

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.

Complete the training

- Complete the applicable Initial Certification Training Program (ICTP) given by an Administrator Certification Section (ACS) approved ICTP vendor. (See vendor list [here.](#))
- If you're an applicant for a RCFE certificate and have a valid Nursing Home Administrator (NHA) license, complete the required twelve (12) hours of classroom instruction in core subject areas in lieu of the ICTP (see Section [87406\(a\)\(1\)](#) of the regulations).
- If you're currently a certified GH administrator and are applying to become a STRTP administrator (beginning Summer 2016), complete the required twelve (12) hours of classroom instruction in core subject areas in lieu of the ICTP and exam (see Health and Safety Code section [1522.41\(d\)](#), and watch for further details in the Interim Standards to be available on the [ACS website](#) July 2016).

Take and pass the Department-administered exam

- Take the standardized exam administered by the California Department of Social Services (CDSS) **within sixty (60) days** of completing the ICTP. (See [exam registration](#) information and [exam schedule](#) on the ACS [website](#).)
- Pass the exam with a minimum score of 70%.
- ACS will score your exam within seven (7) days and send you a congratulatory letter if you passed or a notice that you did not pass the exam. If you fail the exam, you can retake the test within the 60 days of completing the ICTP.
 - **If you do not receive a letter within fourteen (14) days of taking the exam, please contact ACS at (916) 653-9300 or by email at AdminCertInfo@dss.ca.gov.**
- Note if you're an applicant for a RCFE certificate and have a current active NHA license, you do not need to take the exam but must meet the other requirements for certification.
- **ATTENTION ALL APPLICANTS:** Effective January 1, 2016, potential administrators are limited to three (3) attempts to pass the Administrator Certificate exam with the 60-day period.

Submit the application

- **Within thirty (30) days** of receiving a congratulatory letter, submit a completed initial administrator application packet to the ACS (see address below). The application packet should include:
 - A copy of your congratulatory letter.
 - 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 in the amount of \$100 (for the nonrefundable application processing fee), 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 completed and signed LIC 508 Criminal Record Statement. If you have a criminal record conviction, you must include and sign a written statement describing the circumstances regarding the crime(s).
- 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 the administrator certification [regulations](#) Section 84064.2(i) for GH, 85064.2(i) for ARF or 87406(i) for RCFE, and the model [extension request](#) letter.)
- If you have been granted an extension, include that approval letter in your application packet.

ACS Mailing Address

CDSS – CCLD
 Administrator Certification Section
 744 P Street, MS 9-14-47
 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 we have received your application.
- ACS usually begins the processing of applications within 45 days of receipt.
- Check the [ACS website](#) for application processing dates, and click [here](#) for information on how and when to check the status of your application.

ACS Contact Information

For questions on the above information, please e-mail ACS at admincertinfo@dss.ca.gov