

INITIAL ADMINISTRATOR CERTIFICATION CHECKLIST

PLEASE NOTE: WE HAVE CHANGED OUR PHONE NUMBER TO: 916-653-9300
We are in the process of updating our forms to reflect the correct address and phone number.
The address below is the correct one.

How do I apply for my administrator certificate? Use this checklist to submit your application and the required documents to the Administrator Certification Section.

- Complete and submit both sides of the [LIC 9214 Application for Initial Administrator Certification](#) form, within 30 days from the date of notice that you passed the test.
- Include a non-refundable \$100 processing fee made payable to the Department of Social Services. Please include your administrator certificate number on your check or money order and paperclip it to your application.
- Include a copy of your Certificate of Completion of the Initial Certification Training Program.
- Complete both sides of the [LIC 508 Criminal Record Statement](#). Even if you have an existing clearance or exemption, you must complete a new LIC 508 form. If you have been convicted of a crime, there will be a delay in the processing of your application.
- Attach a copy of the completed [LIC 9163 Request for Live Scan Services](#) form, signed by the Live Scan operator. For more information about the criminal record process, review [ACS-Background Check Procedures](#) to determine if you need to be printed or if you are already on the CDSS system. Do not wait for your Live Scan results before submitting your application. Your clearance information will be sent electronically to us.
- If you have been granted a clearance or exemption by the Dept. of Social Services and are still active in our system, you do not have to get reprinted. You must submit a statement with your Personnel ID Number and the name of the facility you are associated to. To determine if you are already in our system, please contact your local regional office and ask them to check to see if you are active and cleared.

Send your completed application to the following address:

California Department of Social Services
Administrator Certification Section
744 P Street M.S. 9-14-47
Sacramento, CA 95814

We aim to process applications within 90 days from the date of receipt. You can check the status of your application at [Information Regarding Pending Applications](#)