**CERTIFICATE OF TYPING PROFICIENCY**

In order to qualify, a candidate must present

1. A certificate, within 18 months, from a teacher of keyboarding in one of the types of school listed below:
2. A public or parochial high school;
3. An accredited, private high school, business or secretarial school, junior college or college;
4. A training and development course

**OR**

1. A notice of having passed, within 18 months, a typing test administered by a State employment service office (RI Department of Labor and Training Career Center) at the rate mentioned in the appropriate classification specification.

**An updated list of the RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING CAREER CENTERS CAN BE FOUND AT** [**DEPARTMENT OF LABOR & TRAINING**](https://dlt.ri.gov)

**ON-LINE TYPING PROFICIENCIES ARE TEMPORARILY BEING ACCEPTED BY THE STATE OF RHODE ISLAND. The test must be for 5 minutes.**

**GO TO** [**ON-LINE CERTIFICATE OF TYPING PROFICIENCY**](https://www.typing.com/student/tests)