

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>SOUTH BAY ONE-STOP CENTER 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>TORRANCE ONE-STOP CENTER 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>GARDENA ONE-STOP CENTER 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>INGLEWOOD ONE-STOP CENTER 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>DOWNEY ADULT SCHOOL 12340 WOODRUFF AVE., ROOM F-40, DOWNEY, CA 90241 CONTACT: (562) 940-6200 [PRESS 4] \$49, CASH OR CREDIT CARD REGISTER ONLINE: HTTPS://WWW.DAS.EDU/CLASSES/KEYBOARD-CERTIFICATION-TEST-2/ M 7:00 PM – 8:00 PM SAT 10:00 AM – 11:00 AM</p>	<p>ABC ADULT SCHOOL 12254 CUESTA DRIVE, ROOM J, CERRITOS, CA 90703 CONTACT: VANESSA CAMPOS (562) 229-7960 \$20, CASH OR CREDIT CARD WALK IN MAIN OFFICE SEPT-JUNE, M-TH 8:00 AM – 8:00 PM, F 8:00 AM – 4:00 PM</p>
<p>CERRITOS CAREER CENTER 10900 E. 183RD 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>MAXINE WATERS EMPLOYMENT PREPARATION CENTER 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 https://www.waterstrainingcenter.org/</p>
<p>APPLEONE 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 https://www.appleone.com/localoffice.aspx</p>	<p>ONE-STOP CENTER 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>RIO HONDO COLLEGE 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 https://www.riohondo.edu/business/computer-lab/</p>	<p>MONTEBELLO COMMUNITY ADULT SCHOOL 149 N. 21ST STREET, MONTEBELLO, CA 90640 CONTACT: (323) 887-3088 \$10, CASH APPOINTMENT ONLY M-TH 9:00 AM – 11:30 AM, 7:15 PM http://www.sca.montebello.k12.ca.us/adult_School/Contact.html</p>
<p>FOOTHILL WORKFORCE DEVELOPMENT BOARD 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 https://www.fwibworks.org/</p>	<p>OLYMPIC STAFFING SERVICES 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 http://www.olystaffing.com/</p>
<p style="text-align: center;">LONG BEACH CITY COLLEGE</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>