How to Register for an Administrator Exam

The registration process begins with your submitted email, and must include all of the required information, or you will not be registered for the exam. Once the registration process is complete, you will receive a confirmation email with further instructions and details. Emails are processed in the order they are received.

Please Note:

- Each applicant must register for an exam individually with a unique and individual email address. Applicants may not register for other applicants, and your instructor/vendor may not register you for an exam. **Registration is required; no walk-ins allowed.**
- ACS **may not be able to** register an applicant for an exam less than three working days prior to an exam (Weekends and Holidays excluded).
- ACS **will not** register more than 30 days in advance for an exam.
- Do not email multiple requests for the same exam date/location.
- ACS only accepts one exam date/location request per email.
- The ICTP completion date must be within 60 days of the exam date. Applicants will not be admitted if the exam date is beyond 60 days of their ICTP completion date.
- All potential administrators are limited to three (3) attempts to pass the Administrator Certificate exam.
- If you take and pass an exam, but are within your renewal period, the ACS will not accept the exam.
  ➢ Please be advised that renewal of an administrator certificate requires continuing education hours. Completion of an Initial Certification Training Program or component(s) thereof will not be counted toward completion of continuing education requirements as the Program is intended for new administrators.
  ➢ **If you have previously held an administrator certificate and are unsure if it is eligible for renewal, contact the ACS at 916-653-9300 or admincertinfo@dss.ca.gov.**
  ➢ Health and Safety Code sections 1522.41, 1562.3 and 1569.616
  ➢ California Code of Regulations Title 22, Div. 6, sections 84064.3 (GH), 85064.3 (ARF), 87064.3 (STRTP), and 87407 (RCFE).

Registration Process:

Step 1: Check the calendar and the or **2020 Statewide Exam Schedule** to find a date and location that fits **within 60 days** of your training certificate completion date.

**For 2020 Exam Registration: Please note that some locations have more than one available afternoon (ARF/GH/STRTP) exam session.**

Step 2: Check both the desired date of the exam and the completion date on your ICTP certificate to verify your certificate is within 60 days of the exam date. Please refer to 60 day chart attached to the **2020 Statewide Exam Schedule.**

Step 3: Email examregistration@dss.ca.gov with the following **required** information:
  ➢ Have you ever or do you currently hold an administrator certificate?
  ➢ First and Last name
  ➢ Area code and phone number (xxx) xxx-xxxx
  ➢ Date of Birth MM/DD/YYYY
  ➢ Type of Exam: RCFE, GH, ARF, or STRTP
  ➢ Date and time of Exam: see the **2020 Statewide Exam Schedule** for dates
  ➢ Exam Location: see the **2020 Statewide Exam Schedule** for locations

Related links, including Extension Requests and Exam Protocol, can be found on the ACS website.

Rev 2.2020