

CITY OF MONTCLAIR

TYPING CERTIFICATE REQUIREMENTS

A certified typing certificate **must be submitted with all applications** for positions that stipulate typing as a qualification. The certificate must be issued by an accredited school or agency **within one year** prior to application.

An accredited school or agency is one that will provide an official certificate with their agency's emblem or on agency letterhead. Certificates must include the following information:

1. Name of applicant
2. Number of "net" words per minute (WPM) typed
3. Number of errors
4. Date of certificate
5. Signature of person administering test

"Net" WPM is derived after subtracting errors. For example, if your "gross" WPM is 35 and you have 5 errors, your net typing speed would be 30 WPM. (If your certificate only lists gross WPM, errors will be subtracted.)

Listed below are a few local agencies which provide typing certificates. Please call for an appointment and information regarding fees for this service.

AppleOne

(909) 625-7576
5237 Arrow Highway
Montclair, CA

Pomona Vocational Center

(909) 469-2348
1515 West Mission, Bldg. 2
Pomona, CA

Covenant Staffing

(909) 949-0062
545 North Mountain Avenue, Suite 111
Upland, CA

Olympic Staffing Services

(909) 985-2389
3333 E. Concourse Street, Bldg. 7, Suite 7100
Ontario, CA

Mt. San Antonio College

(909) 594-5611, Ext. 4608
1100 North Grand Avenue
Walnut, CA

Prestige Personnel Services

(626) 964-1082
19071 Colima Road
Rowland Heights, CA

Cawley Personnel Services, Inc.

(626) 967-0813
536 South 2nd Avenue
Covina, CA