HOW TO GET A TYPING CERTIFICATE

Requirements:

- The City of Santa Cruz will accept **original** typing certificates as verification of an applicant's typing speed; copies of typing certificates will not be accepted.
- The certificate may be issued by a college, temporary agency or other accredited agency and must include the following information: the **gross words per minute**, the **number of errors**, and the **net words per minute.**
- **Online typing tests or certificates will not be accepted**.
- The certificate must have been issued within one year of the recruitment's final filing date.
- The job announcement for each City position will list the minimum typing speed required for that position.

WHERE TO GO FOR A TYPING CERTIFICATE:
The following local temporary agencies issue typing certificates. If you call to schedule an appointment with one of the agencies listed below, inform the agency that you will need the typing certificate for a City of Santa Cruz job application.

AGENCY	PROCEDURE
Shoreline Career Center A Division of Goodwill 350 Encinal Street Santa Cruz, CA 95060 831-600-0211	Walk-ins accepted No charge Monday - Thursday 9am to 1pm Announce, "I am here for Typing Testing"
Capitola Career Center 2045 40th Avenue Capitola, CA 95010 831-464-6286	Walk-ins accepted No charge Monday – Friday 8am to 5pm
Watsonville Career Center 18 W. Beach Street Watsonville, CA 95076 (831) 763-8700	Walk-ins accepted No charge Monday – Friday 8am to 12pm & 1pm to 4:30pm
Express Employment Professionals 9000 Soquel Avenue, Suite 102 Santa Cruz, CA 95062 (831) 462-1202	Call to schedule an appointment $10.00 fee for two tests (you take best result) Monday – Friday 8am to 5pm
Manpower Professional 2001 40th Avenue Santa Cruz, CA 95062 (831) 476-6666	Walk-ins accepted $25.00 fee Warm-up plus two tests Monday – Friday 8am to 4pm
Santa Cruz Staffing 312 Locust Street Santa Cruz, CA 95060 (831) 423-8888	Call to schedule an appointment $25.00 fee Monday – Friday 2:30pm to 3:30pm
Certified Employment Group 2105 South Bascom Avenue, Suite 376 Campbell, CA 95008 408-626-7127	Call to schedule an appointment $10.00 fee (cash only) Warm-up plus three tests (you take best result) Monday – Friday 9am – 4pm