Administrator Certification Section (ACS) Procedures:
How to Become a Certified Administrator

To become a certified administrator for the Residential Care Facility for the Elderly (RCFE), Adult Residential Facility (ARF), Group Home (GH) and/or Short-Term Residential Therapeutic Programs (STRTP), the applicant must meet the qualifications for each program separately.

1. **Complete the Training**

   - Complete the applicable Initial Certification Training Program (ICTP) provided by an Administrator Certification Section (ACS) approved ICTP vendor (See the approved vendor list).
   - If you are an applicant for an RCFE certificate and have a valid Nursing Home Administrator (NHA) license, complete the required twelve (12) hours of In-Person or Live-Stream instruction in core subject areas in lieu of the ICTP
       - ✓ California Code of Regulations (CCR), Section 87406(a)(1)
   - If you are currently a certified GH administrator and are applying to become an STRTP administrator, complete the required twelve (12) hours of In-Person or Live-Stream instruction in core subject areas in lieu of the ICTP and exam
       - ✓ Health and Safety Code (HSC), Section 1522.41(d)
       - ✓ STRTP Interim Licensing Standards

2. **Register for an Exam**

   - Within 60 days of completing the ICTP, an applicant for an Administrator Certificate must take and pass the Administrator Certification exam within three (3) attempts or be required to retake an ICTP course before registering for further exam attempts.
   - Exam Registration instructions are posted on the ACS website.

3. **Pay the Exam Fee**

   - Upon registering for the exam, a non-refundable exam fee of $100 will be assessed. Payment is accepted by check or money order made payable to Department of Social Services, which includes three (3) exam attempts. Applicants must mail the exam fee, along with a Notice of Payment Information form to:

       CDSS – ACS
       744 P Street, MS 9-15-807
       Sacramento, CA 95814

   - For more information on the exam fee, please see the Exam Fee FAQs on the ACS website.

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4. **Take and Pass the Department Administered Exam**

- The ACS will reply via e-mail to an applicant's request for an exam.
- Applicants will be registered for all three (3) exam attempts, based on availability, from the dates and times specified on their exam registration.
- The Exam Confirmation E-mail will include the following:
    - ✓ Confirmed dates and times of the exams the applicant is registered for
    - ✓ The username and password
    - ✓ The website link where the applicant must go on the day of the exam
    - ✓ Instructions to log-in
    - ✓ A description of the Open Book policy
    - ✓ A reminder of the exam fee

5. **Submit the Application**

- **Within thirty (30) days** of receiving an exam results letter, submit a complete initial administrator application packet to the ACS (see address below). It is recommended to mail this packet via certified US mail. The application packet must include:
    - ✓ A copy of your extension approval letter, if applicable
    - ✓ A completed and signed LIC 9214 – Application for Administrator Certification form.
    - ✓ A check or money order for the appliable processing fee (for the non-refundable application processing fee), made payable to the California Department of Social Services (CDSS).
        - ▪ Include your certificate number on the check or money order.
    - ✓ A copy of your Certificate of Completion of the ICTP, or documentation verifying qualification for an exemption, if applicable (e.g., a copy of your current NHA license).
    - ✓ A copy of your completed LIC 9163 – Request for Live Scan form for a statewide (Department of Justice) and national (Federal Bureau of Investigations) criminal background check, and, for GH or STRTP applicants, a Child Abuse Index Check; or documentation of your prior clearance including your Personnel ID Number if available.
        - ▪ See background check info for further details

    NOTE: Do not wait for your Live Scan results to submit your application. Your clearance information will be sent to CDSS.

Extensions

- If for a good cause (e.g., death in immediate family, required fulfillment of military service or other civic duty) you cannot meet these timelines, you may request an extension within the allowed timeframes.
    - ✓ See CCR Section 84064.2(i) for GH, 85064.2(i) for ARF or 87406(i) for RCFE
    - ✓ Extension Request form
- If you have been granted an extension, include the approval letter in your application packet submission

ACS Mailing Address

CDSS – ACS
744 P Street, MS 9-15-807
Sacramento, CA 95814

Application Status

- Upon receipt of an application, ACS immediately processes the application payment. This does not mean that your application is being processed. This means that the ACS has received your application.
- The ACS typically begins processing of applications within 30 days of receipt.
- See the ACS website for application processing dates and to view information on how and when to check the status of your application.

Initial Application Expedite Process

- Applicants may request an expedite request for their application if they have a qualifying event.
    - ✓ See information regarding qualifying events and instructions