

## 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 [the approved vendor list.](#))
- 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, complete the required twelve (12) hours of classroom instruction in core subject areas in lieu of the ICTP and exam ([Health and Safety Code section 1522.41\(d\)](#)), and review [the STRTP Interim Licensing Standards](#)).

### Take and pass the Department-administered exam

An applicant for an Administrator Certificate must take and pass the Administrator Certification Exam within sixty (60) days of completion of an Initial Certification Training Program and within three (3) attempts or will be required to retake an ICTP course before further examination attempts can be made.

For potential administrators that complete an ICTP after July 31, 2021, a non-refundable fee for the exam of \$100 will be assessed, which includes three (3) attempts.

For more information on the Exam, please see [the Exam Update section of the ACS Administrator Information webpage.](#)

### Submit the application

- **Within thirty (30) days** of receiving an exam results letter, submit a completed 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 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 [extension request form](#).)
- 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 9-17-47  
 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 30 days of receipt.
- Check the ACS website for [application processing dates](#), and review 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](mailto:admincertinfo@dss.ca.gov) or call (916) 653-9300.