

## Information on Obtaining & Submitting Typing Certificates

Typing certificates submitted with the City's application form must be current (issued and dated within one (1) year of the application date) and valid (issued by an accredited school or agency). Please note that typing certificates will not be returned, so it is highly recommended to make a copy of the original typing certificate to submit with your City of Sunnyvale application materials.

Typing certificates can be obtained from a business school, vocational training center, employment agency or other related agency. ***Online typing certificates will not be accepted.***

In order to be accepted, typing certificates submitted to City of Sunnyvale must be printed on the letterhead from the issuing agency and **MUST** contain the following information:

1. Name of applicant
2. The name of the issuing agency
3. The length of the test (must be at least five minutes)
4. Gross words per minute (WPM) typed
5. Net words per minute (WPM) typed
6. Number of errors
7. Date of certificate
8. Signature of person administering test

"Net" WPM is derived after subtracting errors. For example, if your "gross" WPM is 35 and you have 5 errors, your net typing speed would be 30 WPM. (If your certificate only lists gross WPM, errors will be subtracted.)

***Below are some examples of local agencies, which administer typing tests and issue typing certificates:***

NOVA (Call to schedule an appointment and fee information)  
505 W. Olive Avenue, Suite 550  
Sunnyvale, Ca 94086  
(408) 730-7232

Certified Employment Group (Call to schedule an appointment and fee information)  
2105 S. Bascom Ave, Suite 386  
Campbell, CA 95088  
(408) 626-7127

Manpower (Call to schedule an appointment and fee information)  
480 S. Ellsworth  
San Mateo, CA 94401  
(650) 342-2700

AppleOne (Call to schedule an appointment and fee information)  
5353 Almaden Expressway, Suite E-41  
San Jose, CA 95118  
(408) 978-1880

Volt Services Group (Call to schedule an appointment and fee information)  
5201 Great America Parkway, Suite 432  
Santa Clara, CA 95054  
(408) 392-0506

South San Francisco Adult Education (Call to schedule an appointment and fee information)  
825 Southwood Dr.  
South San Francisco, CA 94080  
(650) 877-8844

Jobtrain (Call to schedule an appointment and fee information)  
1200 O'Brian Dr.  
Menlo Park, CA 94025  
(650) 330-6429

Please be aware that most agencies only accept cash payments and will require a photo I.D.  
It is best to call the agency directly to ask about their requirements.