

CHINO VALLEY UNIFIED SCHOOL DISTRICT

NEW TYPING TEST REQUIREMENT

Effective January 2, 2009, the Division of Human Resources will no longer conduct typing tests. In place of the typing test, Human resources is requiring a typing certificate from an accredited school or agency and dated no earlier than twenty-four (24) months before the closing date listed on the job posting on Edjoin.

Human Resources will not accept on-line certificated or e-mailed test results from typing websites.

A valid typing certificate would include the following:

- Agency's official emblem
- Name of applicant
- Number of correct (net) words per minute typed during a five (5) minute timed test
- Date of certificate
- Signature of person certifying the certificate
- Address and telephone number of agency

Below is a partial list of local agencies that provide typing certificates.

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| <u>Pomona Adult and Career Education Center</u> 1515 West Mission Boulevard, Bldg AP2 Pomona, CA (909)469-2333 \$20 Fee (includes training classes) | <u>Covenant Staffing</u> 545 North Mountain Avenue, Suite 1111 Upland, CA (909)949-0062 \$10 Fee *Call for an appointment | <u>Mt. San Antonio College</u> 1100 North Grand Avenue Walnut, CA (909)594-5611, Ext.4935 No Fee |
| <u>TLC Staffing</u> 3536 Concoors St., Suite 110 Ontario, CA (909)481-4443 \$10 Fee | <u>Apple One</u> 5237 Arrow Hwy, Suite B Montclair, CA (909)625-7576 No Fee (8:30-4:30) | <u>Apple One</u> 3190 Shelby St., Suite A2 Ontario, CA (909)484-3824 No Fee (4:00-5:00) |

