



TYPING TEST INSTRUCTIONS

A valid typing certificate issued within the past 12 months from an employment agency or business school must be submitted with your application. Internet typing tests are not valid and will not be considered. The typing certificate must be scored according to the following method: 5-minute timed typing exercise, showing a gross rate of speed and a net speed calculated by deducting one (1) word per minute for each error in the exercise.

Example: 5-minute gross rate of speed	60 words per minute
Total number of errors (minus)	<u>10 errors</u>
Net speed:	50 words per minute

This information **MUST** be included on the certificate. Applications received without a valid typing certificate, or not meeting the minimum net words per minute **WILL NOT** be considered and **WILL NOT** be contacted to correct the deficiency. Below is a list of agencies that administer typing tests and issue certificates. You may need to call first to see if an appointment is required to take the typing test. You may go to another agency, but keep in mind the requirements for an acceptable typing certificate.

Testing Agency	Phone Number	Location	Cost
East Bay Works *must be registered with East Bay Works	925-671-4500	Concord Click here for other locations	No charge
Manpower	510-835-2424	Oakland	\$15 (cash)
Manpower	916-925-5100	Sacramento	\$15 (cash)
Manpower	707-576-7855	Santa Rosa	\$15 (cash)
Mt. Diablo Adult Ed – Loma Vista	925-685-7340	Concord	\$25
Nelson Staffing Solutions	707-863-8100	Fairfield	\$12 (cash)
Nelson Staffing Solutions	707-255-7438	Napa	\$12 (cash)
Nelson Staffing Solutions	925-933-0505	Pleasant Hill	\$12 (cash)
System One	925-246-0311	Brentwood	\$20