



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

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

Revised 08/05/15