

## **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:
  - (a) A public or parochial high school;
  - (b) An accredited, private high school, business or secretarial school, junior college or college;
  - (c) A training and development course

**OR**

- (2) 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](#)**

**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](#)**

