City of Chino
Human Resources Department

Typing Certificate Requirements

Employment Application's for positions that specify a typing speed requirement must be accompanied by a certified typing certificate. Both the application and the certificate must be received by the final filing date. The certificate must be issued by an accredited school or agency and be dated no earlier than twelve months prior to the final filing date listed on the job announcement.

The certificate must contain:

- ***Agency's official emblem***
- ***Name of applicant***
- ***Number of gross and net words per minute***
- ***Number of errors***
- ***Date of certificate***
- ***Signature of person certifying the certificate***
- ***Address and telephone number of agency***

Below is a partial list of local agencies that provide typing certificates.

Agape Employment
7365 Carnelian St., Suite 216
Rancho Cucamonga, CA 91730
(909) 373-8120
contact@agapeemployment.com
Monday – Friday, 9:00 am – 5:00 pm
Walk-Ins accepted
$5.00 Fee, Cash and Checks accepted

Apple One
5237-B Arrow Highway
Montclair, CA 91763
(909) 625-7576
Testing offered once each month
***CALL OFFICE FOR MORE INFORMATION**
No Fee, Bring Picture ID

Apple One
3190 Shelby Street, Suite A-2
Ontario, CA 91764
(909) 484-3824
Testing offered 2nd & 4th Thursday each month at 4:00 pm, Walk-Ins accepted
No Fee, Bring Picture ID

Olympic Staffing Services
588 South Grand Avenue
Covina, CA 91724
(626) 967-5255
covina@olystaffing.com
Monday – Friday, 7:30 am – 5:30 pm
***CALL FOR APPOINTMENT**
$20 Fee, Cash Only

Olympic Staffing Services
444 East Huntington Drive, Suite 101
Arcadia, CA 91006
(626) 447-3558
arcadia@olystaffing.com
Monday – Friday, 7:30 am – 5:30 pm
***CALL FOR APPOINTMENT**
$20 Fee, Cash Only

TLC Staffing
7177 Brockton Ave., Suite 338
Riverside, CA 92506
(909) 481-4443
*Call for appointment
Monday – Friday, 9:00 am – 3:00 pm
$10 fee, Cash Only