CITY OF MONTCLAIR

TYPING CERTIFICATE REQUIREMENTS

A certified typing certificate **must be submitted with all applications** for positions that stipulate typing as a qualification. The certificate must be issued by an accredited school or agency **within one year** prior to application.   On-line tests, such as Mavis Beacon or provemyspeed.com, that are not administered by a qualified agency **will not** be accepted.

An accredited school or agency is one that will provide an official certificate with their agency's emblem or on agency letterhead. Certificates must include the following information:

1. Name of applicant
2. Number of "net" words per minute (WPM) typed
3. Number of errors
4. Date of certificate
5. Signature of person administering test

"Net" WPM is derived after subtracting errors. For example, if your "gross" WPM is 35 and you have 5 errors, your net typing speed would be 30 WPM. (If your certificate only lists gross WPM, errors will be subtracted.)

Listed below are a few local agencies which provide typing certificates. Please call for an appointment and information regarding fees for this service.

 AppleOne
   (909) 532- 8838
   450 N Mountain Ave. E
   Upland, CA

Ontario-Montclair School District
   (909) 459- 2500
   950 West D Street
   Ontario, CA
   www.omsd.net (set appt.)

Arrow Staffing
   (909) 786- 4320
   1600 S Grove Ave. Ste. B
   Ontario, CA

Olympic Staffing Services
   (626) 967-5255
   588 S. Grand Avenue
   Covina, CA

Mt. SAC Adult Education Center
   (909) 274- 4935
   1100 N. Grand Ave.
   Walnut, CA

Chaffey Adult School
   (909) 391- 5365 (call for appt.)
   1802 E. 7th Street
   Ontario, CA