

How to Register for an Administrator Exam

ATTENTION RCFE APPLICANTS: Effective January 1, 2016, applicants for RCFE administrator certification must complete an 80-hour Initial Certification Training Program-ICTP and must pass the new 100 question exam. Applicants will not be admitted with a 40-hour RCFE ICTP course certificate.

ATTENTION ALL APPLICANTS: Effective January 1, 2016, potential administrators are limited to three (3) attempts to pass the Administrator Certificate exam.

The registration process begins with your submitted email, and must include all of the required information, or you will not be registered for the exam. Once the registration process is complete, you will receive a confirmation email with further instructions and details.

Please Note:

- Each applicant must register for an exam individually with a unique and individual email address. Applicants may not register for other applicants. Your vendor may not register you for an exam.
- ACS **will not** register any applicant for an exam less than 24 hours from time of exam (Weekends and Holidays not included in calculation).
- ACS **will not** register more than 30 days in advance for an exam
- The ICTP completion date must be within 60 days of the exam date. Applicants will not be admitted if the exam date is beyond 60 days of their ICTP completion date. If your certificate date is beyond 60 days and you have documentation supporting good cause, you may submit an [Extension Request](#). If approved for an extension, you must present the extension request approval letter at time of the exam.
- All potential administrators are limited to three (3) attempts to pass the Administrator Certificate exam.

Registration Process:

Step 1: Check the calendar and the [Statewide Exam Schedule](#) to find a date and location that fits within 60 days of your training certificate completion date.

- RCFE EXAMS:
 1. All RCFE exams begin at 9:00AM at all locations
 2. All examinees must present their certificate showing they completed an 80 ICTP course (40 hour course certificates will no longer be allowed for RCFE)
- ARF & Group Home (GH)
 1. All ARF/GH exams begin at 12:30PM at all locations
 2. No changes to ARF/GH requirements. 35 hour ARF and 40 hour GH course certificates are acceptable for ARF/GH exams.

Step 2: Check both the desired date of the exam and the date on your ICTP certificate to verify your certificate is within 60 days of the exam date.

Step 3: Email ExamRegistration@dss.ca.gov with the following **required** information:

- First and Last name
- Area code and phone number (xxx) xxx-xxxx
- Date of Birth MM/DD/YYYY
- Type of Exam: GH, ARF, or RCFE
- Date and time of Exam: see [Statewide Exam Schedule](#) for dates
- Exam Location: see [Statewide Exam Schedule](#) for locations

Related Links can be found on the CCLD website at: <http://cclld.ca.gov> or as follows:

| Type of Information | Link |
|-------------------------------------|---|
| Examination Schedule | http://cclld.ca.gov/res/pdf/ACSTestSched.pdf |
| Extension Request | http://cclld.ca.gov/res/pdf/ExtensionRequest.pdf |
| Examination Registration | http://cclld.ca.gov/res/pdf/AdminExamInfo.pdf |
| Administrator Information | http://cclld.ca.gov/PG4794.htm |
| Administrator Certification Program | http://cclld.ca.gov/PG471.htm |