

Some positions require a valid typing certificate when you apply, or by the time of appointment. The Job Description will outline the minimum words per minute required for the position you are applying for.

A valid typing certificate must indicate you meet the minimum net words per minute and be less than (3) three years old.

Typing certificates may be submitted:

- as an attachment to your online application,
- e-mailed to employment@cityofsacramento.org,
- faxed to the Employment Office at (916) 596-1556, or
- mailed/delivered to the Employment Office at Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814.

Typing certificates issued by internet services and typing certificates issued for a typing test under five (5) minutes are NOT acceptable.

A valid typing certificate may be obtained from City of Sacramento by calling (916) 808-5726 to register. If you are successful in the typing test, you will be issued a typing certificate that is valid for 3 years from the date of issuance.

A valid typing certificate may also be obtained from Adult/Skills and Business Education Centers or Business Schools/Colleges, such as the agencies listed below:

FREE OF CHARGE	
<p>Sacramento Works Career Centers 7000 Franklin Blvd, Suite # 540 Sacramento, CA 95823 (916) 563-5151</p> <p>No appointment necessary.</p> <p>Public welcome – You are required to sign up for a Sacramento Works card. Bring photo ID or driver’s license.</p> <p><u>Testing Day/Times:</u> Mon/Wed/Thurs 8:30 a.m. - 3:00 p.m. Tues 10:30 to 3 p.m. Fridays 8:30 a.m. to 9:30 a.m.</p> <p>**Call (916) 263-3800 for a list of other locations that offer the typing test free of charge.</p>	<p>Sacramento Works Hillsdale Career Center-One Stop 5655 Hillsdale Boulevard, Suite 8 Sacramento, CA 95842 (916) 263-4100</p> <p>No appointment necessary.</p> <p>Need to register and bring driver license or photo ID.</p> <p>You may register ahead of time online at www.jobs.sacramentoworks.org.</p> <p><u>Testing Day/Times:</u> Mon-Thurs 8:30 a.m. to 3:30 p.m. Fridays 8:30 a.m. to 11:00 a.m.</p>

FREE OF CHARGE – STUDENTS ONLY

Cosumnes River College
8401 Center Parkway
Sacramento, CA 95823
(916) 691-7220

Sacramento City College
3835 Freeport Boulevard
Sacramento, CA 95822
(916) 558-2507

MTI College of Business and Technology
5221 Madison Avenue
Sacramento, CA 95841
(916) 339-1500

FEE REQUIRED

Twin Rivers Adult School
3222 Winona Way
North Highlands, CA 95660
(916) 286-3874 Ext # 66863

Fee is \$10.

Call for appointment, ask for Natalia.

American River College
4700 College Oak Drive.
Sacramento, CA 95841
(916) 484-8648

Public welcome - \$10 fee in cash.

Please call for appointment.

Corestaff Services
8880 Centre Drive, Suite # 100
Sacramento, CA 95826
(916) 483-9180

Fee is \$10.

Please call in advance for an appointment time.

Apple One Employment Services
Roseville Office
1850 Douglas Blvd., #412
Roseville, CA 95661 (916) 782-0632

Fee is \$15

Please call in advance for an appointment time.

Apple One/Act 1 Personnel Services
8880 Cal Centre Drive, Suite # 100
Sacramento, CA 95826
(916) 483-9180

Fee is \$20 cash for a certificate. Free for registered members.

Please call in advance for an appointment time.

**San Juan Unified School District Testing Site:
San Juan Unified School District Office**
3738 Walnut Avenue.
Carmichael, CA 95608
<https://www.sanjuan.edu/Page/44415>

Fee: \$10 cash or check payable the day of the test