

FIRE DEPARTMENT SANTA CLARA COUNTY

Typing Certificate Requirements

When indicated on a job announcement, a certified typing certificate must be submitted along with the Department employment application in order to demonstrate the minimum typing requirement. Certification may be in the form of a certificate, letter, or test results form that clearly states the following:

1. Full name of the applicant
2. Date the test was administered (must be within one year prior to the application date)
3. Duration of the test (5 minutes minimum)
4. Net/gross words per minute*
5. Number of errors
6. Name, address, and telephone number of the issuing agency
7. Name and signature of the person certifying the certificate

*Net words per minute is calculated by subtracting your gross number of errors from your gross words per minute – the scoring method used by the Department takes precedence over any other agency's scoring method (see example below):

SCCFD Scoring Method (Example)	
Gross words per minute:	55
Gross number of errors:	10
Net words per minute:	45

Typing certificates may be obtained from a business school, vocational training center, employment agency or other related agency. It is the responsibility of the applicant to ensure that certificates issued by an agency, including those listed below, meet the requirements stated above. **Online typing certificates will not be accepted.** Please be aware that most agencies only accept cash payments and will require a photo I.D. It is best to call the agency directly to ask about their requirements.

For your convenience, examples of approved local agencies are listed below. However, you are free to obtain certificates from other accredited schools or agencies. Testing fees are at the applicant's expense.

Please see the following page for examples of approved agencies.

Examples of Approved Agencies:

<p>AppleOne 4655 Old Ironsides Drive, Suite 190 Santa Clara, CA 95054 (408) 970-9470</p>	<p>Certified Employment Group 2105 S. Bascom Avenue, Suite 386 Campbell, CA 95008 (408) 626-7127</p>
<p>Express Employment Professionals 18525 Sutter Boulevard, Suite 210 Morgan Hill, CA 95037 (408) 778-0729</p>	<p>Manpower 480 S Ellsworth Avenue San Mateo, CA 94401 (650) 342-2700</p>
<p>NOVA – Private Industry Council 505 W. Olive Avenue, Suite 550 Sunnyvale, CA 94086 (408) 730-7232</p>	<p>South San Francisco Adult Education 825 Southwood Drive South San Francisco, CA 94080 (650) 877-8844</p>
<p>Workforce Santa Cruz County 2045 40th Avenue Capitola, CA 95010 (831) 464-6286</p>	