Guidelines for Becoming an Approved Training Vendor
and Obtaining Course Approvals

Background

Administrators of community care facilities must complete an Initial Certification Training Program (ICTP) to become administrators (unless exempted by statute or regulations), and must complete continuing education units (CEUs) to renew their administrator certification for one or more program/facility types:

- Adult Residential Facility (ARF)
- Group Home (GH)
- Residential Care Facility for the Elderly (RCFE)
- Short-Term Residential Therapeutic Program (STRTP)

To become an Administrator Certification Section (ACS) approved training vendor of ICTP or CEU courses for any of the programs, you need to apply separately for each program and course type (e.g., ARF ICTP vendor, RCFE CEU vendor).

Review the ACS laws and regulations

- Details of the vendor and course approval process are in the California Code of Regulations (available via the ACS webpage at [www.ccll.ca.gov/PG2100.htm](http://www.ccll.ca.gov/PG2100.htm)) or the Interim Standards for STRTP, and outlined on the applicable vendor forms available on the ACS website at [www.ccll.ca.gov/PG4912.htm](http://www.ccll.ca.gov/PG4912.htm).
- Regulations regarding administrator training and laws governing the ACS are also available in the Administrator Information section of the ACS website.

Apply to be a vendor

- Complete (both pages) and sign a Vendor Application/ Renewal form LIC 9141 for each proposed vendorship (e.g., for each program type and course type).
- Include with the application a check or money order payable to the California Department of Social Services for the applicable nonrefundable processing fee ($150 for an ICTP vendorship or $100 for a CEU vendorship).
- Mail your complete application package and fee to ACS (see contact info below).

Apply for course approval

- If applying for an ICTP vendorship, include your completed and signed Request for Course Approval LIC 9140 with a detailed course outline covering all the required topics and hours as specified in the statute and regulations (e.g., see regs Section 84090 for GH, 85090 for ARF, or 87785 for RCFE, or Interim Standards for STRTP), and, for RCFEs, the required subtopics in the RCFE Core of Knowledge Standard. (Recommended subtopics for ARF, GH and STRTP)
ICTPs are listed below each required main topic in their respective Core of Knowledge Guidelines available on the ACS website.

- If applying for a CEU vendorship, you may submit a completed Request for Course Approval LIC 9140 for each proposed course at the same time but you may also submit the course request(s) later during your approved two-year vendorship term.
- For every course, use the checklist on the LIC 9140 to ensure your package is complete.
- For every course be sure your outline includes:
  - Hour by hour detail of content
  - Main topics and subtopics
  - Qualified instructor(s)
  - Breaks or meal times
- For every course also include details on any planned teaching aids and how they relate to the course content and objectives, and, for example:
  - For videos include the title, date and publisher; the duration; and planned discussion questions
  - For role play, include the time to be spent, roles provided, planned discussion questions, and copies of handouts (if applicable)
  - For case studies, include the planned time to be spent, a copy of the study, and planned discussion questions
  - For group discussion/question and answer periods, include a couple of the planned questions and anticipated answers to initiate the discussion
- Submit course requests at least 60 days prior to the proposed course offering to allow adequate time for review and revisions. The course may not be offered for administrator ICTP or CEU credit until it is approved by ACS.

**Vendor and course application processing**

- ACS is required to review a request (application) for vendor or course approval within 30 days of receiving it.
- ACS may request additional detail to clarify the course content or use of teaching aids (e.g., copies of handouts, Power Point presentations).
- If a 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 vendorship or course approval or denial within 30 days of receipt of a complete request.
- Requests not completed within this timeframe may be denied or deemed withdrawn.
- Vendorships are approved for a two-year period, and courses are approved to expire at the same time as the vendorship term.
Vendor and course numbers

- At the time of vendorship approval, vendors will be assigned a unique 11-digit vendor number where the first seven digits identify the vendor, the second three digits identify the program type (e.g., “725” for STRTP, “730” for GH, “735” for ARF, “740” for RCFE), and the last digit identifies the vendorship type (“1” for ICTP, “2” for CEU).
- Similarly, when a course is approved it is assigned a unique 12-digit number where the first three digits identify the vendor, the next two digits identify the approved course hours, the following two digits identify the course category in the ACS database, and the last five digits identify the specific course.

Change of instructors

- Before adding a new or replacing an approved instructor for an approved ICTP or continuing education course, submit a complete, signed Request to Add or Replace Instructor form LIC 9140A for ACS approval.
- ACS will notify you of approval or denial normally within 30 days.

To renew a current vendorship and course(s)

- Submit a completed Vendor Application/ Renewal form LIC 9141 and the applicable non-refundable processing fee, at least 30 days prior to the vendorship expiration to ACS (and if you’re renewing or updating multiple courses submit the requests 60 – 90 days prior to expiration to avoid gaps in course approvals during which you cannot offer the course for CDSS administrator credit). Include:
  - For ICTPs and for any continuing education courses with planned updates, a completed form LIC 9140 with the required attachments
  - For continuing education programs, the completed Renewal of Continuing Education Course Approval form LIC 9139 to renew current courses that are not being modified or updated.
- If you have multiple vendorships, submit a separate application and the applicable fee for each one to be renewed.
- Note: If you do not have one or more currently approved courses at the time your vendorship is expiring, you may not renew your vendorship. And course renewal requests received after the course expiration date will be denied, requiring the vendor submit the course for new approvals using LIC 9140.
- As noted above, allow 30 days for ACS to review your renewal requests and notify you of anything missing or of approval or denial.

Course development reminders!

- An ICTP is approved for a single program type and not co-located as the requirements differ significantly by program area.
- ICTPs should be broken into no more than 8- or 10-hour per day segments.
• 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 continuing education courses must clearly fit one or more subjects in the applicable program area’s (e.g., ARF, GH, RCFE) required Core of Knowledge.

• If you plan to co-locate a continuing education 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. Note that co-located courses may be approved for differing hours depending on topical content.

• For proposed online courses, with your Request for Course Approval (LIC 9140), provide the ACS with a log-on and password to review the draft online course.

• An online course should take a participant the amount of hours to complete that it’s approved for and be interactive as required by statute and regulations.

ACS Contact Information

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