

## CHINO VALLEY UNIFIED SCHOOL DISTRICT 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 opening date listed on the job posting on EdJoin.

**Human Resources will not accept on-line certificates or email test results from typing websites.**

A valid typing certificate must include the following:

- Agency's official emblem
- Name of applicant
- Score identified as net or corrected 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. However, the applicant can use any agency of their choice. It is the responsibility of the applicant to ensure the typing test certificate meets the typing test requirements listed above.

**The following agencies are providing typing certificates at this time. It is recommended that you contact the agency before arriving to confirm if they have any restrictions.**

Company	Address	Phone	Fee	Additional Info
<b>Select Staffing</b>	341 Corporate Terrace, Suite 104 Corona, CA 92879	(951) 363-0504	\$15.00 Cash Only	Mon-Fri 8:00am-4:00pm By Appointment Only Mask is Required
<b>Glendora Employment Agency, Inc.</b>	203 S. Glendora Ave., Suite C Glendora, CA 91741	(626) 335-4081	\$20.00 Cash Only 3 attempts	Mon-Fri 9:30am-4:30pm By Appointment Only Mask is Required
<b>Arrow Staffing</b>	1600 S. Grove Ave., Suite B Ontario, CA 91761	(909) 786-4320	\$15.00 Cash Only	Mon-Fri 8:30am-11:00am & 1:00pm-4:00pm By Appointment Only Mask is Required
<b>Riverside Personnel Services, Inc.</b>	3590 Central Ave., Suite 200 Riverside, CA 92506	(951) 788-7900	\$25.00 Cash Only	M,W,F 9:00am-4:00pm By Appointment Only Mask and Temperature Check is Required