TYPING CERTIFICATES REQUIREMENT FOR VENTURA SUPERIOR COURT -2015

The Ventura Superior Court requires that a current, valid typing certificate be submitted every time a recruitment announcement indicates that one is required. Instruction on submission a typing certificate can be found on the recruitment announcements. To provide equal consideration for all applicants, there are NO EXCEPTIONS TO THIS REQUIREMENT.

The Ventura Superior Court computes net words per minute as outlined below:
1. Divide gross number of keystrokes by five to produce gross number of words.
2. Divide gross number of words by five to produce gross number of words per minute.
3. Subtract from gross number of words per minute the number of errors made at the rate of <u>one word per error</u> to produce net words per minute.

TYPING TESTS CRITERIA
1. It must be a five-minute time exam.
2. It must be proctored under proper test procedures.
   Note: Online typing tests are not accepted.
3. It must be taken within two (2) years of submission.

TYPING CERTIFICATES
Since different testing locations may use different programs to administer typing tests, the Ventura Superior Court requires that typing certificates show specific information to ensure that we can appropriately calculate net words per minute and verify the validity of the test.

Typing certificates must show all the items listed below:
1. Applicant Name.
2. Date the test was taken.
3. Test duration.
4. Gross number of words per minute.
5. Number of errors made.
6. Name of organization administering the test.
7. Name (and phone number, if possible) of person administering/verifying the test.

NOTE: Because every organization differs, it is the responsibility of the applicant to ensure that all required criteria for both typing tests and typing certificates are met. Any typing certificates that do meet the criteria listed above will be rejected.

TYPING TESTS LOCATIONS:

West Oxnard Job & Career Center 635 S. Ventura Road, Oxnard (805) 204-5171 No appointment necessary Cost: Free	East County Job & Career Center 980 Enchanted Way, Simi Valley (805) 955-2282 No appointment necessary Cost: Free	Santa Clara Valley Job and Career Center 725 East Main Street, Santa Paula (805) 933-8315 No appointment necessary Cost: Free
Ventura Region Job & Career Center 4651 Telephone Road, Ventura (805) 654-3434 No appointment necessary Cost: Free	Conejo Adult School – Computer Skills Center 1025 Old Farm Road, Room 9 Thousand Oaks (805) 496-1814 or (805) 497-2761 Appointment only – Closed: Noon-1 p.m. Cost: $10.00	Simi Valley Adult School 1880 Blackstock, Room 201, Simi Valley (805) 579-6200 x1720 Appointment only – Closed: Noon-1 p.m. Cost: $10.00 (Mon-Fri 9 a.m. & Wed 6 & 7:15 p.m.) Cost: $10.00
Ventura Adult & Continuing Education 5200 Valentine Road, Room 207 Ventura (805) 289-1744 x1219 Appointment only, Cost $10		