

Administrator Certification Section Fees

Make all checks or money orders payable to:
California Department of Social Services [or CDSS].

Send application and check to:
CDSS - Administrator Certification Section
744 P Street, M.S. 9-14-47
Sacramento, CA 95814

Administrators and vendors should include their respective certificate or vendor number on their check or money order.

All fees are considered processing and are nonrefundable. These fees will not be returned even if the application/certificate is denied or revoked.

The delinquency fee applies to renewal administrator applications and is due if a complete application is postmarked after the certificate expiration date.

Initial Administrator Application Fee	\$100.00
Renewal Administrator Application Fee	\$100.00
Certificate Delinquency Fee	\$300.00 (includes \$100.00 application fee + \$200 late fee)
Initial Certification Training Program Vendor Application Fee	\$150.00
Continuing Education Vendor Application Fee	\$100.00
Live Scan Fee (payable to the Live Scan agency)	See schedule at www.cclid.ca.gov/res/pdf/LiveScanFeesRevised.pdf
Replacement Administrator Certificate Fee (e.g., for lost certificate or name change)	\$25.00