



Typing Certificate Requirement

The Human Resources Department requires that a certified typing certificate be submitted along with a City Employment Application for all positions that specify a typing speed requirement. The certificate must be issued by an accredited school or agency and dated **no earlier than one (1) year prior to the final filing date listed on the job announcement.**

Unacceptable Typing Certificates

Self-certification using keyboard software and/or online typing certificates will not be accepted. Certificates showing the percentage of accuracy or error (examples: 85% accuracy or 50% of error) will not be accepted.

Suggested Local Agencies

Listed below are suggested local agencies which provide typing certificates for your convenience. However, you are free to obtain certificates from other accredited schools or agencies. Please call ahead to for days, times and cost (if applicable) of typing tests. All agencies listed below require a photo identification.

Agency			
Cesar Chavez Center	1901 Main Street San Diego 92113	(619) 230-2895	Free
Chula Vista Adult School	1034 Fourth Avenue Chula Vista 91911	(619) 796-7000	\$10
Foothills Adult Center	1550 Melody Lane El Cajon 92019	(619) 588-3500	\$10
Grossmont College	8800 Grossmont College Drive El Cajon 92020	(619) 644-7548	\$7
Mid-City Center	3792 Fairmount Avenue San Diego 92105	(619) 388-4500	Free
Montgomery Adult School	3240 Palm Avenue San Diego 92154	(619) 628-3017	\$10
National City Adult Education Center	517 Mile of Cars Way National City 91950	(619) 336-9400	\$10
North City Center	8355 Aero Drive San Diego 92123	(619) 388-1800	Free
San Ysidro Adult Center	4220 Otay Mesa Road San Ysidro 92173	(619) 428-7200	\$10
West City Center	3249 Fordham Street San Diego 92110	(619) 388-1873	Free

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