# TYPING CERTIFICATES - 2014

**County of Ventura, CEO/Human Resources Division**
**800 South Victoria Avenue, Ventura, CA  93009, (805) 654-5129**

The County of Ventura requires that a current, valid typing certificate be submitted with the employment application every time a recruitment announcement indicates that one is required. Instructions for submission of typing certificates are listed on recruitment announcements.  To provide equal consideration for all applicants, there are **NO EXCEPTIONS TO THIS POLICY**.

The County of Ventura computes net words per minute as outlined below.
1. Divide gross number of keystrokes by five to produce gross number of words.
2. Divide gross number of words by five to produce gross number of words per minute.
3. Subtract from gross number of words per minute the number of errors made at the rate of <u>one word per error</u> to produce net words per minute.


## TYPING TESTS

**Tests <u>must</u> meet all the criteria listed below.**

1. It must be a five-minute timed exam.
2. It must be proctored under proper test procedures.
   **NOTE:  On-line typing tests <u>WILL NOT</u> be accepted.**
3. It must be taken within two years of submission.


## TYPING CERTIFICATES

Since different testing locations may use different programs to administer typing tests, the County requires that typing certificates show specific information to ensure that we can appropriately calculate net words per minute and verify the validity of the test.

**Typing certificates <u>must</u> show all the items listed below.**

1. Applicant name.
2. Date the test was taken.
3. Test duration.
4. Gross number of words per minute.
5. Number of errors made.
6. Name of organization administering the test.
7. Name (and phone number, if possible) of person administering/verifying the test.

**NOTE:  Because every organization differs, it is the responsibility of the applicant to ensure that all required criteria for both typing tests and typing certificates are met.  Any typing certificates that do meet the criteria listed above will be rejected.**

## LOCATIONS FOR TYPING TESTS

### *ALL LOCATIONS REQUIRE A VALID PICTURE ID.*

West Oxnard Job & Career Center                        NO appointment necessary          Free
635 South Ventura Road, Oxnard
(805) 204-5171


East County Job & Career Center                        NO appointment necessary          Free
980 Enchanted Way, Simi Valley
(805) 955-2282


Santa Clara Valley Job & Career Center                 NO appointment necessary          Free
725 East Main Street, Santa Paula
(805) 933-8315


Ventura Region Job & Career Center                     NO appointment necessary          Free
4651 Telephone Road, Ventura
(805) 654-3434


Conejo Adult School - Computer Skills Ctr.             Appointment ONLY                   $10.00
1025 Old Farm Road, Room 9; Thousand Oaks             *(CLOSED:  Noon – 1 p.m.)*
(805) 496-1814 or (805) 497-2761


Simi Valley Adult School                               Appointment ONLY                   $10.00
1880 Blackstock, Room 201; Simi Valley               *(Mon & Fri 9 a.m. & Wed 6 & 7:15 p.m.)*
(805) 579-6200 x1720


Ventura Adult & Continuing Education                   Appointment ONLY                   $10.00
5200 Valentine Road, Room 207; Ventura               *(Tuesdays 12-1 p.m.)*
(805) 289-1744 x1219, Claudia Young
NOTE:  Tests with more than five errors will <u>not</u> be certified.


**<u>NOTE:</u>  This listing is provided <u>ONLY</u> as a reference tool.  There may be other organizations that offer typing tests and typing certificates.  It is the responsibility of the applicant to ensure that all required criteria for both typing tests and typing certificates are met, regardless of where the typing test is taken.**