TYPING CERTIFICATE REQUIREMENT

The City of Chula Vista Human Resources Department requires that a certified typing certificate be submitted along with a City Employment Application for positions that specify a typing speed requirement. Certification may be in the form of a certificate, letter, or test result form and must clearly state all information listed below:

- ☐ Applicant's name
- ☐ Name of issuing agency. Agencies acceptable are government agencies, temporary employment agencies, business colleges, adult schools, or public schools.
- ☐ Date of the typing test. The test must be dated within one year of the final filing date of the recruitment.
- ☐ Verification of a five-minute testing process.
- ☐ Gross typing speed, number of errors (should be 5 errors or less), and net typing speed.

Unacceptable Typing Certificates

Certificates that do not include all the information stated above may disqualify the applicant from the selection process. Self-certification from a software program and/or typing certificates obtained online will not be accepted. Certificates showing the percentage of accuracy or error (example: 85% accuracy or 30% error) are likewise unacceptable.

Chula Vista Public Library now offers typing certificates!

Location	Address	Phone Number
Civic Center Library	**365 F Street Chula Vista 91910**	**619.691.5069**
The Civic Branch hours of operation are M-Th 10-8, Fri-Sat 10-5, and Sunday 1-5.		

Listed below are other local agencies which may provide typing tests. Please contact these agencies to confirm days, times and required fee. Note that all agencies below require a valid photo identification at time of testing.

Agency	Address	Phone Number
Cesar E. Chavez Center	1901 Main Street San Diego 92113	619.388.1910
Chula Vista Adult School	1034 Fourth Avenue Chula 91911	619.796.7000
Foothills Adult Center	1550 Melody Lane El Cajon 92019	619.588.3500
Grossmont College	8800 Grossmont College Drive El Cajon 92020	619.644.7000
Montgomery Adult School	3240 Palm Avenue San Diego 92154	619.600.3800
National City Adult Education Center	517 Mile of Cars Way National City 91950	619.336.9400
San Ysidro Adult Center	4220 Otay Mesa Road San Ysidro 92173	619.428.7200
West City Adult Center	3249 Fordham Street San Diego 92110	619.388.1873