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Title 22@ Social Security

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Division 6@ Licensing of Community Care Facilities

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Chapter 6@ Adult Residential Facilities

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Article 6@ Continuing Requirements

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Section 85064.3@ Administrator Recertification Requirements

85064.3 Administrator Recertification Requirements

(a)

Administrators shall complete at least forty (40) classroom hours of continuing education during each two-year certification period, including: (1) At least four (4) hours of instruction in laws, regulations, policies, and procedural standards that impact adult residential facilities, including but not limited to the regulations contained in this Chapter. (2) If not included in the certified administrator's Initial Certification Training Program, at least one (1) hour of instruction in cultural competency and sensitivity in issues relating to the underserved aging lesbian, gay, bisexual, and transgender community.

(1)

At least four (4) hours of instruction in laws, regulations, policies, and procedural standards that impact adult residential facilities, including but not limited to the regulations contained in this Chapter.

(2)

If not included in the certified administrator's Initial Certification Training Program, at least one (1) hour of instruction in cultural competency and sensitivity in issues relating to the underserved aging lesbian, gay, bisexual, and transgender community.

(b)

Continuing education hours must be sufficiently related by subject matter and logic to the Core of Knowledge, current and relevant to facility operations and

care, and completed through any combination of the following: (1) Courses approved for adult residential facility administrators by the Department. (2) Certified administrators required to complete continuing education hours required by regulations of the Department of Developmental Services, and approved by the Regional Center, may have up to twenty-four (24) of the required continuing education course hours credited toward the forty (40) hour continuing education requirement. (A) Community college course hours approved by the Regional Center shall be accepted by the Department for recertification. (B) Any continuing education course hours in excess of twenty-four (24) hours offered by the Department of Developmental Services and approved by the Regional Center may be credited toward the forty (40) hour requirement provided the courses are not duplicative and relate to the core of knowledge as specified in Sections 85090(h)(1).

(1)

Courses approved for adult residential facility administrators by the Department.

(2)

Certified administrators required to complete continuing education hours required by regulations of the Department of Developmental Services, and approved by the Regional Center, may have up to twenty-four (24) of the required continuing education course hours credited toward the forty (40) hour continuing education requirement.

(A) Community college course hours approved by the Regional Center shall be accepted by the Department for recertification. (B) Any continuing education course hours in excess of twenty-four (24) hours offered by the Department of Developmental Services and approved by the Regional Center may be credited toward the forty (40) hour requirement provided the courses are not duplicative and relate to the core of knowledge as specified in Sections 85090(h)(1).

(A)

Community college course hours approved by the Regional Center shall be accepted by the Department for recertification.

(B)

Any continuing education course hours in excess of twenty-four (24) hours offered by the Department of Developmental Services and approved by the Regional Center may be credited toward the forty (40) hour requirement provided the courses are not duplicative and relate to the core of knowledge as specified in Sections 85090(h)(1).

(c)

Courses approved for continuing education credit shall require the physical presence of the certificate holder in a classroom setting as defined in Section 85001(c)(4) except that up to one-half of the required forty (40) hours of continuing education necessary to renew the certificate may be satisfied through interactive online course as specified in Section 85091(i). (1) The Department will not count toward the continuing education requirements more than ten (10) hours of instruction, in-class and/or online, completed in a single day. (2) Home study or correspondence-type courses will not be counted toward completion of continuing education requirements as they are not interactive by design. (3) Completion of an Initial Certification Training Program or component(s) thereof will not be counted toward completion of continuing education requirements as the Program is intended for new administrators. (4) Any specific continuing education course may only be accepted once per renewal period toward completion of the continuing education requirements.

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(2)

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(3)

Completion of an Initial Certification Training Program or component(s) thereof will not be counted toward completion of continuing education requirements as the Program is intended for new administrators.

(4)

Any specific continuing education course may only be accepted once per renewal period toward completion of the continuing education requirements.

(d)

To apply for recertification prior to the expiration date of the certificate, the certificate holder shall submit to the Department's Administrator Certification Section, post-marked on, or up to ninety (90) days before, the certificate expiration date: (1) A completed Application for Administrator Certification form LIC 9214. (2) Evidence of completion of forty (40) continuing education hours as specified in Section 85064.3(a) above. (3) Payment of a non-refundable one hundred dollar (\$100) processing fee.

(1)

A completed Application for Administrator Certification form LIC 9214.

(2)

Evidence of completion of forty (40) continuing education hours as specified in Section 85064.3(a) above.

(3)

Payment of a non-refundable one hundred dollar (\$100) processing fee.

(e)

To apply for recertification after the expiration date of the certificate, but within four (4) years of the certificate expiration date, the certificate holder shall submit to the Department's Administrator Certification Section: (1) A completed Application for Administrator Certification form LIC 9214. (2) Evidence of completion of the required continuing education hours as specified in Section 85064.3(a) above. The total number of hours required for recertification shall be determined by computing the number of continuing education hours the certificate holder would have been required to complete if he/she had remained certified. The date of computation shall be the date the application for renewal is received by the Department's Administrator Certification Section. (3) Payment of a non-refundable delinquency fee equal to three times the one hundred dollar (\$100) renewal fee, or three hundred dollars (\$300).

(1)

A completed Application for Administrator Certification form LIC 9214.

(2)

Evidence of completion of the required continuing education hours as specified in Section 85064.3(a) above. The total number of hours required for recertification shall be determined by computing the number of continuing education hours the certificate holder would have been required to complete if he/she had remained certified. The date of computation shall be the date the application for renewal is received by the Department's Administrator Certification Section.

(3)

Payment of a non-refundable delinquency fee equal to three times the one hundred dollar (\$100) renewal fee, or three hundred dollars (\$300).

(f)

Certificates not renewed within four (4) years of their expiration date shall not be

renewed, restored, reissued or reinstated. (1) Holders of certificates not renewed within four (4) years of their expiration date must begin anew the certification process specified in Section 85064.2(b).

(1)

Holders of certificates not renewed within four (4) years of their expiration date must begin anew the certification process specified in Section 85064.2(b).

(g)

Certificate holders, as a condition of recertification, shall have a current criminal record clearance or exemption.

(h)

A non-refundable processing fee of twenty-five dollars (\$25) shall be paid for the replacement of a lost certificate.

(i)

A certificate holder shall report any change of mailing address within thirty (30) days to the Department's Administrator Certification Section.

(j)

Whenever a certified administrator assumes or relinquishes responsibility for administering an adult residential facility, he or she shall provide written notice within thirty (30) days to: (1) The local licensing office(s) responsible for receiving information regarding personnel changes at the licensed facilities with whom the certificate holder is or was associated, and (2) The Department's Administrator Certification Section.

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(2)

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