

TYPING CERTIFICATIONS

It is the candidate's responsibility to obtain a typing certificate when required. Please attach a copy of your valid typing certificate with each application submitted. You should keep your original certificate. We are not responsible for photocopying your certificate from a previous recruitment. The City of Santa Maria **does not** accept typing tests taken from the Internet. A valid certificate may be obtained through a temporary employment agency or a business college. A certificate is considered valid provided the following items are indicated on your typing certificate:

1. Minimum 5-minute typing test.
2. On agency letterhead with signature of tester.
3. Documentation of Gross Words Per Minute (GWPM) minus the # of errors (subtract one word per error from GWPM) equals Net Words Per Minute (NWPM).
4. No more than 10 errors will be accepted.
5. Date test was administered. (Must be within the last 18 months).

If any of this information is not indicated on the certificate, or can not be verified, it **will not** be accepted as valid.

The following agencies have testing available by appointment. Please present photo identification. A fee may be required:

- **Allan Hancock College Business Skills Lab**
800 South College, Bldg. W-26
Santa Maria
(805) 922-6966 x3735
- **Manpower Staffing Services**
2236 South Broadway, Suite D
Santa Maria
(805) 347-1984
- **United Staffing Associates**
2050 S. Broadway, Ste. F
Santa Maria, CA 93454
(805) 349-2333
- **Select Personnel Services**
2011 South Broadway, Suite N
Santa Maria
(805) 928-9667
- **Excel Personnel Services**
1110 South Broadway
Santa Maria
(805) 348-3895
- **San Luis Personnel Services**
1106 Walnut Street, Ste. 200
San Luis Obispo, CA 93401
(805) 544-1800

By listing these service providers, the City of Santa Maria does not specifically endorse or recommend any of the listed agencies. If your agency provides this service and issues certificates that meet the above requirements, please contact us for inclusion in this section. This information is merely provided as a courtesy to the applicant.

The Santa Maria Public Library, located at 421 S. McClelland, offers computers available for typing practice in the Computer Center, as well as on the Reference Services floor (2nd. floor). Typing books are available in the general circulating and Reference collections. Library business hours are Monday through Thursday 10 a.m. to 8 p.m., Fridays and Saturdays 10 a.m. to 6 p.m.