

**ARIZONA DEPARTMENT OF PUBLIC SAFETY
TYPING CERTIFICATE INSTRUCTIONS**

A typing certificate **must** be submitted with your application. Criminal Records Specialist, Police Communications Dispatcher, and **Public Safety Call-Taker** require a typing speed of 40 net words per minute. Administrative Secretary requires 60 net words per minute. Typing certificates may be obtained at the following locations:

FLAGSTAFF AREA APPLICANTS

LOCATION	PHONE	FEE	HOURS
Performance Staffing 2268 N. Walgreen St., Suite 101 Flagstaff, AZ 86001	(928) 526-6499	\$10.00	Please call for appointment
Arizona Department of Economic Security 397 Malpais Ln, #9 Flagstaff, AZ 86001	(928) 779-4557	Free	Call for appointment

TUCSON AREA APPLICANTS

LOCATION	PHONE	FEE	HOURS
Pima County Comm. College Desert Vista Campus Center for Training & Development 5901 S Calle Santa Cruz Tucson, AZ 85709	(520) 206-5114	\$25.00	Mon-Thur 9 & 9:30 or 3 & 3:30 Please call for appointment

PHOENIX AREA APPLICANTS

LOCATION	PHONE	FEE	HOURS
Arizona Workforce Connection 120 W 1 st Ave Mesa, AZ 85210	(602) 771-6900	Free	Monday-Friday 8 – 5
Arizona Workforce Connection 9801 N 7 th St Phoenix, AZ 85020	(602) 861-0208	Free	Call for appointment
Arizona Workforce Connection 3406 N 51 st Ave Phoenix, AZ 85031	(623) 247-3304	Free	Monday-Friday 8 - 5
Maricopa County Skills Center Business and Technology Center 1245 E Buckeye Rd Phoenix, AZ 85034	(602) 238-4329	Free	Call for appointment
Maricopa Workforce Connections West Valley 1840 N 95 th Ave, Suite 160 Phoenix, AZ 85037	(602) 372-4200	Free	Call for appointment
East Valley 735 N Gilbert Rd, Suite 134 Gilbert, AZ 85234	(602) 372-9705	Free	Call for appointment

In addition to the above locations, vocational schools and community colleges might also be willing to provide certification of typing scores. Call institutions in your area to check on policies.

If you already have a typing certificate issued within the past twelve months from a recognized service or institution, you do not need to re-test. Just attach a copy of it to your application.

If you have any questions, or experience any problems with obtaining certification, please call Human Resources at (602) 223-2290.