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# PROCEDURE: CERTIFICATION RENEWAL OF CERTIFIED ACCESS SPECIALISTS (CASp)

**DISCIPLINE(S):** Certified Access Specialists (CASp)

Division of the State Architect (DSA) documents referenced within this publication are available on the [DSA Forms](#) webpage

**PURPOSE:** To outline the Division of the State Architect's (DSA's) procedures for reviewing CASp Certification Renewal Applications. This procedure will ensure that CASps are informed of the requirements and timelines involved in CASp certification renewal.

**BACKGROUND:** The State Architect has the authority to determine the minimum criteria a person is required to meet in order to be a CASp under Government Code Section 4459.5. Pursuant to Government Code Section 4459.8, CASp certification is effective for three years and expires if not renewed. This Government Code Section also authorizes the State Architect to suspend certification or deny renewal of certification upon consideration of any factual complaints regarding the work of a CASp or of other relevant information.

**SCOPE:** This Procedure notifies CASps of the administrative processes for CASp certification renewal.

**1. REQUIREMENTS FOR CASp CERTIFICATION RENEWAL:** CASp certification renewal is dependent on the submission of a CASp Certification Renewal Application; completion of a minimum of 15 qualifying continuing education units (CEUs); payment of certification renewal fees; and, if applicable, submission of a record of the status of all disability access inspection certificates (DAIC) issued in the name of the CASp during the certification period. (Cal. Code Regs., Tit. 21, § 137(a).) **The State Architect will only review CASp Certification Renewal Applications beginning six months prior to the CASp's certification expiration date, and until one year after certification expiration.**

**1.1 CASp Certification Renewal Application:** CASps must submit a completed renewal application, including updates to contact information and professional license information, if applicable, and the following:

**1.1.1 Legal "Good Standing" Information:** The candidate must provide updated information and documentation regarding criminal convictions, if applicable.

**1.1.2 Continuing Education Information:** The CASp must submit verification of 15 qualifying CEUs of qualifying continuing education coursework or equivalent activity. (Cal. Code Regs., Tit. 21, § 136 and 137(1)(2).)

A minimum of five CEUs must address regulatory updates to the accessibility provisions of the California Building Code. Credit may be obtained by the following:

- Coursework addressing regulatory updates to the accessibility provisions of the California Building Code (CBC). One CEU equals one hour of instructional time.
- Active participation in the CASp Discussion Group offered by DSA, addressing the accessibility provisions of the CBC. One CEU equals one hour of participation and only one CEU is granted per session. Attendance can either be in person or via teleconference.

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The balance of CEU credit may be obtained with coursework that increases knowledge and understanding of federal accessibility regulations, standards, and guidelines. Attendance may be either in person, online, or via teleconference. One CEU equals one hour of instructional time. CEU credit may also be obtained through equivalent activity in accordance with the following guidelines, including, but not limited to:

- Participation in formal discussion groups with CASps, sponsored by the Certified Access Specialist Institute (CASI), addressing the accessibility provisions of the CBC. One CEU is granted per session.
- Instruction of a course with technical content on the accessibility provisions of state and federal regulations, standards, and guidelines. A maximum of five CEUs will be granted per certification period and the number of CEUs cannot exceed the credits given in the course.
- Published authorship and research projects in accessibility-related content. A one-time credit of five CEUs will be credited, unless a published update occurs in a subsequent certification period.
- Volunteer involvement with groups that promote disability awareness. A credit of one CEU per hour of involvement will be granted, up to a maximum of five CEUs per certification renewal period. Volunteer involvement in a subsequent certification renewal period must be with a different disability awareness group in order to receive CEU credit.

**1.2 Record of Disability Access Inspection Certificates:** If applicable, a CASp is required to provide a record of the status of all DAICs issued to the CASp by DSA during the certification period, which includes the number of the certificate and the name and address of the facility inspected. The CASp must include the status of any DAIC that was indicated as “unissued” on the prior record (Cal. Code Regs., Tit. 21, § 137(a)(3)).

The record should indicate a status of “VOID” for any certificates voided by the CASp, and “UNISSUED” for any certificates that have not yet been issued. The DAIC record sent to DSA should include only the information requested. Any information pertaining to the determination of the facility as “CASp-inspected” or “meets applicable standards” must be redacted prior to submittal to DSA. DAIC records that include any information regarding compliance status will be destroyed, and DSA will again request that the CASp provide the required information. DSA reserves the right to request resubmission of the record if the information submitted is not legible or not in an understandable format.

**1.3 Certification Renewal Fees:** Certification renewal requires payment of a \$200.00 application evaluation fee and a \$300.00 certification fee. DSA will assess an additional, \$150.00 delinquency fee to the holder of an expired certification who requests certification renewal within the year following certification expiration. (Cal. Code Regs., Tit. 21, § 137(a)(4) and 141.)

**1.3.1 Application Fee:** The \$200.00 application evaluation fee is non-refundable and due upon submission of the Certification Renewal Application and, when applicable, the DAIC record. DSA will not evaluate a CASp’s eligibility for certification renewal until, at earliest, six months prior to the CASp’s certification expiration date.

**Certification Fee:** Once DSA has confirmed that a CASp is eligible for certification renewal, the CASp will be able to make the non-refundable \$300.00 certification fee

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payment. Once DSA receives the \$300.00 certification fee, DSA will update the CASp's expiration date on the published list.

**Delinquency Fee:** CASps must complete the certification renewal process, which includes submission of all required information and payment of fees, prior to certification expiration. CASps who do not complete the certification renewal process prior to certification expiration, and who request certification renewal or completes the certification process within one year after the expiration date, will be assessed an additional \$150.00 delinquency fee.

It is the CASp's responsibility to complete the certification renewal process in a timely manner and prior to certification expiration. Because the CASp Program may take up to two days to evaluate and process certification renewal information once it is received, a CASp that submits certification renewal information via mail must ensure that the CASp Program receives the information with at least two days prior to certification expiration in order to evaluate and process the certification renewal information. The CASp Program reserves the right to assess the delinquency fee if the certification process is not confirmed as complete by the certification expiration date.

**2. METHOD OF SUBMITTAL:** Please read section *VI. Certification Renewal* of the [CASp Examination, Certification, and Practice Standards Handbook](#) carefully before filling out the CASp Certification Renewal Application (Form DSA 600-R).

**2.1 Online Application and Payment:** CASps preferring to pay by credit card must submit their Certification Renewal Application and \$200.00 application fee payment through the [CASp Account Login](#). Select "My CASp Certification Renewal" and then "Renewal Application." Upon completion of the Certification Renewal Application, click "Proceed to Credit Card Payment" and fill out the applicable credit card information. Once the CASp receives email confirmation from DSA of eligibility for certification renewal, the CASp will be able to log into the CASp Account Login and make the non-refundable \$300.00 certification fee payment.

**2.2 Mail-In Application and Payment:** CASps who do not prefer to pay by credit card can mail payment via a check or money order, along with a paper copy of the Certification Renewal Application. Payment must be made payable to "CASp Program." The CASp must include his or her name and CASp number on the subject line of the payment.

Although the only fee due upon submission of the Certification Renewal Application is the \$200.00 application fee, the CASp may send a check or money order for the \$300.00 certification fee upon submission of the Certification Renewal Application or wait until after DSA has confirmed that the CASp is eligible for certification renewal. However, please note that DSA reserves the right to return the \$300.00 certification fee payment if it is received more than six months prior to the CASp's certification expiration date.

For check or money order payments, use one of the two methods below:

**2.2.1 Online Application and Mail-In Payment (preferred):** CASps preferring to pay by check or money order can still fill out the Certification Renewal Application through the [CASp Account Login](#). Select "My CASp Certification Renewal" and then "Renewal Application." Upon completion of the Certification Renewal Application, click "Print Application and Mail Payment by Check" and send a paper copy of the Certification Renewal Application in the mail along with a check or money order for the \$200.00 application fee.

**2.2.2 Mail-In Application and Mail-In Payment:** If necessary, a CASp may proceed with certification renewal by using the Form *DSA 600-R: CASp Certification Renewal*

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*Application.* Complete the application and send a copy in the mail along with a check or money order for the \$200.00 application fee.

**Record of DAIC:** If applicable, the CASp is required to submit a record of DAICs issued to the CASp during the certification period. Once completed, the CASp may email the record to [CASprogram@dgs.ca.gov](mailto:CASprogram@dgs.ca.gov) or mail the record to the address below.

### 3. MAILING ADDRESS

Division of the State Architect  
CASp Certification Unit  
1102 Q Street, Suite 5100  
Sacramento, CA 95811

### ADDITIONAL RESOURCES

- [Government Code Section 4459.5](#)
- [Government Code Section 4459.8](#)
- [CASp Program Regulations](#), California Code of Regulations, Title 21, Division 1, Chapter 1, Subchapter 2.5

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A DSA Procedure documents a process or series of steps that DSA staff and/or external stakeholders must complete in order to fulfill one or more administrative requirements of DSA's review and approval of plans and specifications and construction oversight programs.