

# 1815 Testing Requirements

Class/ Category	Keyboarding (Net Score with Double Penalties)	Alpha Filing: Child Care	Alpha Filing: Clerical & Business	Numeric Filing	Basic Math	Proofreading	Sorting (Excel)	Merging (Word)	Columns/Tables (Word)	Editing/Formatting	Spreadsheet (Intermediate Excel)	Bank Deposit	Bank Reconciliation	Petty Cash	10-Key (430 Net Keystrokes with 95% Accuracy)	Advanced Editing/Formatting	
<b>Child Care Substitute</b>	-	70%		70%	70%												
<b>Clerical Substitute</b>	30		70%	70%	70%												
<b>L - Child Care</b>	-	70%		70%	70%												
<b>A - Child Care</b>	-	70%		70%	70%												
<b>B - Child Care</b>	-	70%		70%	70%												
<b>C - Child Care</b>	-	70%		70%	70%												
<b>D - Child Care</b>	-	70%		70%	70%												
<b>E - Child Care</b>	40	70%		70%	70%	70%				70%							
<b>A - Clerical</b>	30		70%	70%	70%												
<b>B - Clerical</b>	30		70%	70%	70%	70%	70%	70%	70%								
<b>C - Clerical</b>	40		70%	70%	70%	70%	70%	70%	70%	70%							
<b>D - Clerical</b>	50		70%	70%	70%	70%	70%	70%	70%	70%	70%						
<b>E - Clerical</b>	50		80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	430 / 95%	
<b>F - Clerical</b>	50		80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	430 / 95%	80%
<b>H - Clerical</b>	50		80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	430 / 95%	80%
<b>D - Business</b>	40		70%	70%	70%	70%					70%	70%	70%	70%	430 / 95%		
<b>E - Business</b>	50		80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	430 / 95%	
<b>F - Business</b>	50		80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	430 / 95%	
<b>G - Business</b>	50		80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	430 / 95%	
<b>H - Business</b>	50		80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	430 / 95%	