



## **COUNTY OF SACRAMENTO**

### **TYPING CERTIFICATE REQUIREMENTS**

**Please note: this information is updated yearly, but changes may occur between updates. ALWAYS contact the businesses listed to inquire what their current policies are, and if charges are applicable.**

#### **Requirements for acceptable certificates**

In order to be accepted, typing certificates submitted to Sacramento County must be printed on the letterhead of the issuing agency and must contain the following information:

1. Name of applicant
2. Number of errors
3. 5-minute typing test
4. Date of typing test
5. Gross words per minute
6. Net words per minute
7. Signature of tester

**Sacramento County does not accept typing certificates issued by the City of Sacramento, California State Personnel Board, or online typing certificates.**

#### **Certificates required with each application**

A copy of the acceptable typing certificate must be submitted with each application. Sacramento County no longer maintains certificates on file.

#### **Good for three (3) years**

Typing certificates are considered good for three (3) years from the date of issue.

#### **Agencies issuing typing certificates**

Sacramento County accepts typing certificates from the following agencies. Fees may be charged for certificates; contact individual agencies for information.

The following pages list some *suggested* locations for your convenience

Sacramento Works Career Centers

Walk-in basis & Free

7000 Franklin Blvd, Suite # 540

Sacramento, CA 95823

(916) 563-5151

Public welcome – You are required to sign up for a Sacramento Works card

Bring photo ID or driver's license

Testing Day/Times:

**Mon/Wed/Thurs** 8:30 a.m. - 3:00 p.m.

**Tues** 10:30 to 3 p.m.

**Fridays** 8:30 a.m. to 9:30 a.m.

Hillsdale Career Center-One Stop

Sacramento Works

5655 Hillsdale Boulevard, Suite 8

Sacramento, CA 95842

(916) 263-4100

No fee

No appointment necessary

Need to register and bring driver license or photo ID

You may register ahead of time online at [www.jobs.sacramentoworks.org](http://www.jobs.sacramentoworks.org)

Testing Day/Times:

**Mon-Thurs** 8:30 a.m. to 3:30 p.m.

**Fridays** 8:30 a.m. to 11:00 a.m.

Apple One Employment Services

Fee is \$15 **Please call in advance for an appointment time.**

Roseville Office

3300 Douglas Blvd. Suite 170

Roseville, CA 95661

(916) 782-0632

Apple One/Act 1 Personnel Services

Fee is \$20 cash for a certificate. Free for registered members.

**Please call in advance for an appointment time.**

8880 Cal Centre Drive, Suite # 100

Sacramento, CA 95826

(916) 483-9180

**These schools issue typing certificates.**

Cosumnes River College

8401 Center Parkway  
Sacramento, CA 95823  
(916) 691-7220

No Fee

**Students only**

Sacramento City College

3835 Freeport Boulevard  
Sacramento, CA 95822  
(916) 558-2507

No Fee

Call for appointment

**\*Currently enrolled students only**

MTI College of Business and Technology

5221 Madison Avenue  
Sacramento, CA 95841  
(916) 339-1500

No Fee

Appointment recommended

**Students only**

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