

**APPROVED AGENCIES FOR TYPING CERTIFICATES**  
**January 1, 2026**

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. Typing certificates must be issued within the past two years. All typing certificates are subject to verification.

<b>Agency:</b> <i>Bakersfield Adult School</i>	<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:</b> <i>Delano Adult School</i>	<b>Address:</b> 1811 Princeton Street, Delano, CA 93215
<b>Phone:</b> (661) 720-4171	<b>Cost:</b> \$10.00 Exact 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:</b> <i>America's Job Center of California</i>	<b>Addresses:</b> *Multiple Locations*
<b>Phone:</b> Southeast – (661) 325-4473                      Tues & Thurs @ 12:00pm Lake Isabella – (760) 379-2074                      Mon-Fri 8:00 to 5:00pm  Lamont – (661) 635-4029                      Mon-Fri 8:00 to 4:00 *BY APPT* Delano – (661) 721-5120                      Mon-Weds 8:00 to 5:00 *BY APPT* Shafter – (661) 746-8416                      Mon-Fri 8:00 to 11:00 & 1:00 to 3:30 *BY APPT* Mojave – (661) 824-7800                      Mon-Fri 8:30 to 4:00 *BY APPT* Ridgecrest – (760)446-2595                      Mon-Fri 8:00 to 3:00 *BY APPT* Taft – (661)763-0214                      Mon-Fri 8:00 to 11:30 & 1:00 to 4:30 *BY APPT*	Southeast -- 1600 East Belle Terrace, Bakersfield, CA 93307 Lake Isabella – 5540 Lake Isabella Blvd. E3, Lake Isabella, CA 93240 Lamont – 10215 Stobaugh St., Lamont, CA 93241 Delano – 1816 Cecil Ave., Delano CA 93215 Shafter – 115 N. Central Valley Hwy., Shafter, CA 93263 Mojave – 2340 Hwy. 58, Mojave, CA 93501 Ridgecrest – 540 Perdew Ave, Suite B-2, Ridgecrest, CA 93555 Taft – 119 N. 10 <sup>th</sup> St., Taft, CA 93268
<b>Cost:</b> None – <b>Must be registered active account with Cal Jobs.</b>	
<b>Dates/Times of Test Administration:</b> 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. <b>Must have valid photo ID.</b>	

<b>Agency:</b> <i>Kern County Department of Human Services</i>	<b>Address:</b> 100 E. California Av., Bakersfield, CA 93307
<b>Phone:</b> (661) 633-7111	<b>Cost:</b> No Cost
<b>Dates/Times of Test Administration:</b> Appointment Only and currently only open to DHS employees in need of a typing certificate. <b>Must have photo ID.</b>	

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

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

<b>Agency: Mexican-American Opportunity Foundation</b>	<b>Address: 2130 Chester Ave Ste 200, Bakersfield, CA 93301 2<sup>nd</sup> Floor</b>
<b>Phone: (661) 558-0101</b>	<b>Cost: No Cost</b>
<b>Dates/Times of Test Administration: Tuesday &amp; Thursday at 2pm. By Appointment Must have valid photo ID.</b>	

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

<b>Agency: Central Valley High School</b>	<b>Address: 526 Mannel Ave, Shafter, CA 93263</b>
<b>Phone: (661) 746-4281</b>	<b>Cost: No Cost</b>
<b>Dates/Times of Test Administration: Monday - Friday by Appointment Only NOTE: NOT OFFERED TO THE PUBLIC. Only students and faculty. Must have valid photo ID.</b>	

<b>Agency: Nueva Continuation High School</b>	<b>Address: 8600 Palm Ave, Lamont, CA 93241</b>
<b>Phone: (661) 845-1532</b>	<b>Cost: No Cost</b>
<b>Dates/Times of Test Administration: By Appointment Only NOTE: NOT OFFERED TO THE PUBLIC. Only students and faculty. Must have valid photo ID.</b>	

<b>Agency: Tierra Del Sol Continuation High School</b>	<b>Address: 3700 E. Belle Terrace, Bakersfield, CA 93307</b>
<b>Phone: (661) 832-3700</b>	<b>Cost: No Cost</b>
<b>Dates/Times of Test Administration: Monday – Friday by Appointment Only NOT OFFERED TO THE PUBLIC. Only students and faculty. Must have valid photo ID.</b>	

<b>Agency: KHSD Vista West High School</b>	<b>Address: 7115 Rosedale Hwy, Bakersfield, CA 93308</b>
<b>Phone: (661) 589-4242</b>	<b>Cost: No Cost</b>
<b>Dates/Times of Test Administration: By Appointment Only NOT OFFERED TO THE PUBLIC. Only students and faculty. Must have valid photo ID.</b>	

<b>Agency: Vista Continuation High School</b>	<b>Address: 200 P. Street, Bakersfield, CA 93304</b>
<b>Phone: (661) 327-8561</b>	<b>Cost: No Cost</b>
<b>Dates/Times of Test Administration: At the end of keyboarding class NOTE: NOT OFFERED TO THE PUBLIC. Only students and faculty. Must have valid photo ID.</b>	

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