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PIN 23-14-CCLD

TO: CERTIFIED ADMINISTRATORS (PROSPECTIVE AND CURRENT) and
ADMINISTRATOR CERTIFICATION PROGRAM TRAINING VENDORS

Original signed by Kevin Gaines

FROM: KEVIN GAINES
Deputy Director
Community Care Licensing Division

SUBJECT: **CHANGES TO ADMINISTRATOR CERTIFICATION TRAINING
REQUIREMENTS**

Provider Information Notice (PIN) Summary

PIN 23-14-CCLD provides information about modifications to the Administrator Certification training requirements. Pursuant to [Assembly Bill \(AB\) 120](#), effective July 10, 2023, prospective and current administrators of Adult Residential Facilities (ARF), Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN), Group Homes (GH), Residential Care Facilities for the Elderly (RCFE), and Short-Term Residential Therapeutic Programs (STRTP) have the option to satisfy live training requirements for Initial Certification Training Programs (ICTP) and Continuing Education Training Programs (CETP) via Department-approved in-person or live-stream training. Additionally, AB 120 clarifies the requirements for individuals seeking certification or recertification as an ARFPSHN Administrator.

Background

The Community Care Licensing Division (CCLD) is legislatively mandated to ensure that prospective and existing administrators of licensed residential facilities have the required initial and continuing training to provide proper care and supervision for individuals in care.

Throughout the COVID-19 Pandemic, prospective and current administrators were

able to complete all training requirements online. The successful implementation of online certification training programs created greater equity and accessibility for administrators and the provider community. AB 120 now provides the statutory authority that allows for more training requirements to be met online and expands course format terminology for both ICTP and CETP.

Furthermore, the Health and Safety Code (HSC) did not contain specific requirements for ARFPSHN administrators and instead referenced Welfare and Institutions Code (WIC) for such guidance. With the implementation of AB 120, HSC section [1567.50](#) provides specific requirements for ARFPSHN administrators and clarifies training requirements for initial and renewal certification as well as examination requirements for initial certification.

Changes to Course Format Terminology

To align with the recent statutory changes that redefine “classroom instruction” to “instruction conducive to learning, in which participants are able to simultaneously interact with each other as well as with the instructor,” CCLD has revised its course format terminology as follows:

- Self-Paced (formerly termed “online”) – a course which is taken individually by a participant and does not have simultaneous interaction with other learners nor instructor.
- Live-Stream (formerly termed “webinar”) – a course provided at a specified time via live-stream methods (e.g., Zoom, Webex, Teams) in which participants are able to simultaneously interact with each other as well as with the instructor.
- In-Person (formerly termed “classroom”) – a course provided at a specified time and physical location in which participants are able to simultaneously interact with each other as well as with the instructor.

Changes Affecting Prospective and Current Administrators of all Facility Types

Prospective and current administrators may now satisfy live training requirements through Department-approved in-person or live-stream ICTP and CETP courses.

As courses formerly termed webinar will eventually be replaced with live-stream, the Administrator Certification Section (ACS) will honor credits for courses that were previously approved as a webinar course format.

Changes Affecting Prospective/Current Administrators ARFPSHN

With the implementation of AB 120, HSC section [1567.50](#) now contains specific ARFPSHN requirements for prospective administrators that include, but are not limited to, the completion of a 35-hour ARF ICTP course and successful completion of the ARF administrator examination.

The new legislation also clarifies that ARFPSHN administrator certification shall be renewed every two years, which includes, but is not limited to, 40 hours of continuing education related to the uniform core of knowledge specified in HSC section [1562.3](#).

Administrator Certification Training Requirements

Initial Certification Training Programs (ICTP) and Continuing Education Training Programs (CETP) required training hours still apply and include, but are not limited to, the number of hours as noted in the table below.

	ICTP <i>All hours must be completed in-person or live-stream, unless specified otherwise.</i>	CETP <i>At least half of hours must be completed in-person or live-stream; remaining half may be self-paced, unless specified otherwise</i>
ARF (includes ARFPSHN)	35 hours	40 hours
GH	40 hours	40 hours
RCFE	80 hours <i>20 of which may be self-paced</i>	40 hours
RCFE-NHA (Nursing Home Administrator license from the California Department of Public Health)	12 hours	20 hours <i>in <u>any</u> course format</i>
STRTP	40 hours	40 hours
STRTP (with valid GH certificate)	12 hours	40 hours

Changes Affecting ACS-Approved Vendors

ACS approved vendors are now permitted to provide live-stream (formerly termed “webinar”) courses for ICTP and CETP courses. ACS vendor form [LIC 9140](#) (Request for Course Approval) is updated with new course format terminology as follows:

LIC 9140 (Request for Course Approval)

For ICTP courses, identify format: (Check one box.)

☐ In-Person (Formerly Classroom) ☐ Live-Stream (Formerly Webinar)

For CETP courses: Identify format: *(Check one box.)* ☐ In-Person (Formerly Classroom)
☐ Conference ☐ Self-Paced (Formerly Online) ☐ Live-Stream (Formerly Webinar)

Additional Resources

Administrators and vendors are encouraged to become familiar with the amendments to HSC sections [1522.41](#), [1562.3](#), [1567.50](#), and [1569.616](#).

If you have questions with regards to this PIN, please contact the CCLD ACS using the information below:

- For vendor information, please contact ACSVendorInfo@dss.ca.gov
- For administrator information, please contact AdminCertInfo@dss.ca.gov