

## **LIST OF AGENCIES FOR KEYSTROKE AND TYPING SPEED CERTIFICATE REQUIREMENTS**

The job announcement indicates a certificate for typing speed must be submitted by the closing date that indicates your **net** typing speed. Net typing speed is the number of words typed per minute minus the number of errors.

**\*NOTE\* Certificates obtained on Internet typing sites are NOT acceptable for verification of typing speed.**

Acceptable typing certificates must be dated within one year, be printed on company letterhead, and include the signature of the testing administrator of your typing test.

Failure to submit a certified typing certificate will disqualify you from the testing process.

Below is a list of agencies that may offer typing certificates; however, this list is not inclusive and there are additional Valley wide locations that offer certified typing certificates. The City of Peoria does not endorse any of the listed agencies.

### **Valley-wide**

Contact your local community college for locations, times, and fees

### **Mesa**

Department of Economic Security  
Job Service  
163 N. Dobson Rd.  
Mesa, AZ 85201-6066  
Phone Number: 480-962-7678 Ext. 7701  
Call to make appointment  
Fees may vary

### **West Valley**

Maricopa Workforce Connections  
1840 N. 95th Ave., Suite 160  
Phoenix, AZ 85037  
602-372-4200  
Call to make appointment  
Fees may vary