

APPROVED AGENCIES FOR TEN KEY CERTIFICATES
January 1, 2025

The following agencies have agreed to comply with standards for administration of ten key tests and issuance of ten key certificates adopted by the Civil Service Commission on October 13, 1997. Ten key certificates must be issued within the past two years. 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 or Card
Dates/Times of Test Administration: Tests are given every other Tuesday at 3:00 pm or 4:15 pm. Appointment not required. 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) 720-4173	Cost: \$10.00 Cash Only
Dates/Times of Test Administration: Monday thru Friday 1:00 pm – 2:15 pm & Wednesdays 5:15 pm – 7:00 pm. Appointment not required. Must have cash with exact change only. Must have valid photo ID.	

Agency: Mexican-American Opportunity Foundation	Address: 2130 Chester Ave., Bakersfield, CA 93301, 2 nd Floor
Phone: (661) 558-0103	Cost: No Cost-Open to former and present clients only.
Dates/Times of Test Administration: Monday thru Friday from 8:00 am – 5:00 pm. No appointment required. Must have valid photo ID.	

Agency: Mid-Cal Labor/Rand Employment	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. Must have valid photo ID.	

Agency: Snelling Staffing	Address: 10525 Rosedale Hwy, Ste D, Bakersfield, CA 93312
Phone: (661) 241-5085	Cost: \$10.00 Cash Only
Dates/Times of Test Administration: Monday - Friday from 8:00 am – 5:00 pm, by appointment only. 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: Call for appointment. Will be closed June & July. Must have valid photo ID.	