



CITY OF BUENA PARK
Human Resources Department

GUIDE FOR OBTAINING TYPING CERTIFICATION

Some City positions require applicants to provide a typing certificate to demonstrate that they meet minimum typing requirements. Due to limited resources in our office, we are unable to conduct this test on site. To help ensure that you obtain this certificate by the recruitment closing date, the following agencies and schools offer typing tests and certificates to the public. **Please note:** You may obtain a typing certificate from another similar agency, however, it is the responsibility of the applicant to ensure that certificates issued by any agency, including those listed, meet the requirements the following requirements:

- ❖ A five (5) minute timed test including the gross speed and number of errors (gross speed – errors = net speed).
 - ❖ Certification must be in writing and test taken within 12 months of submission to the Buena Park Human Resources Office.
 - ❖ Certification must be verifiable and include a valid administrator's name, signature, address and telephone number. **A SELF-ADMINISTERED TYPING TEST THAT IS TAKEN OVER THE INTERNET OR ANY OTHER SELF-ADMINISTERED TEST WILL NOT BE ACCEPTED.**
 - ❖ A copy of the certification must be submitted to the Human Resources Office with the official City application. You must submit the certificate in order to be considered for the position.
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Focus Employment:

(714) 848-6129
\$30 fee, cash only

10055 Slater Avenue, Suite 216
Fountain Valley, CA 92708

ABC Adult School Assessment Center (Building J):

(562) 229-7960
\$20 fee, walk-ins are welcome

12254 Cuesta Drive
Cerritos, CA 90703

Montebello Adult School:

(323) 887-7844
\$10 fee, appointment required

149 North 21st Street
Montebello, CA 90640

Long Beach City College

<https://www.lbcc.edu/post/typing-tests>

Typing tests are free and no appointment is necessary

Please direct any questions to the Human Resources at (714) 562-3515.