing process.
- Gross typing speed, number of errors (**should be 5 errors or less**), and net typing speed.

Unacceptable Typing Certificates

Certificates that do not include all the information stated above may disqualify the applicant from the selection process. Self-certification from a software program and/or typing certificates obtained online will **not** be accepted. Certificates showing the percentage of accuracy or error (example: 85% accuracy or 30% error) are likewise unacceptable.

Suggested Local Agencies

Listed below are suggested agencies which provide typing tests. Please contact these agencies to confirm days, times and required fee. Note that all agencies below require valid photo identification at time of testing.

Location	Address	Phone Number
Chula Vista Civic Center Library	365 F Street, Chula Vista 91910	619-691-5069
Chula Vista Adult School	1034 Fourth Avenue, Chula Vista 91911	619-796-7000
Foothills Adult Center	1550 Melody Lane, El Cajon 92019	619-588-3500
Grossmont College	8800 Grossmont College Drive, El Cajon 92020	619-644-7000
Southern California American Indian Resource (SCAIR)	239 East Main Street, El Cajon 92020	619-328-0676
Montgomery Adult School	3240 Palm Avenue, San Diego 92154	619-600-3800
National City Adult Education Center	517 Mile of Cars Way, National City 91950	619-336-9400
Palomar College Business Administration Department	1140 West Mission Road, San Marcos 92069	760-744-1150
San Ysidro Adult Center	4220 Otay Mesa Road, San Ysidro 92173	619-428-7200