
EVALUATOR MANUAL TRANSMITTAL SHEET

<p><u>Distribution:</u></p> <p><input type="checkbox"/> All Child Care Evaluator Manual Holders</p> <p><input type="checkbox"/> All Residential Care Evaluator Manual Holders</p> <p><input checked="" type="checkbox"/> All Evaluator Manual Holders</p>	<p><u>Transmittal No.</u> 08RM-12</p> <hr/> <p><u>Date Issued</u> November 2008</p>
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Subject:

Reference Material
 Administrator Certification – Correction of California Code of Regulations, Title
 22 citation

Reason for Change:

Amend Section 6-5010

Filing Instructions:

REMOVE – Page 2

INSERT – Page 2

Approved:

Original signed by Thomas Stahl

11/20/08

THOMAS STAHL Chief
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Date

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6-5000 ADMINISTRATOR CERTIFICATION PROGRAM**6-5000****GENERAL STATEMENT**

All residential care facilities for the elderly, group homes, and adult residential facilities are required to have a certified administrator. Individuals wishing to become certified administrators must successfully complete an approved Initial Certification Training Program provided by a vendor approved by the California Department of Social Services. Within 60 days of successfully completing an approved Initial Certification Training Program, the individual, unless exempted, must take a test administered by the Department through the Community Care Licensing District Offices. The individual must pass the test with a minimum score of 70 percent. Individuals must have Department of Justice and Federal Bureau of Investigation fingerprint clearances. For group home administrators only, a Child Abuse Index Check clearance is required in addition to the fingerprint clearance. All applicants for certification must pay a non-refundable \$100 processing fee.

TEST PROCTOR HANDBOOK**6-5010 PARTICIPANT ELIGIBILITY****6-5010****Residential Care Facility for the Elderly**

An individual who wishes to become a certified administrator of a residential care facility for the elderly must first complete all components of the 40-hour Residential Care Facility for the Elderly Administrator Initial Certification Training Program prior to taking the test. A Certificate of Completion from a Department-approved vendor and photo identification such as a driver's license, military I.D., Department of Motor Vehicles I.D. card, or current passport must be presented to the District Office test proctor at the time of the test. If the individual is unable to provide the certificate and/or picture identification, do not allow the individual to take the test.

An individual who possesses a valid Nursing Home Administrator license issued in accordance with the California Business and Professions Code must only complete 12 hours of the 40-hour Residential Care Facility for the Elderly Administrator Initial Certification Training Program, as specified in Section 87406(a)(1)(A) through (C), and is exempt from taking the test.