

TYPING CERTIFICATE REQUIREMENTS

REQUIREMENTS:

1. Five minute typing test.
2. Certificates must contain **all** of the following information:
 - Name of person being tested
 - Gross words typed per minute
 - Net words typed per minute
 - Name of testing agency/center
 - Date of test
 - Name of person verifying test

The above requirements are to provide all applicants with the same testing environment and the same standard of scoring tests.

ACCEPTABLE TEST CENTERS:

1. College or University Test Center (**not** a certificate obtained through a course)
2. Employment Agency (i.e., PrideStaff, Kelly Services, etc.)

THE FOLLOWING TYPING CERTIFICATES ARE NOT ACCEPTED:

1. Certificates obtained online.
2. Certificates signed by instructors or obtained during a course of instruction.
3. Certificate obtained more than three years ago (Does not apply to permanent/probationary employees of Modesto City Schools.)