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.

Registration Process:

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

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 Statewide Exam Schedule

Step 3: Email examregistration@dss.ca.gov with the following *required* information:

  ➢ 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 Statewide Exam Schedule for dates
  ➢ Exam Location: see Statewide Exam Schedule for locations

Related Links can be found on the CCLD website or as follows:

Type of Information	Link
Examination Schedule	http://www.cdss.ca.gov/Portals/9/ExamSched.pdf
Extension Request	http://www.cdss.ca.gov/Portals/9/ExtReq.pdf
Administrator Certification Program	http://www.cdss.ca.gov/acs