

TYPING CERTIFICATES

Candidates are responsible for obtaining a typing certificate when required. The minimum net typing speed is shown on the vacancy announcement if applicable. Please upload a copy of your typing certificate to your application.

The SMJUHSD does not accept typing tests taken online. A valid certificate may be obtained through an employment agency or a business college. A certificate is considered valid provided the following items are indicated on your typing certificate:

1. Minimum **5-minute** typing test.
2. Documentation of Gross Words Per Minute (GWPM) minus errors (subtract one word per error from GWPM) equals Net Words Per Minute (NWPM).
3. Date test was administered (must be within the last 6 months).
4. Signature of test proctor on agency form/letterhead.

Applicants who have not provided the required minimum typing certificate will not be invited to the written test.

The following agencies have testing available. Please contact them to verify availability and fees.

The following agencies are open during the COVID-19 pandemic and offer testing:

- Allan Hancock College
Career Center (Bldg. A)
(805)922-6966 x3374
- San Luis Personnel Services
3220 S. Higuera St. Suite 310
San Luis Obispo, CA 93401
(805)544-1800
*appointment/cash only

The SMJUHSD does not specifically endorse or recommend any of the listed agencies. This information is merely provided as a courtesy to the applicant.