CITY OF SAN DIEGO
TYPING CERTIFICATE INFORMATION

GENERAL INFORMATION:

Typing certificates must be obtained from an accredited business college, educational institution, public agency, professional service or business which routinely provides typing verification documentation in their normal course of business. **NOTE: Typing certificates obtained from the internet are NOT acceptable.**

You may submit a COPY, (see <u>NOTE</u> under "HOW TO SUBMIT) of your typing certificate, however, the copy must be legible, issued under International Typing Contest Rules and contain the following information:

1. The name of the applicant;

2. The date the typing skills test was administered;

3. The duration of the typing skills test (<u>5 min. minimum</u>);

4. The <u>gross</u> (uncorrected) words per minute (wpm);

5. The <u>number of errors</u> made (more than 5 errors will not be accepted);

6. The <u>net</u> (corrected) words typed per minute (Net wpm must be computed as follows; Gross wpm minus 2 wpm for each error.); and

7. The name of the organization/agency and signature of the person administering the test.

TYPING REQUIREMENTS:

Typing requirements may be different for each recruitment. Some positions require a minimum net (corrected) typing speed of 30 wpm, while others may require a minimum of 50 wpm. Please review each job bulletin for details.

CURRENT OR PRIOR CITY OF SAN DIEGO EMPLOYEES:

If you have worked for the City of San Diego in a job classification that requires or exceeds the minimum typing requirement, you do not need to submit a typing certificate.

HOW TO SUBMIT:

If you submit your typing certificate in person, <u>submit a legible photocopy</u>. The copy will be uploaded to your application and typing speed will be recorded on your applicant profile.

If you mail a copy of your typing certificate, the typing speed data will be recorded on your application. The certificate will then be attached and filed with your application.

Mailing address: 1200 3rd Avenue, Suite 300
San Diego, CA 92101
Fax: (619) 533-3337

WHERE TO OBTAIN A TYPING CERTIFICATE*
*Dates and hours are subject to change, please call to verify. You may also contact other Adult Education Centers and campuses to determine if they conduct typing tests. Some fees may apply.

MID-CITY CAMPUS:
3792 Fairmount Ave., San Diego, CA 92105
(619) 388-4500

CESAR CHAVEZ CAMPUS
1901 Main St. San Diego, CA 92113
(619) 388-1910

ECC (Educational Cultural Complex):
4343 Ocean View Blvd., San Diego, CA 92113
(619) 388-4956

SOUTH COUNTY CAREER CENTER
1111 Bay Blvd., Ste. E, Chula Vista, CA 91911
(619) 628-0300

WEST CITY/POINT LOMA CAMPUS:
3249 Fordham St., San Diego, CA 92110
(619) 388-1873

NORTH CITY CAMPUS:
8355 Aero Dr., San Diego, CA 92123
(619) 388-1800