APPROVED AGENCIES FOR TYPING CERTIFICATES January 1, 2024

The following agencies have agreed to comply with standards for administration of typing tests and issuance of typing certificates adopted by the Civil Service Commission on October 13, 1997. <u>Typing certificates must be issued within the past two years.</u> All typing certificates are subject to verification.

Agency: Bakersfield Adult School	Address: 501 South Mt. Vernon Ave., Bakersfield, CA 93307
Phone: (661) 835-1855	Cost: \$5.00 Cash Only

Dates/Times of Test Administration: Tests are given on the First and Third Tuesday of each month August through June (except July) at 3:00 pm or 4:15 pm. Appointment not required. Certificate issued only for 25 words per minute or better. All typing tests are taken on computers. Certificates issued during daytime office hours only. **Must have valid photo ID.**

Agency: Delano Adult School	Address: 1811 Princeton Street, Delano, CA 93215
Phone: (661) 720-4171	Cost: \$10.00 Cash Only

Dates/Times of Test Administration: Monday thru Friday 1:00 pm - 2:15 pm & Wednesdays 5:30 pm - 7:15 pm. Appointment not required. Must have cash with exact change only. **Must have valid photo ID.**

Agency: America's Job Center of Phone:	of California
Southeast – (661) 325-4473	Tues & Thurs 12:00
Lake Isabella – (760) 417-5123	Mon-Fri 8:00 to 5:00 *BY APPT*
Lamont – (661) 635-4029	Mon-Fri 8:00 to 4:00 *BY APPT*
Delano – (661) 721-5800	Mon-Weds 8:00 to 5:00 *BY APPT*
Shafter – (661) 746-8416 Tue-Fr	i 8:00 to 11:00 & 1:00 to 4:00 *BY APPT*
Mojave – (661) 824-7800	Mon-Fri 8:00 to 3:30 *BY APPT*
Ridgecrest – (760)446-2595	Mon-Fri 8:00 to 5:00 *BY APPT*
Taft – (661)763-0214 I *BY APPT*	Mon-Fri 8:00 to 11:30 & 1:00 to 4:30

Addresses: *Multiple Locations*

Southeast -- 1600 East Belle Terrace, Bakersfield, CA 93307 Lake Isabella - 5540 Lake Isabella Blvd. E3, Lake Isabella, CA 93240

Lamont – 8300 Segrue Rd., Lamont, CA 93241 Delano – 1816 Cecil Ave., Delano CA 93215

Shafter - 115 N. Central Valley Hwy., Shafter, CA 93263

Mojave - 2300 Hwy. 58, Mojave, CA 93501

Ridgecrest –540 Perdew Ave, Suite B-2, Ridgecrest, CA 93555

Taft – 119 N. 10th St., Taft, CA 93268

Cost: None - Must be registered active account with Cal Jobs.

Dates/Times of Test Administration: All Centers are open Monday thru Friday from 8:00 am – 5:00 pm; however, testing hours vary at each location. Contact location by phone for specified testing hours and requirements; appointment required at some locations. **Must have valid photo ID.**

Agency:	Kern County Department of Human Services	Address:	100 E. California Av., Bakersfield, CA 93307, Rm 200
Phone:	(661) 633-7111	Cost:	No Cost
Dates/Times of Test Administration: Every Friday at 2:30pm Practice / 2:45pm Test. Limited to first 15 people. Unlimited tries. No			
Annointment necessary Must have photo ID			

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Agency:	KHSD/ Regional Occupational Center	Address:	501 So. Mt. Vernon Ave., Bakersfield, CA 93307
Phone:	(661) 831-3327	Cost:	No Cost
Dates/Times of Test Administration: Biweekly – Appointment necessary. FOR KHSD EMPLOYEES ONLY – NOT OFFERED TO THE			
PUBLIC.			

Agency:	Mexican-American Opportunity Foundation	Address: 2130 Chester Ave., Bakersfield, CA 93301 2nd Floor
Phone:	(661) 336-6821	Cost: No Cost - Must be registered with Cal Jobs.
Dates/Times of Test Administration: Tuesdays & Thursdays at 2:00 pm. Six people at a time for the exam. Speak with Claudia.		
Must have valid photo ID.		

Agency:	Rand Employment Solutions	Address: 5016 California Avenue., Bakersfield, CA 93309
Phone:	(661) 399-7000	Cost: \$10.00 Cash Only
Dates/Times of Test Administration: Monday thru Friday, 8:30 am - 11:00 am; 1:30 pm - 4:00 pm no appointment necessary. Must have valid photo ID.		

Agency: Snelling Staffing	Address: 5055 California Ave., Ste. 350, Bakersfield, CA 93309	
Phone: (661) 241-5085	Cost: \$10.00 Cash Only (No bills larger than \$20)	
Dates/Times of Test Administration: Monday through Friday from 8:00 am – 5:00 pm, by appointment only. Must have valid photo ID.		

Agency: McFarland Learning Center	Address: 599 5 th Street, McFarland, CA 93250	
Phone: (661) 792-3178	Cost: \$10.00 Cash Only	
Dates/Times of Test Administration: Monday & Wednesday 4:30 pm – 6:30 pm. NOTE: Not offered to the public. Only students and faculty. Must have valid photo ID.		

Agency: Wasco Adult Education Center	Address: 1445 Poso Drive, Wasco, CA 93280	
Phone: (661) 758-7414	Cost: \$10.00 Cash Only	
Dates/Times of Test Administration: By Appointment Only. Must have valid photo ID.		

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