

TYPING CERTIFICATE REQUIREMENTS

Typing certificates may be accepted if they reflect a five (5) minute timed test proctored by a qualified organization within the last 24 months and include applicant name, date of test, name of organization administering the test, and name (and phone number if possible) of proctor. No un-proctored typing certificates will be accepted. It is the responsibility of the applicant to ensure that all required criteria for both typing tests and typing certificates are met regardless of where the typing test is taken.

Calculating Net Words Per Minute

Net words per minute are computed by subtracting the number of errors from the gross words per minute.

Locations for 5-minute typing tests

ALL LOCATIONS REQUIRE A VALID PICTURE ID

No charge or appointment is required at the following locations Monday – Friday, 8:00 a.m. – 4:00 p.m.:

West County – America’s Job Center of California
2901 North Ventura Road, Suite 300, Oxnard
(805) 204-5171

East County – America’s Job Center of California
2900 Madera Road, Suite 100, Simi Valley
(805) 955-2282

Santa Clara Valley Community Service Center
725 East Main Street, Suite 101, Santa Paula
(805) 933-8314

Ventura Community Service Center
4651 Telephone Road, Suite 200, Ventura
(805) 654-3435

Thousand Oaks Community Service Center
80 Hillcrest Drive, Suite 200, Thousand Oaks
(805) 374-9006

Approved locations which require a \$10 fee and appointments:

Simi Valley Adult School
Appointment ONLY: Mondays & Fridays 10:00 a.m.; Wednesdays 6:00 & 7:00 p.m.
1880 Blackstock, Room 201
Simi Valley, 93065
(805) 579-6200 Ext: 1720

Ventura Adult & Continuing Education
Appointment ONLY: Tuesdays from 12:00 – 1:00 p.m.
5200 Valentine Road, Ventura
(805) 289-1744 Ext: 1219