

TYPING CERTIFICATE REQUIREMENTS

Clerical and secretarial positions with the Sweetwater Union High School District require typing certificates. Please refer to the applicable job description for the required Net Words Per Minute (NWPM).

ORIGINAL DOCUMENTS ARE REQUIRED

The typing certificate must contain the following information:

1. The name of the applicant
2. The date the typing test was administered (no more than one year old)
3. The duration of the typing test (5 minutes minimum)
4. The gross words typed per minute
5. The number of errors made (no more than 5 errors)
6. The *net words typed per minute
7. The name of the Adult School/Community College
8. The signature of the person administering the test

*Note: Net words per minute must be computed as follows: Gross words per minute minus 2 words penalty for each error.

The Typing Certificate must be obtained from an accredited business college, educational institution, public agency, professional service or business which routinely provides typing verification documentation in their normal course of business.

NOTE: Typing Certificates obtained from the internet are NOT ACCEPTABLE.

WHERE TO OBTAIN A TYPING CERTIFICATE

<i>Sweetwater Union High School District</i>			
Chula Vista Adult	(619) 796-7000	1034 Fourth Avenue, Chula Vista, CA 91911	\$20.00
Montgomery Adult	(619) 600-3800	3240 Palm Avenue San Diego, CA 92154	\$20.00
National City Adult	(619) 336-9400	517 Mile of Cars Way, National City, CA 91950	\$20.00
San Ysidro Adult	(619) 428-7200	4220 Otay Mesa Road, San Ysidro, CA 92173	\$20.00
<i>San Diego County Office of Education</i>			
Educational Cultural Complex	(619) 388-4956	4343 Ocean View Blvd, San Diego, CA 92113	No Fee
Centre City	(619) 388-4600	1400 Park Blvd., San Diego, CA 92101	No Fee
Cesar Chavez	(619) 230-2895	1960 National Avenue, San Diego, CA 92113	No Fee
North City	(619) 388-1800	8410 Aero Drive, San Diego, CA 92123	No Fee
<i>Other Schools</i>			
Foothills Adults	(619) 588-3500	1550 Melody Lane, El Cajon, CA 92019	\$5.00 Cash
West City Point Loma	(619) 388-1873	3249 Fordham Street, San Diego, CA 92110	No Fee
Poway Adult Ed	(858)668-4000	13626 Twin Peaks Road, Poway, CA 92024	\$20.00 Cash