Tests are given in the T-4 Lab, however fees must be paid to the Business Office prior to taking the test. There is a $6.00 charge; cash, check and charge are accepted. The Business Office is open Monday – Thursday, 8:00 am – 5:30 pm and Friday, 8:00 am – 4:30 pm. The T-4 Lab will then accept the Business Office receipt and administer the test on a first-come, first-served basis. Using a computer, three five-minute tests are given. The T-4 Lab is open Monday through Thursday from 10:30 am to 1:00 pm, Friday from 10:30 am to 12 noon, and Tuesday, Wednesday and Thursday nights from 6:00 pm to 8:00 pm. From mid June to late July,
SKILLS TEST INFORMATION:

Typing/keyboarding certificates must be from an accredited Adult School or Employment Development Department (EDD). Typing/keyboarding certificates are due by 4:30 pm on the closing date indicated for the position you are applying for. Late certificates will not be accepted. Certificates must have been issued within the last 12 months. The maximum number errors allowed for keyboarding certificates is no more than 12.

Following is a list of local, accredited adult schools where you may obtain a typing/keyboarding certificate. This listing is provided only as a reference.

Simi Valley Adult School
1880 Blackstock Avenue, Simi Valley
805-579-6200 ext 1720
Ten-key & keyboarding tests are given by appointment only. Appointments are available during Monday and Friday mornings at 10:00 am and Wednesday evenings at 6:00 pm and 7:00 pm. Keyboarding tests are given on a computer. Testing takes approximately 1 hour to complete the test and receive two certificates. There is a $10.00 fee; cash only. A picture I.D. is required. Space is limited, so call early! If you are unable to keep an appointment, please call as soon as possible to cancel (there is 24 hour voice mail available). Failure to do so may prevent you from being able to reschedule your typing test.

Ventura Unified School District
5200 Valentine Road, #206A, Ventura
805-289-1744 ext 1219
Ten-key & keyboarding tests are given on Tuesdays, 12:00 pm - 1:00 pm, by appointment only. Report promptly at 12:00 pm. There is a $10 fee; cash and checks are accepted. A Driver’s License or picture I.D. is required. A certificate is issued for 35 wpm and over, under 5 errors.

For Employment Development Department (EDD) Locations and Phone Numbers:

http://www.edd.ca.gov/Office_Locator/

For Mobile Phones:
http://www.edd.ca.gov/mobile/officeList.htm