

# Typing Certificate

The Human Resources Department requires that a certified typing certificate be submitted along with a South Coast AQMD Employment Application for all positions that specify a typing speed requirement. The certificate must be issued by an accredited school, agency or the online vendor listed below and dated no later than one year prior to the final filing date listed on the job announcement.

Current South Coast AQMD employees who hold a position that requires the same or more words per minute are not required to submit a new typing certificate. Employees are responsible for verifying the typing requirement for their current classification.

Job Title	Typing Speed (net wpm)
Office Assistant	30
Principal Office Assistant	30
Senior Office Assistant	30
Staff Assistant	30
Supervising Office Assistant	30
Administrative Assistant I	45
Administrative Assistant II	45
Administrative Assistant-HR	45
Administrative Secretary/Legal	45
Deputy Clerk	45
Deputy Clerk/Transcriber	45
Legal Secretary	45
Senior Administrative Assistant	45
Executive Assistant	60

There are currently two options for obtaining a typing certificate. Online and in person.

**ONLINE TYPING CERTIFICATE - Effective January 1, 2022 and until further notice, South Coast AQMD will accept an online typing test obtained only through [speedtypingonline.com](https://speedtypingonline.com). Your typing ability may be validated in person at a later date. Please review the [South Coast AQMD Online Typing Test Instructions](#)**

- Name of applicant
- Date exam was administered
- Verification of a 5-minute testing process
- Number of words per minute

**IN PERSON TYPING CERTIFICATE** - An in person typing certificate may be obtained at one of the local agencies listed below. Please be sure to contact the corresponding agency first to inquire if there are any Covid related restrictions that may affect their services and hours of operation. However, you are free to obtain typing certificates from other accredited schools or agencies.

The in person typing certificate must contain the following:

- Agency's official emblem
- Name of applicant (First and last name)
- Verification of a five-minute testing process
- Number of net words per minute
- Number of errors
- Date of certificate
- Signature of person certifying the certificate
- Address and telephone number of agency

It is the responsibility of the applicant to ensure that certificates issued for an in-person test by any agency including those listed below meet the requirements stated above.

Organization	5 Minute Exam	Certificate	Cost	Hours
<b>LA Business Personnel, Inc.</b> 3325 Wilshire Blvd., Ste 805 Los Angeles, CA 90010 (213) 365-1010	Yes (online)	No (test results only)	\$15	Monday – Friday 8:00am - 5:30pm
<b>Partners in Diversity, Inc.</b> (626) 793-0020	Yes (online)	No (test results only)	\$0 (up to 10 annually)	Monday – Friday 8:00am - 5:00pm