

TYPING CERTIFICATES

The following agencies offer typing certificates. Please contact the agency for more information as services, hours and costs may change without notice.

Certification must be net words per minute for five (5) minutes, originate from a high school continuing education, college, business school or local civil service agency, and be dated within two years of the application deadline. No online certificates will be accepted. All typing certificates must be signed and certified by the test administrator. It is the responsibility of the applicant to ensure that all typing certificates meet job posting requirements.

Carson Career Center 801 East Carson St. Room 117, Carson, CA 90745 PLEASE CALL TO CHECK AVAILABILITY Contact: Maria Ceci Coreas (310) 952-1762 Monday-Thursday 8:00 am – 4:30 pm Call to make an appointment. \$0, No charge.	Inglewood One-Stop Business & Career Center 110 S. La Brea Ave. Inglewood, CA 90301 Contact: Ana Gaxiola, (310) 680-3700 Call to make an appointment. \$0, No charge.
ABC Adult School 12254 Cuesta Dr. Room J Cerritos, CA 90703 Contact: Adriana Ramirez (562) 926-6734 ext. 25056 or Vanessa Campos (562) 926-6734 ext. 25089 Walk In Sept – June: Monday-Thursday 8:00 am – 7:00 pm Friday 8:00 am – 3:00 pm July Only: Monday-Friday 8:00 am – 3:30 pm \$20, Cash or Credit Card	Los Angeles Harbor College (LAHC) LAHC Extension Program 1111 Figueroa Place, Technology Building Room 118 Wilmington, CA 90744 Contact: (310) 233-4450 Call to make an appointment. \$20, accepts all payments except American Express
South Bay Adult School 3401 Inglewood Avenue Redondo Beach, CA 90278 Contact: 310-937-3340, ext. 3316 PLEASE CALL TO CHECK AVAILABILITY Monday – Thursday 9:00 am – 12:00 pm; Monday 6:30 pm – 8:30 pm Located in tech garden at the Edison center. \$35, Visa, MasterCard, Check, Money Order, No Cash	Downey Adult School 12340 Woodruff Ave., Room F-40 Downey, CA 90241 Contact: (562) 940-6200 Press 4 Walk In Monday 7:00 pm – 8:00 pm Saturday 10:00 am – 11:00 am \$49, Cash or Credit Card

Torrance Unified School District does not endorse any of the above-mentioned agencies. This information is to be used only as reference for obtaining a typing certificate. Applicants may obtain a typing certificate from any other requisite source as stated on the job announcement.