

City of Chino
Human Resources Department

Typing Certificate Requirements

Employment Applications for positions that specify a typing speed requirement must be accompanied by a certified typing certificate. Both the application and the certificate must be received by the final filing date. The certificate must be issued by an accredited school or agency and be dated no earlier than twelve months prior to the final filing date listed on the job announcement.

The certificate must contain:

- **Agency's official emblem**
- **Name of applicant**
- **Number of gross and net words per minute**
- **Number of errors**
- **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.

Mt. San Antonio College

1100 N. Grand Ave.
Adult Basic Education Lab
Building 30, Room 111
Walnut, CA 91789
(909) 274-4935
Typing Test Questions:
schaplot@mtsac.edu
Please call to verify hours of operation during semester breaks.
abeinfo@mtsac.edu
Monday – Thursday, 12:00 pm – 7:00 pm
Friday, 8:00 am – 3:00 pm
Summer Hours:
Monday – Thursday, 12:00 pm – 7:00 pm
***WALK-INS ACCEPTED**
No Fee for Typing Certificate
A \$4.00 daily parking permit for Parking Lot H is required if not a current student with a semester parking permit.

Apple One

Ontario Office:
800 N. Haven, Suite 110
Ontario, CA 91764
(909) 484-3824

Upland Office:
450 N. Mountain Ave.
Upland, CA 91786
(909) 532-8838

Testing offered 4th Thursday each month at 4:00 pm
***FIRST 4 PEOPLE TAKEN ONLY**
No Fee, Bring Picture ID

Olympic Staffing Services

Arcadia Office:
444 East Huntington Drive, Suite 101
Arcadia, CA 91006
(626) 447-3558
arcadia@olystaffing.com

Covina Office:
588 South Grand Avenue
Covina, CA 91724
(626) 967-5255
covina@olystaffing.com

Hours: Monday – Friday, 7:30 am – 5:30 pm
Typing Test Hours: 8:00 am – 4:30 pm

***WALK-INS ACCEPTED**
\$20 Fee, Cash Only, Bring Picture ID

TLC Staffing

7177 Brockton Ave., Suite 338
Riverside, CA 92506
(909) 481-4443
***CALL FOR AN APPOINTMENT PREFERRED**
***WALK-INS ACCEPTED**
Monday – Friday, 9:00 am – 4:00 pm
\$15 fee, Cash Only