

## SUGGESTED AGENCIES FOR OBTAINING A TYPING CERTIFICATE

The following list of agencies should be considered a resource guide for obtaining a typing certificate and is for reference only; the City of Long Beach Civil Service Department does not directly recommend the services of the listed agencies. Keyboarding skills certification (proof required)\* from an approved government, employment or training agency recognized by the Civil Service Department and obtained within the last 12 months will be considered.

### Long Beach/Los Angeles Area

Carson Career Center (No Charge)  
801 E. Carson Street #117  
Carson, CA 90745  
(310) 952-1762  
Monday-Thursday 8am - 4:30 pm  
Appointment Required

Inglewood One Stop Center (No Charge)  
110 South La Brea Avenue  
Inglewood, CA 90301  
(310) 680-3700  
Only Tuesday 2 - 4pm; Thursday 9am - 12pm

Long Beach City College (No Charge)  
Liberal Arts Campus  
4901 East Carson Street, Room M109  
Long Beach, CA  
(562) 938-4904  
Mon - Thurs 12 - 5pm, Fri 12 – 3pm

Long Beach City College (No Charge)  
Pacific Coast Campus  
1305 East Pacific Coast Hwy, Room MD137  
Long Beach, CA  
(562) 938-3303  
Mon - Thurs 12 -5pm, Fri 12 – 3pm

Cerritos Career Center (No Charge)  
10900 E 183<sup>rd</sup> Street Suite 350  
Cerritos, CA 90703  
(562) 402-9336  
Mon- Fri 8 -10:30 am; 12:30 -2:30 pm;  
3-4:30p.m.

Mt. San Antonio College (No Charge)  
1100 North Grand Avenue  
Walnut, CA 91789  
Building 30, Room 111  
(909) 594-5611 Ext. 4935  
Mon - Thurs 3-7pm.

Foothill Workforce Investment Board (No Charge)  
1207 East Green Street  
Pasadena, CA 91106  
(626) 584-8378  
Appointment Required

One Stop Business and Career Center (No Charge)  
16801 South Western Avenue  
Gardena, CA 90247  
(310) 538-7070 Walk-ins  
Mon - Fri 8am - 5pm

### Orange County Area

Rio Hondo (No Charge)  
3600 Workman Mill Road, B 107  
Whittier, CA 90601  
Business Dept. (562) 463-7364  
Mon - Thru 1-6pm; Fri 9am -12pm  
Appointment Required

### Organizations that Charge

Computer Training Center (\$20 fee)  
Adult Education  
ABC Adult School  
12254 Cuesta Drive  
Cerritos, CA 908073  
(562) 926-6734 ext. 25175  
Call Mon - Thurs 9 - 11:30 am or leave a message.

Downey Adult School (\$49)  
12340 Woodruff Avenue  
Downey, CA 90241  
(562) 940-6241  
\$49 fee (Cash Only)  
Mon 12:30 - 4:30pm and Sat 8:30am-12:30pm  
Call Before

Montebello Adult School (\$5 Charge)  
149 North 21<sup>st</sup> Street  
Montebello, CA 90640  
(323) 887-7844  
Appointment Required

Huntington Beach Adult School (\$20 Charge Cash Only)  
17231 Gothard  
Huntington Beach, CA 92647  
(714) 842-6227  
Call for Testing Dates

Focus on Temps (\$20 Charge, Cash Only)  
10055 Slater Avenue, Suite 216  
Fountain Valley, CA 92708  
(714) 848-6129 Appointment only

Fullerton College (\$15 plus \$2 for day parking pass)  
321 East Chapman Avenue, Building 300, Room 310  
Fullerton, CA 92832  
(714) 992-7032 Appointment Only  
Mon – Thurs 8am -6pm; Fri 8am – 4pm