



CITY OF STOCKTON
 HUMAN RESOURCES DEPARTMENT
 400 E. Main Street, 3rd Floor Stockton, CA 95202-3000
 209/937-8233 Fax 209/937-8558
www.stocktonca.gov/jobs

TYPING CERTIFICATES AGENCIES ACCEPTED BY THE CITY OF STOCKTON

BBSI

1776 W March Ln, Ste 120 Stockton, CA
 Phone (209) 476-0100
 Call for appointment M-F 8:30 – 4:00
 Fee: \$10.00, cash only

Blue Ribbon Personnel Services

212 W. Pine St., Suite 5, Lodi, Ca 95240
 Phone (209) 366-1314
 Call for appointment M-F
 Fee: \$10.00 (Must indicate a 5 min timed test)

Express Personnel Services

1151 W. Robinhood Dr., Suite A-1, Stockton, CA
 95207, Phone (209) 956-5668
 Walk-ins M-F 8:30 – 4:00
 Fee: \$15.00 cash

MTI Business College

6006 N. El Dorado St., Stockton, CA 95207
 Phone (209) 957-3030; www.mtistockton.com
 Call for appointment. Testing Wednesdays 3:30pm
 Fee: \$10

SJ Delta College

5151 Pacifica Avenue, Stockton, CA 95209
 Phone (209) 954-5013 – 1st Wed of the month
 Fee: \$10

Pridestaff

3421 Brookside Rd, Suite B, Stockton, CA 95219
 Phone (209) 477-9884
 Call for appointment M-Th 9am or 5pm
 Fee: \$20

Volt Workforce Solutions

3558 Deer Park Dr., Suite 2, Stockton, CA 95219
 Phone (209) 952-5627
 Open M-F 8:00am – 3:30pm
 Fee: \$10 cash for 3 attempts

NOTE: For positions that require a Typing Certificate, applicants must submit a signed and dated copy of a valid Typing Proficiency Certificate, two years old or less. **The Typing Proficiency Certificate must specify the total number of gross words per minute typed, number of typing errors, and the net typing speed for a 5-minute timed evaluation. An example of this information is listed below:**

Agency Letterhead

**EXAMPLE
 FORMAT →**

Gross words per minute
Minus number of errors
Net words per minute
Timed minute evaluation

The Typing Proficiency Certificate must be an unaltered copy from a government agency, business college, public school, or other recognized agency that regularly tests and issues certificates of typing skills, and must be on their official letterhead.

The City of Stockton also accepts typing certificates from other educational or public agencies. To confirm their acceptance prior to submitting, contact the Human Resources Department at (209) 937 – 8233.

**WE REGRET THAT WE ARE UNABLE TO ACCEPT TYPING CERTIFICATES ISSUED FROM
 ON-LINE TESTING SOURCES.**