

# 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.**

<p><b>SOUTH BAY ONE-STOP CENTER</b> 801 EAST CARSON ST. SUITE #116, CARSON, CA 90745 CONTACT: RAJAI ALLEN (310) 680-3870 \$0, NO CHARGE   PLEASE CALL TO CHECK AVAILABILITY M-TH 8:00 AM – 5:00 PM   F 8:00 AM – 4:00 PM (BIWEEKLY)</p>	<p><b>TORRANCE ONE-STOP CENTER</b> 1220 ENGRACIA AVE., TORRANCE, CA 90501 CONTACT: (310) 680-3830 \$0, NO CHARGE   WALK IN M-TH 9:00 AM – 3:00 PM</p>
<p><b>GARDENA ONE-STOP CENTER</b> 16801 S. WESTERN AVE., GARDENA, CA 90247 CONTACT: JESSICA PEREZ (310) 538-7070 \$0, NO CHARGE   WALK IN M-TH 8:00 AM – 5:00 PM   F 8:00 AM – 4:00 PM (BIWEEKLY)</p>	<p><b>INGLEWOOD ONE-STOP CENTER</b> 110 S. LA BREA AVE., INGLEWOOD, CA 90301 CONTACT: NORA CORNEJO (310) 680-3700 \$0, NO CHARGE   CALL TO MAKE AN APPOINTMENTS T 2:00 PM – 4:00 PM   TH 9:00 AM – 12:00 PM</p>
<p><b>DOWNEY ADULT SCHOOL</b> 12340 WOODRUFF AVE., ROOM F-40, DOWNEY, CA 90241 CONTACT: (562) 940-6200 [PRESS 4] \$49, CASH OR CREDIT CARD   REGISTER ONLINE: <a href="https://www.das.edu/classes/keyboard-certification-test-2/">HTTPS://WWW.DAS.EDU/CLASSES/KEYBOARD-CERTIFICATION-TEST-2/</a> M 7:00 PM – 8:00 PM   SAT 10:00 AM – 11:00 AM</p>	<p><b>ABC ADULT SCHOOL</b> 12254 CUESTA DRIVE, ROOM J, CERRITOS, CA 90703 CONTACT: VANESSA CAMPOS (562) 229-7960 \$20, CASH OR CREDIT CARD   WALK IN <b>MAIN OFFICE</b> SEPT-JUNE, M-TH 8:00 AM – 8:00 PM, F 8:00 AM – 4:00 PM</p>
<p><b>CERRITOS CAREER CENTER</b> 10900 E. 183<sup>RD</sup> ST. SUITE 392, CERRITOS, CA 90703 CONTACT: (562) 402-9336 \$0, NO CHARGE   WALK IN M-F 8:00 AM – 4:00 PM</p>	<p><b>MAXINE WATERS EMPLOYMENT PREPARATION CENTER</b> 10925 SOUTH CENTRAL AVE., LOS ANGELES, CA 90059 CONTACT: (323) 357-7700 \$25, CASH OR CREDIT CARD   APPOINTMENT ONLY M-TH 6:00 PM – 8:00 PM   SAT 8:00 AM – 12:00 PM <a href="https://www.waterstrainingcenter.org/">https://www.waterstrainingcenter.org/</a></p>
<p><b>APPLEONE</b> 2401 EAST KATELLA AVE. SUITE 240, ANAHEIM, CA 92806 CONTACT: (714) 634-4631 \$10, CASH   APPOINTMENT ONLY M-F 8:00 AM AND 4:00 PM <a href="https://www.appleone.com/localoffice.aspx">https://www.appleone.com/localoffice.aspx</a></p>	<p><b>ONE-STOP CENTER</b> 7077 ORANGEWOOD AVE. SUITE 200, GARDEN GROVE, CA 92841 CONTACT: (714) 241-4900 \$0, NO CHARGE   WALK IN M-T 8:00 AM – 5:00 PM   W 8:00 AM -7:00 PM   TH-F 8:00 AM – 5:00 PM</p>
<p><b>RIO HONDO COLLEGE</b> 3600 WORKMAN MILL ROAD, ROOM B108, WHITTIER, CA 90601 CONTACT: (562) 463-7364 \$0, NO CHARGE   APPOINTMENT ONLY M-TH 1:00 PM – 6:00 PM   F 9:00 AM – 12:00 PM <a href="https://www.riohondo.edu/business/computer-lab/">https://www.riohondo.edu/business/computer-lab/</a></p>	<p><b>MONTEBELLO COMMUNITY ADULT SCHOOL</b> 149 N. 21<sup>ST</sup> STREET, MONTEBELLO, CA 90640 CONTACT: (323) 887-3088 \$10, CASH   APPOINTMENT ONLY M-TH 9:00 AM – 11:30 AM, 7:15 PM <a href="http://www.sca.montebello.k12.ca.us/adult_School/Contact.html">http://www.sca.montebello.k12.ca.us/adult_School/Contact.html</a></p>
<p><b>FOOTHILL WORKFORCE DEVELOPMENT BOARD</b> 1207 E. GREEN STREET, PASADENA, CA 91106 CONTACT: (626) 796-5617 \$0, NO CHARGE   APPOINTMENT OR WALK IN M-F 9:00 AM – 11:00 AM, 1:00 PM – 3:30 PM <a href="https://www.fwibworks.org/">https://www.fwibworks.org/</a></p>	<p><b>OLYMPIC STAFFING SERVICES</b> 444 E. HUNTINGTON DRIVE, SUITE 101, ARCADIA, CA 91006 CONTACT: (626) 447-3558 \$20, CASH   WALK IN M-F 8:00 AM -5:00 PM <a href="http://www.olystaffing.com/">http://www.olystaffing.com/</a></p>
<p style="text-align: center;"><b>LONG BEACH CITY COLLEGE</b></p> <p>PACIFIC COAST CAMPUS - 1305 E. PACIFIC COAST HIGHWAY BUILDING AA-206, LONG BEACH, CA 90806</p> <p>LIBERAL ARTS CAMPUS - 4901 E. CARSON ST., BUILDING M-109, LONG BEACH, CA 90808</p> <p style="text-align: center;">CONTACT: (562) 938-4904   \$0, NO CHARGE   WALK IN M-TH 12:00 PM – 5:00 PM   F 12:00 PM – 2:00 PM   SAT 10:00 AM – 1:00 PM *TESTS ARE NOT GIVEN THE FIRST 2 WEEKS OF EACH SEMESTER*</p>	

*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. 04/19*

**LOS ANGELES COUNTY TESTING SITES**

**AZUSA ADULT SCHOOL**

1134 S. BARRANCA AVE., GLENDORA, CA 91740  
CONTACT: (626) 963-6246  
\$20, CASH OR CREDIT CARD | WALK IN  
W 8:00 AM – 12:00 PM, 6:00 PM – 9:00 PM | F 8:00 AM -12:00 PM  
\*\*ALLOWS PRACTICE TESTS ANY TIME BEFORE THEY TAKE THE TEST  
\*\*WALKIN BUT THEY CAN CALL FOR OTHER TIMES AVAILABLE.  
<https://www.azusaadult.edu/>

**ANTELOPE VALLEY COLLEGE**

3041 WEST AVE. K, SSV 171, LANCASTER, CA 93536  
CONTACT: (661) 722-6300 EXT. 6358  
\$15, CASH | WALK IN  
M-TH 7:30 AM-5:30 PM | F 7:30 AM – 11:00 AM  
\*\*WILL NOT ALL TESTING 15 MINUTES TO CLOSE  
<https://www.avc.edu/student-services/assess>

**INLAND EMPIRE TESTING SITES**

**PALM SPRINGS UNIFIED SCHOOL DISTRICT**

150 DISTRICT CENTER DRIVE, PALM SPRINGS, CA 92264  
CONTACT: (760) 883-2715 EXT. 4805362  
\$0, NO CHARGE | APPOINTMENT ONLY  
M-F 7:30 AM – 4:00 PM  
<https://www.psusd.us/Page/200>