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GAVIN NEWSOM  
GOVERNOR

February 10, 2025

PIN 25-02-CCLD

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

FROM: ***Original signed by Kevin Gaines***  
KEVIN GAINES, Deputy Director  
Community Care Licensing Division

SUBJECT: **ADMINISTRATOR CERTIFICATION PROGRAM WAIVERS AND  
RESPONSE TO THE 2025 WILDFIRES IN LOS ANGELES AND  
VENTURA COUNTIES**

**PROVIDER INFORMATION NOTICE (PIN) SUMMARY**

PIN 25-02-CCLD provides notification of the Governor's Proclamation of a State of Emergency in response to the wildfires in Los Angeles and Ventura Counties and announces blanket waivers for administrators who are eligible to renew their administrator certification for 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). In addition, PIN 25-02-CCLD provides guidance on extension requests to prospective administrators who are applying for administrator certification.

The January 7, 2025 Proclamation of a State of Emergency authorizes the California Department of Social Services (CDSS) to respond to the needs of impacted adult and senior care and children's residential facilities in Los Angeles and Ventura Counties due to the wildfires and windstorm conditions by and through [Executive Order N-2-25](#), issued January 8, 2025 and [Executive Order N-3-25](#), issued on January 10, 2025.

CDSS is announcing waivers for current administrators who reside or work in a residential care facility in Los Angeles or Ventura Counties and have a certification that expired on or after January 7, 2025, for the following facility types: ARF, ARFPSHN, GH, RCFE, and STRTP. Waivers are granted with respect to specified administrator certifications within CDSS jurisdiction.

**Note:** Please check the [Governor's webpage](#) for the most current information and any future Proclamations of a State of Emergency. The California Office of Emergency Services [Open State of Emergency Proclamations](#) also contains information for other related Executive Orders.

## **BLANKET WAIVER OF RENEWAL CERTIFICATION STANDARDS FOR IMPACTED ADMINISTRATORS**

CDSS is announcing blanket waivers for certain renewal certification requirements, as specified below, without the need for administrators to make an individual request, and are subject to the [Terms and Conditions for Waivers](#) as set forth in this PIN.

### ***Delinquency Fee for Late Administrator Certification Renewal***

The Community Care Licensing Division (CCLD) is authorized by Government Code section 11009.5 to reduce or waive license, registration, or renewal fees for individuals or businesses displaced or experiencing economic hardship when there is a proclaimed state of emergency.

The delinquency fee of \$300 for processing a late administrator certification renewal application specified in Health and Safety Code (HSC) sections [1522.41](#), [1562.3](#), and [1569.616](#), is waived for administrators who reside or work in Los Angeles or Ventura Counties impacted by the wildfires and have a certification that expired on or after January 7, 2025.

A renewal application is considered late if the application is submitted and/or continuing education units (CEUs) were completed after the certificate expiration date.

Administrators who qualify for the delinquency fee waiver and are submitting a late renewal application **must apply by mail with a paper application**. Do not submit your renewal application through the Administrator Certification Online Application portal.

To apply for a certification renewal, you must submit the following by mail:

- A completed **Application for Administrator Certification** ([LIC 9214](#)).
- Proof of completion of CEUs in the form of a **certificate of completion**.
- An **application processing fee** in the amount of \$140.
  - For processing fees, submit a complete and signed check or money order made payable to "CDSS - ACB" to the mailing address below.
- Facility name and address (if you do not reside in, but work in a residential care facility type specified above that is in Los Angeles or Ventura Counties).

Mail application packet to:

**Administrator Certification Bureau (ACB)**  
**744 P Street, MS 9-15-807**  
**Sacramento, CA 95814**

**Note:** Administrators who reside or work in Los Angeles or Ventura Counties and have a certification that expired prior to January 7, 2025, do not qualify for this waiver and are subject to the [standard renewal requirements](#).

### **TERMS AND CONDITIONS FOR BLANKET WAIVERS**

Administrators shall continue to comply with standards that have not been waived in this PIN 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.

### **EFFECTIVE DATE OF BLANKET WAIVERS FOR IMPACTED ADMINISTRATORS**

The blanket waivers specified in this PIN shall be in effect for 90 days from the Proclamation of the State of Emergency on January 7, 2025. Waivers shall expire on April 7, 2025, unless otherwise specified by CDSS. Once a waiver specified in this PIN expires or is terminated, all certification requirements covered by the waiver are reinstated with immediate effect.

### **EXTENSION REQUESTS FOR PROSPECTIVE ADMINISTRATORS**

The Administrator Certification Bureau has an existing process in place for prospective administrators who need to request an extension to take the administrator certification examination or submit their initial administrator certification application.

The current process for prospective administrators to request an extension includes the following:

Within 60 days of completing an Initial Certification Training Program (ICTP) course, prospective administrators may request an extension to take the administrator certification examination by submitting a request by email to [ExamRegistration@dss.ca.gov](mailto:ExamRegistration@dss.ca.gov).

Within 30 days of passing the administrator certification examination, prospective administrators may request an extension to submit their initial administrator certification application by submitting a request by email to [AdminCertInfo@dss.ca.gov](mailto:AdminCertInfo@dss.ca.gov).

## **RESOURCES**

For CCLD updates regarding the fires, visit the [CCLD Disaster Response Homepage](#).

If you have any questions, please contact the Administrator Certification Bureau at [AdminCertInfo@dss.ca.gov](mailto:AdminCertInfo@dss.ca.gov).