

## TYPING CERTIFICATION INFORMATION SHEET

\*Information is subject to change. It is highly recommended that you contact the facility directly in advance to get the most current information.

This position requires applicants to provide a typing certificate demonstrating the minimum typing requirement of 40 wpm (NET speed). Applicants are responsible for ensuring typing test documentation is attached to their application and that this is received by the City of Peoria Human Resources Department before the closing date.

Certification may be in the form of a certificate, letter, or test results form that must clearly state the following:

- 1 Name of the issuing agency. Acceptable agencies are a government agency, an employment agency, a business college, an adult school, or a public school system.
- 2 Date of the typing test. The typing test must be dated within one year of the closing date.
- 3 Applicant's name.
- 4 Signature of test agency representative.

Certificates that do not include all the above information may disqualify the applicant from the selection process. **Internet typing tests will not be accepted.** If an agency will not supply your typing score with the above requirements it will not be accepted by the City of Peoria. We recommend that you check with the testing agency prior to taking the test to ensure these requirements are met.

The following agencies are examples of acceptable issuing agencies and administer typing tests to the public. Please call for an appointment.

- **DES Job Service/ Maricopa Workforce**

Need to call for an appointment. Testing M-F at 2:00pm and 3:00pm only. There is no charge for certification at this Maricopa Workforce Location.

North Phoenix  
9801 N. 7th St.  
Phoenix, AZ  
(602) 861-0494

- **Kelly Temporary Services**

All branches offer typing certification. There is a charge. Please check with Kelly Services for your nearest branch.

Glendale Branch  
18275 N. 59<sup>th</sup> Avenue  
Suite 182, Builidng N  
Glendale, AZ 85308  
(602) 548-5656

Avondale Branch  
10575 W. Indian School Rd., #111  
Avondale, AZ 85323  
(623) 772-9839

**Please call at least 30 minutes in advance of arrival time to ensure availability of a computer  
\$10.00 fee**

**Money order or cashiers check only**

- **Maricopa Work Force Connections West Valley Center**

Need to call for an appointment. Typing tests only scheduled on Fridays. No Charge.

West Valley Office  
1840 N 95<sup>th</sup> Ave Suite 160  
Phoenix, AZ 85037  
(602) 372-4200

- **South West Skill Center (At Estrella Mountain Community College)**

Need to call for an appointment. There is a charge.

3000 North Dysart Rd.  
Avondale, AZ 85323  
(623) 535-2762 or (623) 535-2760

Other suggestions for obtaining typing certifications are temporary agencies and/or community colleges. You may be required to call ahead for an appointment.

Questions? Call HR (623) 773-7100 x3 or e-mail us at [humanresources@peoriaaz.gov](mailto:humanresources@peoriaaz.gov)