

**Pasadena City College
Office of Human Resources
Typing Certificate Requirements**

The Human Resources Office requires that a valid typing certificate be submitted along with a Classified Employment application for all positions that specify a typing speed requirement. The certificate must be issued by an accredited school or agency and dated no earlier than one year prior to the filing date listed on the job announcement.

The certificate **must** contain:

- Agency's official emblem
- Name of applicant
- Number of **net** words per minute
- Number of errors
- Date of certificate
- Signature of person certifying the certificate
- Address and telephone number of agency



It is the responsibility of the applicant to ensure that certificates issued by any agency including those listed below meet the requirements stated above.

Below is a partial list of local agencies that provide typing certificates.

Mt. San Antonio College
Business Division, Micro Computer Room
Building 17, Room 5
1100 N. Grand Avenue
Walnut, CA 91789
909.594.5611 ext. 4933
No fee • Appointment recommended
Monday – Thursday. 7 a.m. – 9 a.m. &
7 p.m. – 9 p.m.

Pomona Unified School District
Adult and Career Education
1515 W. Mission Blvd., Building #AP2
Pomona, CA
909.469.2333
Monday – Thursday 8 a.m. – 7 p.m.
Friday 8 a.m. – 1 p.m.
\$20 fee (includes training classes)

North-West College
530 E. Union Street
Pasadena, CA 91101
626.796.5815
\$10 fee • Appointment recommended
Monday - Friday 8:30 a.m. - 5 p.m. or
7 p.m. – 9 p.m.

Glendale Community College
Room 223
1122 E. Garfield Ave
Glendale, CA 91205
No Fee • No appointment needed
Monday - Thursday 5 p.m. – 7 p.m.

Olympic Staffing Services
444 E. Huntington Drive, Suite 101
Arcadia, CA 91006
626.447.3558
Monday – Friday 8 a.m. - 5 p.m.
\$15 Fee (cash only) • Appt. recommended

Apple One Employment Services
325 W. Broadway
Glendale, CA 91204
818.240.8230
No Fee • No appointment needed
Monday – Friday 9 a.m. – 3 p.m.