

**APPROVED AGENCIES FOR TEN KEY CERTIFICATES**  
**January 1, 2026**

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.

<b>Agency: Bakersfield Adult School</b>	<b>Address:</b> 501 South Mt. Vernon Ave., Bakersfield, CA 93307
<b>Phone:</b> (661) 835-1855	<b>Cost:</b> \$5.00 Cash or Card
<b>Dates/Times of Test Administration:</b> 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. <b>Must have valid photo ID.</b>	

<b>Agency: Delano Adult School</b>	<b>Address:</b> 1811 Princeton Street, Delano, CA 93215
<b>Phone:</b> (661) 720-4173	<b>Cost:</b> \$10.00 Cash Only
<b>Dates/Times of Test Administration:</b> 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. <b>Must have valid photo ID.</b>	

<b>Agency: KHSD/ Regional Occupational Center</b>	<b>Address:</b> 501 S. Mt. Vernon Ave., Bakersfield, CA 93307
<b>Phone:</b> (661) 831-3327	<b>Cost:</b> No Cost
<b>Dates/Times of Test Administration:</b> By Appointment Only. <b>For KHSD and ROC Students only – NOT OFFERED TO THE PUBLIC.</b>	

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

<b>Agency: Mid-Cal Labor/Rand Employment</b>	<b>Address:</b> 5016 California Avenue., Bakersfield, CA 93309
<b>Phone:</b> (661) 399-7000	<b>Cost:</b> \$10.00 Cash Only
<b>Dates/Times of Test Administration:</b> Monday thru Friday, 8:30 am - 11:00 am; 1:30 pm – 4:00 pm. <b>Must have valid photo ID.</b>	

<b>Agency: Wasco Adult Education Center</b>	<b>Address:</b> 1445 Poso Drive, Wasco, CA 93280
<b>Phone:</b> (661) 758-7414	<b>Cost:</b> \$10.00 Cash Only
<b>Dates/Times of Test Administration:</b> Call for appointment. Will be closed June & July. <b>Must have valid photo ID.</b>	