

## 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	Hours
<b>Select Staffing</b>	391 N. Main St., Suite 208 Corona, CA 92879	(951) 363-0504	\$20.00 Cash Only	Mon-Fri 8:00am-4:00pm By Appointment Only
<b>Glendora Employment Agency, Inc.</b>	203 S. Glendora Ave., Suite C Glendora, CA 91741	(626) 335-4081	\$20.00 Cash or \$22.50 Credit Card / 3 attempts	Mon-Fri: 9:30am – 4:00pm By Appointment Only
<b>Arrow Staffing</b>	1600 S. Grove Ave., Suite B Ontario, CA 91761	(909) 786-4320	\$15.00 Cash Only	Mon-Fri 9:00am-4:00pm By Appt. Only
<b>Kimco</b>	3990 Concourse St., Suite 125 Ontario, CA 91764	(909) 390-9881	\$20.00 Cash Only 3 attempts	Mon-Fri 8:00am-5:00pm By Appointment Only
<b>Express Employment Professionals</b>	7890 Haven Ave., Suite 18 Rancho Cucamonga, CA 91730	(909) 484-4366	\$35.00 Cash Only 3 attempts	Mon-Fri 8:00am-4:00pm Walk In Only
<b>Riverside Personnel Services, Inc.</b>	3590 Central Ave., Suite 200 Riverside, CA 92506	(951) 788-7900	\$25.00 Cash Only	By Appt. Only