

## TYPING CERTIFICATE INFORMATION

**ON-LINE TYPING TESTS ARE NOT ACCEPTED**

The Yolo Superior Court will accept typing certificates from bona fide agencies provided they meet the requirements stated below.

### REQUIREMENTS:

Each of these items must be seen or indicated in your typing certificate:

- Signature of Tester
- Agency Letterhead
- Gross Words Per Minute (minus the # of mistakes equals **net words per minute**)
- Minimum 3-Minute Typing Test
- Date Test Was Administered (within one (1) year prior to the final filing date of the recruitment)
- Number of Errors (Subtract 1 Word Per Error)

If any of this information is not on the certificate, it will not be accepted

### **TYPING TEST LOCATIONS**

(please call agency to verify fees if applicable)

These are examples of some agencies that offer this service; however, you are not required to use one of these agencies. Agencies may charge a fee of approximately \$10 - \$20.

Express Personnel

250 W. Main Street Suite #200  
Woodland, CA 95695  
530-668-9675

Accustaff

19 Court Street  
Woodland, CA 95695  
530-662-8607

**Yolo One Stop location (no fee for typing certificate)**

25 North Cottonwood Street  
Woodland, CA 95695  
Tel. (530) 661-2641 – call for appointment

**Sacramento One Stop locations (no fee for typing certificate)**

2411 Alhambra Blvd.  
Sacramento, CA. 95818  
**Tel:** (916) 324-6202 – call for hours

2901 50th Street  
Sacramento, CA 95817  
**Tel:** (916) 227-0301 – call for hours

7011 Sylvan Rd, Suite A  
Citrus Heights, CA 95610  
**Tel:** (916) 676-2540 – call for hours

7000 Franklin Blvd, Suite 540  
Sacramento, CA 95823  
**Tel:** (916) 563-5151 – call for hours

1000 "C" Street, Suite 100  
Galt, CA 95632  
**Tel:** (209) 744-7702 – call for hours

5655 Hillsdale Blvd, Suite 8  
Sacramento, CA 95842  
**Tel:** (916) 263-4100 – call for hours

**\*\* TYPING CERTIFICATES MUST BE SUBMITTED WITH  
ORIGINAL EMPLOYMENT APPLICATION\*\***