Initial Certification Training Programs (ICTPs)

- The ICTPs for Residential Care for the Elderly (RCFE) and Group Home (GH) administrators currently consist of 40 hours of in-class training, and the ICTP for Adult Residential Facility (ARF) administrators consists of 35 hours of in-class training.
- An ICTP is approved for a single program type (ARF, GH, RCFE) and not collocated as the requirements differ by program area.
- ICTP should be broken into 8 or 10 hour per day segments.
- Each day of instruction should be further broken down into hourly instructional periods and the content of these detailed in the required course outline (see form LIC 9140 and sample outline).
- The content of the ICTP should include all the subject areas and hours required by statute (see Health and Safety Code (H&SC) section 1522.41(c)(1) for GH and ARF, or 1569.616(c)(1) for RCFE) and regulations (see section 84090 for GH, 85090 for ARF, and 87785 for RCFE) and be updated (including submitting for approval to ACS) whenever needed due to changes in laws or regulations.
- Suggested subtopics are listed below each required main topic in the Core of Knowledge Guidelines.

Continuing Education courses

- Continuing education courses are to be developed in full-hour increments with the instructional content detailed by hour in the required course outline (see form LIC 9140 and sample outline).
- The content of these courses must fit the applicable program area’s (ARF, GH, RCFE) required Core of Knowledge subjects.
- If you plan to co-locate a course for multiple program types (e.g., RCFE and ARF), a separate form LIC 9140 and course outline must be completed for each of the program types and submitted to ACS at the same time.

Online Continuing Education courses

- With your Request for Course Approval (LIC 9140), provide the ACS with a log-on and password to review the draft online course.
- Per statute (H&SC 1522.41(h)(7)(A) for GH and ARF and 1569.616(i)(2)(A) for RCFE), online courses must include:
  - an interactive portion where the participant receives feedback, through online communication, based on input from the participant;
  - required use of a personal identification number or personal identification information to confirm the identity of the participant; and
  - a final screen displaying a printable statement, to be signed by the participant, certifying that the identified participant completed the course. The vendor shall obtain a copy of the final screen statement.
with the original signature of the participant prior to the issuance of a certificate of completion.

- Vendors should design the course to ensure it takes a participant the amount of hours to complete that it's approved for, and is interactive (not simply a slide presentation or visual recording).

### Schedules, Rosters, and Certificates

- If not known at the time of course approval, vendors may submit their proposed course schedules to the ACS as they are set and/or when requested by ACS.
- Vendors must maintain rosters of participants for their ICTP and continuing education courses and submit them to the ACS upon request. It’s recommended vendors use the standard form LIC 9142a for this purpose.
- Administrators are required to submit proof of completing ICTPs and continuing education courses to the ACS in order to be certified or to renew their certificates. To support this requirement, vendors are requested to provide each person completing their courses with a certificate of completion signed by the vendor and including the vendor’s name, vendor number, course name and number, approved course hours, and the course date(s), time(s) and location(s).

### Change of Instructors

- Before adding a new or replacing an approved instructor for an ICTP or continuing education course, vendors must request approval of the ACS as instructors are part of the overall course approval. It’s recommended vendors use form LIC 9140A to ensure they provide all the necessary information.

### Course Renewals

- To renew currently approved course(s) which are remaining exactly the same (e.g., content, hours) as currently approved, complete and submit form LIC 9139 to the ACS at least 30 days prior to the course expiration.
- If a current course is being updated (e.g., to reflect new content, change in hours), do not include it on the renewal form but instead use the form LIC 9140 to submit the proposed updated course.

### ACS Review Timelines

- ACS is required to review course requests and notify vendors if the request is incomplete within 30 days of receiving it.
- If a course request is incomplete, the vendor has 30 days from receipt of the ACS’ incomplete notice to submit the missing information.
- The ACS will notify the vendor of course approval or denial within 30 days of receipt of a complete request.
- Course requests not completed within this timeframe may be denied or deemed withdrawn.