

## TYPING CERTIFICATE LOCATIONS

**The typing certificate submitted for an Otay Water District job posting must specify the net and gross speed, the number of errors and that the test was five minutes or longer. Otay Water District does not accept online typing certificates or typing certificates older than 12 months.**

Typing certificates can be obtained from various continuing education centers located throughout the county. For your convenience, below is a list of locations that provide typing certificates. Each location has separate procedures, hours and cost. Please contact them directly for further information. If you reside outside of the San Diego county area, you may need to contact your local continuing education center to find a location near you.

<b>Location</b>	<b>Phone Number</b>	<b>Address</b>
Cesar Chavez Center for Education	619-388-1910	1901 Main Street, San Diego
Chula Vista Adult School	619-796-7000	1034 Fourth Avenue, Chula Vista
Escondido Adult School	760-739-7300	220 W. Crest Street, Escondido
Foothills Adult School	619-588-3500	1550 Melody Lane, El Cajon
Grossmont College	619-644-7548	8800 Grossmont College Dr., El Cajon
Montgomery Adult School	619-600-3800	3240 Palm Avenue, San Diego
National City Adult School	619-336-9400	517 Mile of Cars Way, National City
Poway Adult School	858-668-4024	13626 Twin Peaks Road, Poway
South County Career Center	619-628-0300	1111 Bay Blvd., Ste. E, Chula Vista