
TO: Job Applicant
FROM: Human Resources Department
SUBJECT: Typing Certification Instructions



This position requires a typing/word processing certification. Please see the job announcement for the specific net typing speed required for the position*.

To help ensure that you obtain this certification by the closing date, we have listed several local agencies and schools that offer typing certifications for your convenience. The City 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. Please call for an appointment.

Focus on Temps: \$20 cash only
2400 East Katella Avenue, Suite 800
Anaheim, CA 92806
(714) 848-6129
*Appointment required

Huntington Beach Adult School: \$25
17231 Gothard Street
Huntington Beach, CA 92647
(714) 842-4227
*Appointment required – click [here](#) to register

Orange County One-Stop Center: No fee
7077 Orangewood Avenue, Suite 200
Garden Grove, CA 92841
(714) 241-4900

ABC Adult School: \$20 cash only
12254 Cuesta Drive
Cerritos, CA 90703
(562) 926-6734

Cerritos Career Center: No fee
10900 E. 183rd Street Suite 350
Cerritos, CA 90703
(562) 402-9336
*Call for specific times offered

Acceptable typing/word processing certification must meet all of the following requirements:

- Certification must be in writing and test must be taken within 12 months of submission to the Human Resources Department.
- Certification must be verifiable and include information such as a valid administrator's or proctor's name, email, address and/or telephone number. Typing tests printed from the internet **will not** be accepted.
- Certification must be submitted along with the employment application to the Human Resources Department.

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