



## Typing Certificate Requirement

The Human Resources Department requires that a certified typing certificate be submitted along with a City Employment Application for all positions that specify a typing speed requirement. The certificate must be issued by an accredited school or agency and dated **no earlier than one (1) year prior to the final filing date listed on the job announcement.**

*Listed below are suggested local agencies which provide typing certificates for your convenience. However, you are free to obtain certificates from other accredited schools or agencies. Please call ahead to confirm times and for additional information. Note that all agencies listed below require a photo identification.*



|  |   |                |  |  |
|--|---|----------------|--|--|
| <b>CESAR CHAVEZ CENTER</b>                       | 1960 National Avenue<br>San Diego 92113     | (619) 230-2895 | Wed: 8:30a                                 | Free   |
| <b>CHULA VISTA ADULT SCHOOL</b>                  | 1034 Fourth Avenue<br>Chula Vista 91911     | (619) 691-5760 | Call to schedule                           | \$ 18<br>Cash)   |
| <b>FOOTHILLS ADULT CENTER</b>                    | 1550 Melody Lane<br>El Cajon 92019          | (619) 588-3500 | MW: 9a / 6p<br>Thurs: 6p                   | Free   |
| <b>GROSSMONT COLLEGE</b>                         | 8800 Grossmont College Dr<br>El Cajon 92020 | (619) 644-7548 | MTWF: 9a-12n                               | Registered Student: \$3<br>(Cash)<br><br>Non-registered:<br>\$7 (Cash) |
| <b>MONTGOMERY ADULT SCHOOL</b>                   | 3240 Palm Avenue<br>San Diego 92154         | (619) 628-3017 | Call to schedule                           | \$18<br>(Cash)   |
| <b>NATIONAL CITY ADULT EDUCATION CENTER</b>      | 517 Mile of Cars Way<br>National City 91950 | (619) 336-9400 | MW: - 5:30p<br>MWF:- 8:15a<br>Thurs: 1p    | \$18<br>(Cash or credit card)  |
| <b>SAN YSIDRO ADULT CENTER</b>                   | 4220 Otay Mesa Road<br>San Ysidro 92173     | (619) 428-7200 | M-Th:10a /<br>2:15p<br>T-Th: 6p -<br>8:45p | \$18<br>(Cash)   |
| <b>WEST CITY CENTER (Clairemont High School)</b> | 3890 Modoc Street Rm B2<br>San Diego 92117  | (619) 221-6973 | M-Th: 9a-11-a                              | Free   |
| <b>WEST CITY CENTER (Point Loma)</b>             | 3249 Fordham Street<br>San Diego 92110      | (619) 221-6973 | M-F: 9a-12n<br>and 2p-4p                   | Free   |