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GAVIN NEWSOM
GOVERNOR

December 23, 2021

PIN 21-24-CCLD
(Supersedes PIN 21-18-CCLD)

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

Original signed by Kevin Gaines

FROM: KEVIN GAINES
Deputy Director
Community Care Licensing Division

SUBJECT: **GOVERNOR'S EXECUTIVE ORDER N-21-21 REGARDING
CORONAVIRUS DISEASE 2019 (COVID-19) AND THE EXPIRATION
OF STATEWIDE WAIVERS IN THE ADMINISTRATOR
CERTIFICATION PROGRAM**

Provider Information Notice (PIN)
Summary

PIN 21-24-CCLD supersedes [PIN 21-18-CCLD](#), dated September 10, 2021, in its entirety and sets an expiration date for the waivers described in this PIN, as authorized by the Governor's Executive Order, N-21-21, dated November 10, 2021. This PIN describes the current statewide waivers available to Prospective and Current Certified Administrators of Adult Residential Facilities, Group Homes, Residential Care Facilities for the Elderly, and Short-Term Residential Therapeutic Programs and Administrator Certification Program Training Vendors.

Background

In response to a potential new surge in COVID-19 cases and the approaching flu season in California, on November 10, 2021, Governor Newsom issued [Executive Order N-21-21](#), which extends the California Department of Social Services' (CDSS) waiver authority issued pursuant to the Governor's March 4, 2020 Proclamation of a State of Emergency and permits facilities operating under existing CDSS COVID-19 waivers to continue operating pursuant to such waivers through the expiration date

set forth by CDSS, or March 31, 2022, whichever occurs first.

Pursuant to the Governor's Proclamation and Executive Order N-21-21, the Department is waiving certain licensing requirements without the need for certified administrators (prospective and current) or administrator certification program training vendors to obtain prior approval from CDSS to implement the waivers. Use of the following waivers is subject to the Terms and Conditions for Waivers and requirements set forth in this PIN.

Administrators and vendors should follow guidance in all applicable [CDSS PINs](#), in addition to guidance or instructions from the [Centers for Disease Control and Prevention \(CDC\)](#), [California Department of Public Health \(CDPH\)](#), [California Department of Industrial Relations Division of Occupational Safety and Health \(Cal/OSHA\)](#), [California Department of Developmental Services \(CDDS\)](#), [local health departments](#), and health care providers. If there are differing requirements between the most current CDC, CDPH, CDSS, Cal/OSHA, CDDS, and local health department guidance or health orders, **administrators and vendors should follow the strictest requirements**. Administrators and vendors may contact the CDSS Administrator Certification Section (ACS) for assistance in reconciling differences if the strictest requirements appear to conflict with the best interest of individuals in care.

For purposes of this PIN, a Prospective Certified Administrator is also referred to as an "applicant for an Administrator Certificate."

Waiver Applicable to Prospective Certified Administrators

The requirement for a Prospective Certified Administrator to pass the Administrator Certification Examination within 60 days of completing an Initial Certification Training Program (ICTP) course is waived **until December 31, 2021**. This waiver applies to:

- 1) Applicants for an Administrator Certificate who held a Conditional Administrator Certificate issued pursuant to PIN 20-28-CCLD.
- 2) Applicants for an Administrator Certificate who completed a Department-approved ICTP course and requested an examination extension pursuant to PIN 20-28-CCLD.

This waiver applies to the obligations of a Prospective Certified Administrator pursuant to Health and Safety Code sections 1522.41, 1562.3, and 1569.616; Title 22, California Code of Regulations, Division 6, sections 84064.2, 85064.2, and 87406; and Short-Term Residential Therapeutic Program Interim Licensing Standards section 87064.2.

Examination Information Applicable to Prospective Certified Administrators

As announced in [PIN 21-10-CCLD](#), on July 19, 2021, the Department resumed the Administrator Certification Examination online using web conferencing software.

Thus, the ability to apply for a Conditional Administrator Certificate or request an examination extension pursuant to the waivers in PIN 20-28-CCLD was terminated effective August 1, 2021.

If you are a Prospective Certified Administrator who held a Conditional Administrator Certificate or requested an examination extension pursuant to PIN 20-28-CCLD, then the following applies to you:

The CDSS Administrator Certification Section (ACS) is offering the Administrator Certification Examination by invitation only, in phases, based on an established priority list. The ACS sent Examination Notices to all Prospective Certified Administrators who held a Conditional Administrator Certificate or received an examination extension pursuant to PIN 20-28-CCLD. The Examination Notice contained detailed information regarding the examination rollout, priority list, registration information, and link to examination dates.

Important! An applicant for an Administrator Certificate must pass the Administrator Certification Examination within three (3) attempts **by December 31, 2021** or will be required to retake a Department-approved ICTP course before further examination attempts can be made. Contact the ACS before December 31, 2021 to register for the examination.

If you are a Prospective Certified Administrator who completed a Department-approved ICTP on or after August 1, 2021, then the following applies to you:

The ACS has a separate Administrator Certification Examination schedule for individuals who completed a Department-approved ICTP on or after August 1, 2021. The examination schedule and registration information can be accessed on the [ACS website](#). An applicant for an Administrator Certificate must take and pass the Administrator Certification Examination within 60 days of taking an ICTP course in order to receive an Administrator Certificate. If the applicant is unable to pass the examination within three (3) attempts, the applicant will be required to retake an ICTP course before further examination attempts can be made.

NOTE: A Conditional Administrator Certificate issued pursuant to PIN 20-28-CCLD **expired on September 30, 2021**.

Waiver Applicable to Certified Administrators

For individuals seeking administrator recertification, the Department is waiving, **until March 31, 2022**, the requirement for administrators to take at least 20 hours of continuing education hours in person. Beginning April 1, 2022, Administrators will need to resume completing a minimum of 20 hours of in-person continuing education training to renew their administrator certificates. While the waiver is in effect, Administrators may meet the 40 hours of continuing education requirement through the

completion of Department-approved online courses and/or Department-approved live trainings, including those that are being offered via live-stream. Administrators can opt to complete all 40 hours of continuing education training online. All other recertification requirements will be enforced, which includes, but is not limited to, the following:

1. All Continuing Education Training Program (CETP) courses must be Department-approved courses provided by a Department-approved vendor. A list of Department-[approved vendors and courses](#) can be found on the CDSS website; and
2. No more than 10 hours of Department-approved continuing education courses may be taken daily.

This waiver applies to the obligations of a Certified Administrator pursuant to Health and Safety Code sections 1522.41, 1562.3, and 1569.616; Title 22, California Code of Regulations, Division 6, sections 84064.3, 85064.3, and 87407; and Short-Term Residential Therapeutic Program Interim Licensing Standards section 87064.3.

Waiver Applicable to Department-Approved Administrator Certification Program Training Vendors

Current Department-approved vendors may live-stream Department-approved courses that are otherwise required to be held in-person **until March 31, 2022**. This includes ICTP and CETP course offerings. For purposes of this waiver, “live-stream” means material that participants can actively engage in and/or watch in real-time on the Internet, including, but not limited to, Skype, Go-to-Webinar, Zoom, Microsoft Teams, Cisco WebEx, Collaborate, and Snagit.

The following criteria must be met in order to use this waiver. Not following the requirements below may result in: (1) rescission of the vendor’s waiver to live-stream courses; (2) the vendor-issued course Certificate of Completion not being accepted; or (3) a negative impact to certified administrators (e.g., the course cannot be used towards an administrator’s required training requirements).

1. A vendor must comply with all applicable statutes and regulations not waived in this PIN.
2. A vendor must upload to the Administrator Certification Section (ACS) automation platform or email ACS a quarterly schedule of ICTP and CETP course offerings every quarter and indicate the method of delivery for each course. A vendor must notify ACS of any changes to this schedule. A vendor must email ACS if it intends to offer ICTP or CETP courses via a live-streaming method as soon as known or no later than 24 hours before the course begins.
3. A vendor must upload to the ACS automation platform or email ACS the Roster of Participants (form LIC 9142A or other document which includes the same information) and note on this document if the course was conducted via a live-streaming method. This document must be sent to ACS within seven

(7) days of completing the course.

4. Live-stream courses must be conducted using the Department-approved course curriculum, outline, and instructor, and meet all required training hours as initially approved. In addition, a vendor must ensure the following:
 - Efforts are made to simulate a classroom experience that is free from distractions.
 - Real-time participant engagement is monitored by the instructor or other individual/method for the duration of the course.
 - The approved instructor(s) is visible to course participants during the period of course instruction.
5. All live-stream options must be available for ACS monitoring. A vendor must email ACS the live-stream access or registration codes for each course as soon as such codes are known or at least 24 hours before the course begins.

Vendors may resume offering Department-approved in-person courses at any time while following the COVID-19 guidance and instructions from the [CDC](#), [CDSS](#), [CDPH](#), [Cal/OSHA](#), [CDDS](#), [local health departments](#), and health care providers.

This waiver applies to the obligations of an Administrator Certification Program Training Vendor and course approval requirements pursuant to Health and Safety Code sections 1522.41, 1562.3, and 1569.616; Title 22, California Code of Regulations, Division 6, sections 84090, 84091, 84091.1, 85090, 85091, 85091.1, 87785, 87788, and 87789; and Short-Term Residential Therapeutic Program Interim Licensing Standards sections 87090, 87091, and 87091.1.

TERMS AND CONDITIONS FOR WAIVERS

The waivers described in this PIN shall be used only on an as-needed basis, in a reasonable manner, and in accordance with any guidance or instructions from CDSS, CDC, CDPH, CDDS, local health departments, and health care providers.

Certified Administrators and Administrator Certification Program Training Vendors shall continue to comply with standards that have not been waived in this PIN's statewide waivers or pursuant to a different individual waiver or exception granted by CDSS. Any approved and pending waiver requests for any of the waiver provisions above shall continue to be in force but shall be replaced by this PIN. Prospective and Current Certified Administrators and Administrator Certification Program Training Vendors may continue to request individual waivers for standards not included in the statewide waivers in this PIN in accordance with [PIN 20-04-CCLD](#).

Requirements for Ongoing Compliance with Waiver: Rescission or Modification

Continued use of a statewide waiver is based on compliance with the requirements set forth in this PIN and the following terms and conditions:

1. A vendor, certified administrator, or applicant for an administrator certificate shall immediately notify CDSS in writing, at the relevant ACS email address noted at the end of this PIN, when implementing a statewide waiver as set forth in this PIN. This notice requirement applies even if a vendor, certified administrator, or applicant previously notified CDSS of their use of a waiver pursuant to PIN 20-04-CRP, PIN 20-09-CCLD, PIN 20-15-CCLD, PIN 20-28-CCLD, PIN 21-10-CCLD or PIN 21-18-CCLD.
2. A vendor's revised policies that are impacted by the waiver shall be developed in compliance with the waiver.
3. A vendor, certified administrator, or applicant for an administrator certificate shall comply with directives of state and local health departments.
4. A vendor, certified administrator, or applicant for an administrator certificate shall not restrict CDSS and essential government authorities from entering or conducting investigations at a facility or vendor training site.

CDSS may rescind or modify the authorization for use of a waiver based upon new federal, state, or local directives or guidance, or if it determines a vendor, certified administrator, or applicant for an administrator certificate does not meet the terms and conditions of this statewide waiver, or an individual waiver, as applicable.

Effective Dates of Statewide Waivers

The statewide waivers in this PIN shall expire **on December 31, 2021 or March 31, 2022, as specified in this PIN, or earlier as determined by CDSS**. Once the waivers expire or are rescinded by CDSS, all statutory and regulatory requirements shall be reinstated.

RESOURCES AND ADDITIONAL INFORMATION

Resources

- [Centers for Disease Control and Prevention](#)
- [California Coronavirus \(COVID-19\) Response](#)
- [CDSS COVID-19 PINs](#)
- [California Department of Public Health](#)
- [California Department of Industrial Relations Division of Occupational Safety and Health](#)
- [California Department of Developmental Services](#)
- [Local County Health Departments](#)

Additional Information

Please visit the [Community Care Licensing Division homepage](#) for all COVID-19 PINs and related resources, and take a moment to follow these steps to ensure you

are subscribed to receive CDSS Administrator Certification Section (ACS) notifications:

- [Subscribe here](#)
- Enter your email address
- Check the box next to the program(s) for which you would like to receive a notification
- Select the “Subscribe” button

If you have questions regarding this PIN, please contact the ACS using the information below:

- For Vendor information, please contact ACSVendorInfo@dss.ca.gov
- For Certified Administrator information, please contact AdminCertInfo@dss.ca.gov
- For Examination information, please contact ACSExamInfo@dss.ca.gov