


TYPING CERTIFICATE RESOURCES

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 Human Resources Department does not directly recommend the services of the listed agencies. Keyboarding skills (minimum net speed of 35 wpm) certification (proof required) from an approved government, employment or training agency recognized by the Human Resources Department and obtained within the last 12 months will be considered. Candidates with acceptable certificates will not be required to take the Keyboarding Test but will be required to take the Written/Performance Test.

LONG BEACH CITY COLLEGE

 Liberal Art Campus
4901 E Carson Street Building M #229

 (562) 938-4904

 Monday - Thursday 10am - 4pm
Friday 10am - 2pm


Trade, Tech & Community Learning Campus
1305 E Pacific Coast Hwy Building AA #206

(562) 938-3067

Monday - Thursday 10am - 6pm
Friday 10am - 2pm



ONE STOP CENTER

 110 S La Brea Ave.
Inglewood, CA 90301

(310) 680-3700

 Monday - Thursday 8am - 4:30pm

1220 Engracia Ave.
Torrance, CA 90501

(310) 680-3830


801 E Carson St. Ste 117
Carson, CA 90745

(310) 680-3870


16801 S Western Ave. Ste A
Gardena, CA 90247

(310) 538-7070

OC WORKFORCE SOLUTIONS CENTER

 675 Placentia Ave. Ste 330
Brea, CA 92821

(866) 500-6587
(800) 735-2922 (TTD/TTY)

 Monday - Friday 9am - 6pm
Saturday 9am-1pm

28202 Cabot Rd, Ste 140
Laguna Niguel, CA 92677

(866) 500-6587

201 S Anaheim Blvd.
2nd Floor
Anaheim, CA 92805

(714) 765-4350
(714) 765-4376 (TTD/TTY)

Monday - Friday 8am - 5pm

801 W Civic Center Dr,
Ste 200
Santa Ana, CA 92701

(714) 565-2600

FULLERTON COLLEGE

\$20 CASH FEE + \$3 PARKING

 321 E Chapman Ave.
Building 1000 Ste. 1005
Fullerton, CA 92832

(714) 992-7032

 Monday - Thurs 8am -4:30pm

FOOTHILL WORKFORCE INVESTMENT BOARD

1207 E Green Street
Pasadena, CA 91106

(626) 796-5627

Monday - Friday 8am - 5pm

MONTEBELLO ADULT SCHOOL

\$10 CASH FEE

149 N 21st Street
Montebello, CA 90640


(323) 887-7844

Monday - Saturday 8:30am - 12:30pm
Monday - Thurs 1pm - 3pm / 6pm - 9pm

MT. SAN ANTONIO COLLEGE

 10 Bonita Dr.
Walnut, CA 91789

(909) 594-5611 Ext. 4935

 Monday - Thurs 9am-6pm
Friday 9am - 3pm

ABC ADULT SCHOOL ASSESSMENT CENTER

\$20 FEE

12254 Cuesta Dr. Room J
Cerritos, CA 90703

(562) 229-7960 Ext. 25089

Monday - Thurs 8am - 6pm
Friday 8am - 3pm

CERRITOS CAREER CENTER

10900 E 183rd St Ste. 392
Cerritos, CA 90703

(562) 402-9336

Monday - Friday 8am - 4pm