

**CITY OF POMONA
Human Resources Department**

TYPING CERTIFICATE REQUIREMENTS

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, agency or the online vendor listed below and dated no later than one year prior to the final filing date listed on the job announcement.

Current City of Pomona employees who hold a position that requires the same or more words per minute are not required to submit a new typing certificate.

There are currently two options for obtaining a typing certificate. Online and in person.

ONLINE TYPING CERTIFICATE - Effective September 14, 2021 and until further notice, the City of Pomona will accept an online typing test obtained only through speedtypingonline.com. Your typing ability may be validated in person at a later date. Please review the [Pomona Online Typing Test Instructions](#).

- Name of applicant
- Date exam was administered
- Verification of a 3 minute testing process
- Number of words per minute

IN PERSON TYPING CERTIFICATE - An in person typing certificate may be obtained at one of the local agencies listed below. Please be sure to contact the corresponding agency first to inquire if there are any Covid related restrictions that may affect their services and hours of operation. However, you are free to obtain typing certificates from other accredited schools or agencies.

The in person typing certificate must contain the following:

- Agency's official emblem
- Name of applicant (First and last name)
- Verification of a five minute testing process
- Number of net words per minute
- Number of errors
- Date of certificate
- Signature of person certifying the certificate
- Address and telephone number of agency

It is the responsibility of the applicant to ensure that certificates issued for an in person test by any agency including those listed below meet the requirements stated above.

(Listed below are suggested local agencies, which provide typing certificates for your convenience):

ARROW STAFFING 1600 S. Grove Ave. Suite B Ontario, CA 91761 (909) 786-4320 Monday to Friday – 8:30am to 4:15 pm \$10 FEE (Call for appointment - cash only)	OLYMPIC PERSONNEL SERVICES 588 S. Grand Ave. Covina, CA (909) 985-2389 Monday to Friday – 7:30 am to 4:30 pm \$20 FEE (No appt. necessary, cash only)
TLC STAFFING 7177 Brockton Ave. Suite #338 Riverside, CA (909) 481-4443 Monday - Friday – 10:00am to 3:00 pm \$15 FEE (Call for appointment - cash only)	POMONA VOCATIONAL CENTER 1515 West Mission Blvd., Bldg 2 Pomona, CA (909) 469-2333, press 0 for questions Office hours are 8 am to 4 pm, you may call prior Monday-Friday 8am-11pm & 5 pm to 7pm \$20 FEE (Pomona resident) \$45 FEE (Non-Pomona resident)