

CITY OF SANTA CLARA

Typing Certification Information

When indicated on a job announcement, a typing test and certified typing certificate must be submitted along with a City application in order to demonstrate the minimum typing requirement. Certification may be in the form of certificate, letter or test results form that clearly states all of the following:

1. Full name of the applicant
2. Date the test was administered (must be within 6 months prior to the application date)
3. Duration of the test (5 minutes minimum)
4. Gross words per minute
5. Gross number of errors
6. Name, address, and telephone number of the issuing agency
7. Name and signature of the person certifying the certificate

- * Net words per minute is calculated by subtracting your gross number of errors from your gross words per minute - the scoring method used by the City of Santa Clara takes precedence over any other agency's scoring method (see example below):

<u>City of Santa Clara Scoring Method – Example</u>	
Gross words per minute:	55
<u>Gross number of errors:</u>	<u>10</u>
<i>Net words per minute:</i>	<i>45</i>

Typing tests and certificates may be obtained from a business school, vocational training center, employment agency, adult or continuing education centers, community college, or other related agency. It is the responsibility of the applicant to ensure that certificates issued by any agency, including those listed below, meet the requirements stated above. **Online typing certificates will not be accepted.** Please be aware that most agencies only accept cash payments and will require a photo I.D. It is best to call the agency directly to ask about their requirements.

For your convenience, listed below are examples of agencies that offer typing tests to the general public; it is suggested that you call ahead as any of the following information is subject to change. Please note that the City of Santa Clara does not endorse, and is not affiliated with, any of the agencies listed below. **It is the applicant's responsibility to ensure typing tests and certificates submitted contain all of the information required by the City of Santa Clara;** incomplete or deficient typing certificates will be **rejected**. Testing fees are at the applicant's expense.

AGENCY	TYPE	FEE	TESTING HOURS	APPT	PHONE NO.	MISC. INFO
Express Employment Professionals 18640 Sutter Blvd. #400 Morgan Hill, CA 95037	Computer	\$20.00 (Cash Only)	8:00 AM – 4:00 PM Monday – Friday By Appointment Only	YES	(408) 778-0729	2 - 5 minute practice 3 – 5 minute timed test Photo ID Required
Express Employment Professionals 1798 Technology Drive #139 San Jose, CA 95110	Computer	\$20.00 (Cash Only)	8:00 AM – 5:30 PM Monday – Friday	YES	(408) 378-2700	No Limit Photo ID Required