

APPROVED AGENCIES FOR TEN KEY CERTIFICATES
December 13, 2018

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: <i>Bakersfield Adult School</i>	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. Five minute timed test administered. Certificates issued during daytime office hours only. Must have valid photo ID.	

Agency: <i>Delano Adult School</i>	Address: 1811 Princeton Street, Delano, CA 93215
Phone: (661) 720-4173	Cost: \$10.00 Cash Only
Dates/Times of Test Administration: Monday thru Friday 8:00 am -11:00 am. Appointment not required. Must have cash with exact change only. Must have valid photo ID.	

Agency: <i>KHSD/ Regional Occupational Center</i>	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: <i>Mexican-American Opportunity Foundation</i>	Address: 2130 Chester Ave., Bakersfield, CA 93301, 2 nd Floor
Phone: (661) 336-6834	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: <i>Rand Employment Solutions</i>	Address: 5016 California Avenue., Bakersfield, CA 93309
Phone: (661) 410-7770	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: <i>San Joaquin Valley College</i>	Address: <i>201 New Stine Rd., Bakersfield, CA 93309</i>
Phone: <i>(661) 834-0126 ext. 158</i>	Cost: <i>\$5.00 Cash Only (exact change)</i>
Dates/Times of Test Administration: <i>Monday thru Thursday at 8:00 am by appointment only – must arrive at 7:45 am to check in. Must have valid photo ID.</i>	

Agency: <i>Snelling Staffing</i>	Address: <i>5055 California Ave., Ste. 350, Bakersfield, CA 93309</i>
Phone: <i>(661) 241-5085</i>	Cost: <i>\$10.00 Cash Only</i>
Dates/Times of Test Administration: <i>Monday thru Friday from 8:00 am – 5:00 pm. Appointment preferred but not necessary. Other times can be arranged by special appointment only. Must have valid photo ID.</i>	