

Administrator Certification Section Forms

Forms are listed first by those used for administrator certification and then by those used by vendors.

Administrator Forms:

LIC 9214 – Application for Administrator Certification

Both initial and renewal applicants submit this form. In addition, this form is submitted by a previously certified administrator who did not renew their certificate within four (4) years from the date of expiration and so must reapply.

LIC 508 - Criminal Record Statement

The applicant submits this as part of the initial administrator application process.

LIC 9163 - Request for Live Scan Service

This form is used by the applicant to submit their fingerprints to the Department of Justice for processing. The applicant submits a copy to ACS with the initial administrator application.

LIC 9215 - Application for Administrator Re-Certification.

NO LONGER IN USE. Renewing administrators use the updated LIC 9214.

Vendor Forms

LIC 9141 - Vendor Application/Renewal

An individual, for profit or nonprofit business or governmental entity submits this form to request ACS approval to become a vendor and offer initial or continuing education courses for facility administrators.

LIC 9140 – Request for Course Approval

Vendors submit this request for ACS review and approval of a new or updated course.

LIC 9140A - Request to Add or Replace Instructor

Vendors use this form to request ACS approval to add or replace an instructor of an approved course.

LIC 9139 – Renewal of Continuing Education Course Approval

Vendors submit this form for ACS approval to renew previously approved courses and to continue to offer these unmodified courses.

LIC 9142A - Roster of Participants - for Vendor Use Only

Vendors use this form (or another format containing at least the same information) to report to ACS names of course participants.

LIC 9142B - Roster of Participants - for Exam Proctoring Only

ACS uses this form to document administrator exam participants.