



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**

Community Care Licensing Division – **Administrator Certification Section**  
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ACS Notice 151028

**NOTICE**

**CHANGES IN ADMINISTRATOR CERTIFICATION  
EXAMINATION REGISTRATION PROCESS**

The Administrator Certification Section (ACS) is pleased to announce the launch of the new administrator examination registration process. ACS will register all examinees for December, 2015 and all future examination dates beginning November 2, 2015. All examinees must register via e-mail through ACS.

Beginning with all December, 2015 examinations, all examinees must be registered. Community Care Licensing Division (CCLD) Regional Offices **will no longer take registration for exams, and walk-ins will no longer be available.**

Please see below for further instructions on the registration process.

- Provide students with the Administrator Examination Registration link at <http://cclld.ca.gov>.
- **Please Note: Under no circumstances should any vendor provide students with a hard copy of the examination schedule.** The schedule will change throughout the year, and therefore, students need to always refer to the [Examination Schedule](http://cclld.ca.gov/res/pdf/ACSTestSched.pdf) at <http://cclld.ca.gov/res/pdf/ACSTestSched.pdf> for the most current examination dates.

Additional related Links can be found on the CCLD website at: <http://cclld.ca.gov> or as follows:

Type of Information	Link
Examination Schedule	<a href="http://cclld.ca.gov/res/pdf/ACSTestSched.pdf">http://cclld.ca.gov/res/pdf/ACSTestSched.pdf</a>
Examination Registration	<a href="http://cclld.ca.gov/res/pdf/AdminExamInfo.pdf">http://cclld.ca.gov/res/pdf/AdminExamInfo.pdf</a>
Administrator Information:	<a href="http://cclld.ca.gov/PG4794.htm">http://cclld.ca.gov/PG4794.htm</a>
Administrator Certification Program	<a href="http://cclld.ca.gov/PG471.htm">http://cclld.ca.gov/PG471.htm</a>