



# STANISLAUS COUNTY

## Typing Certificate Requirements (Revised 2013)

### Requirements for acceptable certificates

In order to be accepted, typing certificates submitted to Stanislaus County must be printed on Agency letterhead, Signed by Agency Staff and **MUST** contain the following information:

- |                             |                          |
|-----------------------------|--------------------------|
| ❖ Name of Applicant         | ❖ Gross Words Per Minute |
| ❖ 3 or 5 Minute Typing Test | ❖ Net Words Per Minute   |
| ❖ Number of Errors          | ❖ Signature of Tester    |
| ❖ Date of Typing Test       |                          |

**Note: Typing Tests must be 3 or 5 minutes.**

**\*\*Internet Typing Tests will NOT be accepted\*\***

### Certificates required with EACH Application

A copy of the valid typing certificate must be submitted before 5:00pm on the Final Filing Date of the recruitment and will be attached to the master profile. (Call 525-6333 for alternate forms of submission)

### Certificates are good for four (4) years

Typing certificates are considered good for four (4) years from the date of issue

### Agencies issuing typing certificates

Sample listing is on next page; ALL agencies require that you call for hours and appointments.

**STANISLAUS COUNTY PERSONNEL  
1010 10TH STREET, STE 2300  
MODESTO, CA 95354**

**(209) 525-6341**

[www.co.stanislaus.ca.us](http://www.co.stanislaus.ca.us) or [www.stanjobs.org](http://www.stanjobs.org)

TO OBTAIN A  
**VALID TYPING CERTIFICATE**

\*\*SAMPLE LISTING ONLY\*\*

**PICTURE ID IS REQUIRED FOR VERIFICATION AT ALL AGENCIES**  
 (Please call individual agency for hours/appointments)

**NO ONLINE TYPING CERTIFICATES**

<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE #</b>	<b>PRICE</b>	<b>APPOINTMENT</b>
AvailAbility Temps	2813 Coffee Road Modesto - Bldg A	<b>527-7878</b>	\$10.00 (CASH)	Appointment Necessary
Barrett Business Services	1111 "I" Street, Ste 107, Modesto	<b>576-0322</b>	\$10.00 (CASH)	Appointment Necessary
Modesto - Alliance Worknet Career Center (EDD Office)	629 12 <sup>th</sup> Street, Modesto		No Charge	No Appointment Necessary
Oakdale – Westside Alliance Worknet Career Center	1405 West "F" Street, Ste. I, Oakdale	<b>322-3564</b>	No Charge	No Appointment Necessary
Patterson – Eastside Alliance Worknet Career Center	66 N. El Circulo Avenue, Patterson	<b>525-4908</b>	No Charge	No Appointment Necessary
Modesto Jr. College	Call for location/Pricing	<b>575-7728</b>	Call for price	Appointment Necessary
Pridestaff	3400 Tully Road, Ste C, Modesto	<b>577-3663</b>	No Charge	Appointment Necessary

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Rev. October 2013

**\*\*Information subject to change\*\***