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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 85064.2@ Administrator Certification Requirements

85064.2 Administrator Certification Requirements

(a)

An individual shall be an adult residential facility certificate holder prior to being employed as an Administrator.

(b)

To receive his/her certificate an applicant shall: (1) Successfully complete a Department approved Initial Certification Training Program as described in Section 85090(h). (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 care 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 Sections 85064(b)(3)(B)(i) and (ii). (C) Proof that the applicant has successfully completed a Department

approved Initial Certification Training Program. (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 or an exemption 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 85090(h).

(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 care 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 Sections 85064(b)(3)(B)(i) and (ii). (C) Proof that the

applicant has successfully completed a Department approved Initial Certification Training Program. (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 or an exemption 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 care 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 Sections 85064(b)(3)(B)(i) and (ii).

(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 care 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 Sections 85064(b)(3)(B)(i) and (ii).

(C)

Proof that the applicant has successfully completed a Department approved Initial Certification Training Program.

(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 or an exemption 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(h)(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.

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(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 85064.4 as a result of the conduct.

(f)

It shall be unlawful for any person not certified under this Section to misrepresent

himself or herself as a certified administrator. Any person willfully making any false representation as being a certified adult residential facility 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 his or her 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 Section 85064.2(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 a time deadline. (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 85064.2(b)(2) or (3). (3) Any applicant who fails to meet the time deadlines specified in Sections 85064.2(b)(2) and (3) must begin the certification process described in Section 85064.2(b) anew, and complete it within the time deadlines specified in Sections 85064.2(b)(2) and (3).

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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 85064.2(b)(2) or (3).

(3)

Any applicant who fails to meet the time deadlines specified in Sections 85064.2(b)(2) and (3) must begin the certification process described in Section 85064.2(b) anew, and complete it within the time deadlines specified in Sections 85064.2(b)(2) and (3).