

CHINO VALLEY UNIFIED SCHOOL DISTRICT NEW TYPING TEST REQUIREMENT

Effective January 2, 2009, the Division of Human Resources will no longer conduct typing tests. In place of the typing test, Human Resources is requiring a typing certificate from an accredited school or agency and dated not earlier than twenty-four (24) months before the closing date listed on the job posting of Edjoin.

Human Resources will not accept on-line certificated or emailed test results from typing websites.

A valid typing certificate would include the following:

- Agency's official emblem
- Name of applicant
- Number of correct (net) words per minute typed during a five (5) minute timed test
- Date of certificate
- Signature of person certifying the certificate
- Address and telephone number of agency

Below is a partial list of local agencies that provide typing certificates.

<p><u>Apple One</u> 1260 Corona Pointe Ct, Suite 103 Corona, CA 92879 951.279.1100 Thursdays 3:30 pm- 1st come, 1st serve No Fee</p>	<p><u>Arrow Staffing</u> 4295 Jurupa Street, Suite 110 Ontario, CA 91761 909.786.4320 Mon-Fri 9:00-4:00 pm, By Appt. Only \$10 Fee, Cash Only</p>	<p><u>Kimco</u> 4295 Jurupa St., Suite 107 Ontario, Ca 91761 909.390-9881 Mon-Fri 9:00-4:00 pm, Walk-In Only \$20 Fee (3 attempts), Cash Only</p>
<p><u>TLC Staffing</u> 7177 Brockton Ave., Suite 338 Riverside, CA 92506 909.481.4443 Mon-Fri 10:00-3:00 pm, By Appt. Only \$10 Fee (per test), Cash Only</p>	<p><u>Apple One</u> 450 N. Mountain Ave, Suite E Upland, CA 91786 909.625.7576 Last Thurs. of Every Month, 4-4:30 pm No Fee, Walk-In Only</p>	<p><u>Apple One</u> 3190 Shelby St., Suite A2 Ontario, CA 91761 909.484.3824 2nd & 4th Thurs. of Every Month, 4 pm No Fee, Only Accepts First 4 Walk-Ins</p>

