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Title 22@ Social Security

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Division 6@ Licensing of Community Care Facilities

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Chapter 5@ Group Homes

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Article 6@ Continuing Requirements

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Section 84064.2@ Administrator Certification Requirements

84064.2 Administrator Certification Requirements

(a)

An individual employed on or after January 1, 2000, shall be a group home certificate holder prior to being employed as an administrator. (1) An individual employed as an administrator on December 31, 1999 shall be permitted to take the standardized written exam administered by the Department in lieu of completing the forty (40) hours of Initial Certification Training Program classroom instruction. If a passing score is not achieved after two (2) attempts, the administrator must complete a forty (40) hour Initial Certification Training Program and pass the exam no later than December 31, 2000. (2) An individual who, though not an administrator, is employed by a group home on December 31, 1999 shall be permitted to take the standardized written exam administered by the Department in lieu of completing the forty (40) hours of Initial Certification Training Program classroom instruction provided that he/she meets the following conditions: (A) The individual must have been employed as a group home administrator for at least four (4) of the last eight (8) years, and (B) While employed as an administrator, the individual must have had a record of administering the facility for which he/she was responsible in substantial compliance as defined in Section 80001(s)(7).

(1)

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to take the standardized written exam administered by the Department in lieu of completing the forty (40) hours of Initial Certification Training Program classroom instruction. If a passing score is not achieved after two (2) attempts, the administrator must complete a forty (40) hour Initial Certification Training Program and pass the exam no later than December 31, 2000.

(2)

An individual who, though not an administrator, is employed by a group home on December 31, 1999 shall be permitted to take the standardized written exam administered by the Department in lieu of completing the forty (40) hours of Initial Certification Training Program classroom instruction provided that he/she meets the following conditions: (A) The individual must have been employed as a group home administrator for at least four (4) of the last eight (8) years, and (B) While employed as an administrator, the individual must have had a record of administering the facility for which he/she was responsible in substantial compliance as defined in Section 80001(s)(7).

(A)

The individual must have been employed as a group home administrator for at least four (4) of the last eight (8) years, and

(B)

While employed as an administrator, the individual must have had a record of administering the facility for which he/she was responsible in substantial compliance as defined in Section 80001(s)(7).

(b)

To receive his/her certificate an applicant shall:(1) Successfully complete a Department approved Initial Certification Training Program as described in Section 84090(h), except as specified in Section 84064.2(a)(1) above. (2) Pass a

written exam developed and administered by the Department within sixty (60) days of completion of an Initial Certification Training Program and within three (3) attempts. (3) Submit a completed Application for Administrator Certification form LIC 9214 to the Department's Administrator Certification Section within thirty (30) days of being notified of having passed the exam. The application shall contain the following: (A) The applicant's name, address, e-mail address, phone number(s), and date of birth. (B) A statement of whether or not the applicant: (i) Held or currently holds a license, certification or other approval as a professional in a specified field and the certificate or license number(s). (ii) Held or currently holds a State-issued facility license or was or is employed by a State-licensed care facility and the license number. (iii) Was the subject of any legal, administrative or other action involving licensure, certification or other approvals as specified in (i) and (ii) above. (C) Proof that the applicant has successfully completed a Department approved Initial Certification Training Program or proof of employment as an administrator on December 31, 1999. (D) Documentation of passing the written exam. (E) A statement certifying that the information submitted is true and correct. (F) A completed Criminal Record Statement (LIC 508). (G) A completed Request for LiveScan Service form LIC 9163, signed and dated by the live scan vendor, to document that the applicant has submitted fingerprints to the Department of Justice at a livescan location, or a statement that the applicant has a current criminal record clearance on file with the Department. (H) A non-refundable one hundred dollar (\$100) processing fee.

(1)

Successfully complete a Department approved Initial Certification Training Program as described in Section 84090(h), except as specified in Section 84064.2(a)(1) above.

(2)

Pass a written exam developed and administered by the Department within sixty (60) days of completion of an Initial Certification Training Program and within three (3) attempts.

(3)

Submit a completed Application for Administrator Certification form LIC 9214 to the Department's Administrator Certification Section within thirty (30) days of being notified of having passed the exam. The application shall contain the following: (A) The applicant's name, address, e-mail address, phone number(s), and date of birth. (B) A statement of whether or not the applicant: (i) Held or currently holds a license, certification or other approval as a professional in a specified field and the certificate or license number(s). (ii) Held or currently holds a State-issued facility license or was or is employed by a State-licensed care facility and the license number. (iii) Was the subject of any legal, administrative or other action involving licensure, certification or other approvals as specified in (i) and (ii) above. (C) Proof that the applicant has successfully completed a Department approved Initial Certification Training Program or proof of employment as an administrator on December 31, 1999. (D) Documentation of passing the written exam. (E) A statement certifying that the information submitted is true and correct. (F) A completed Criminal Record Statement (LIC 508). (G) A completed Request for LiveScan Service form LIC 9163, signed and dated by the live scan vendor, to document that the applicant has submitted fingerprints to the Department of Justice at a livescan location, or a statement that the applicant has a current criminal record clearance on file with the Department. (H) A non-refundable one hundred dollar (\$100) processing fee.

(A)

The applicant's name, address, e-mail address, phone number(s), and date of birth.

(B)

A statement of whether or not the applicant: (i) Held or currently holds a license, certification or other approval as a professional in a specified field and the certificate or license number(s). (ii) Held or currently holds a State-issued facility license or was or is employed by a State-licensed care facility and the license number. (iii) Was the subject of any legal, administrative or other action involving licensure, certification or other approvals as specified in (i) and (ii) above.

(i)

Held or currently holds a license, certification or other approval as a professional in a specified field and the certificate or license number(s).

(ii)

Held or currently holds a State-issued facility license or was or is employed by a State-licensed care facility and the license number.

(iii)

Was the subject of any legal, administrative or other action involving licensure, certification or other approvals as specified in (i) and (ii) above.

(C)

Proof that the applicant has successfully completed a Department approved Initial Certification Training Program or proof of employment as an administrator on December 31, 1999.

(D)

Documentation of passing the written exam.

(E)

A statement certifying that the information submitted is true and correct.

(F)

A completed Criminal Record Statement (LIC 508).

(G)

A completed Request for LiveScan Service form LIC 9163, signed and dated by the live scan vendor, to document that the applicant has submitted fingerprints to the Department of Justice at a livescan location, or a statement that the applicant has a current criminal record clearance on file with the Department.

(H)

A non-refundable one hundred dollar (\$100) processing fee.

(c)

The Department shall not issue a certificate until it receives notification from the Department of Justice that the applicant has a criminal record clearance or an exemption pursuant to Health and Safety Code section 1522 or is able to transfer a current criminal record clearance or an exemption pursuant to Health and Safety Code section 1522(b)(1).

(d)

No person shall cheat on, subvert, or attempt to subvert, the exam given by the Department, including, but not limited to, engaging in, soliciting, or procuring any of the following: (1) Any form of communication between one or more examinees and any other person, other than a proctor or exam official, while the exam is in progress. (2) The taking of all or a part of the exam by a person other than the applicant. (3) Possession or use at any time during the exam or while the examinee is on the exam premises of any device, material, or document that is not expressly authorized for use by examinees during the exam, including, but not limited to, notes, crib sheets, textbooks, and electronic devices. (4) Failure to follow any exam instruction or rule related to exam security.

(1)

Any form of communication between one or more examinees and any other person, other than a proctor or exam official, while the exam is in progress.

(2)

The taking of all or a part of the exam by a person other than the applicant.

(3)

Possession or use at any time during the exam or while the examinee is on the exam premises of any device, material, or document that is not expressly authorized for use by examinees during the exam, including, but not limited to, notes, crib sheets, textbooks, and electronic devices.

(4)

Failure to follow any exam instruction or rule related to exam security.

(e)

Any applicant caught willfully cheating under this section shall be deemed to have failed that exam and may be denied certification pursuant to Section 84064.4 as a result of the conduct.

(f)

It shall be unlawful for any person not certified under this section to misrepresent themselves as a certified administrator. Any person willfully making any false representation as being a certified group home administrator is guilty of a misdemeanor.

(g)

Certificates issued under this section shall be renewed every two (2) years provided the certificate holder has complied with all renewal requirements.

(h)

Certificates shall be valid for a period of two (2) years and expire on either the anniversary date of initial issuance or on the individual's birthday during the second calendar year following certification.(1) The certificate holder shall make an irrevocable election to have their recertification date for any subsequent

recertification either on the date two years from the date of issuance of the certificate or on the individual's birthday during the second calendar year following certification.

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(i)

Time deadlines specified in Sections 84064.2 (b)(2) and (3) above may be extended up to sixty (60) days in total for good cause as determined by the Department. Any request for extension of time shall be made in writing to the Administrator Certification Section Manager within sixty (60) days of completing the Initial Certification Training Program and shall contain a statement of all facts the applicant believes constitute good cause to extend time. (1) Good cause may include death of an immediate family member, required fulfillment of military service or other civic duty, or another unavoidable and verifiable event as determined by the Department. Failure of the exam shall not constitute good cause for an extension. (2) Absent a good cause extension, the Department shall not process and may deem withdrawn an application that fails to meet the time deadlines specified in Sections 84064.2(b)(2) or (3). (3) Any applicant who fails to meet the time deadlines specified in Sections 84064.2(b)(2) and (3) must begin the certification process described in Section 84064.2(b) anew, and complete it within the time deadlines specified in Sections 84064.2(b)(2) and (3).

(1)

Good cause may include death of an immediate family member, required fulfillment of

military service or other civic duty, or another unavoidable and verifiable event as determined by the Department. Failure of the exam shall not constitute good cause for an extension.

(2)

Absent a good cause extension, the Department shall not process and may deem withdrawn an application that fails to meet the time deadlines specified in Sections 84064.2(b)(2) or (3).

(3)

Any applicant who fails to meet the time deadlines specified in Sections 84064.2(b)(2) and (3) must begin the certification process described in Section 84064.2(b) anew, and complete it within the time deadlines specified in Sections 84064.2(b)(2) and (3).