

**CERTIFIED ACCESS  
SPECIALIST PROGRAM  
EXAMINATION, CERTIFICATION,  
AND PRACTICE STANDARDS  
HANDBOOK**

**STATE OF CALIFORNIA**

**DEPARTMENT OF GENERAL SERVICES**

**DIVISION OF THE STATE ARCHITECT**



# CERTIFIED ACCESS SPECIALIST PROGRAM EXAMINATION, CERTIFICATION, AND PRACTICE STANDARDS HANDBOOK

## INTRODUCTION

This handbook is designed to guide you through the Certified Access Specialist (CASp) Program application, examination, certification, and certification maintenance process. It contains information on how to become a certified access specialist, fees associated with the certification program, and a description of the CASp scope of work. In addition, information is provided on the format, administration, and content of the CASp examination, along with sample examination questions and answers. This handbook also contains the requirements for certification maintenance and renewal, and requirements for professional standards.

## CONTACTING DSA

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Questions about examination and certification can be directed to the CASp Program Certification Line at (916) 322-1912.

Questions regarding the technical requirements of providing the services of a CASp should be directed to (916) 322-2490.

Questions regarding the accessibility provisions of Chapter 11B of the California Building Code should be directed to the DSA Technical Assistance Helpline at (916) 445-5827.

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## I. THE CASp PROGRAM

### **PURPOSE OF THE CASP PROGRAM**

Participation in the CASp Program is voluntary, and is designed to ensure that the individuals participating in the CASp Program are knowledgeable of state and federal accessibility laws and regulations and possess the expertise to promote access to facilities for persons with disabilities. The CASp Program was created with the intent of offering business and facility owners a resource consisting of individuals with access knowledge demonstrated through examination. CASps promote access for persons with disabilities by promoting facility compliance with accessibility standards. Certification is granted to those who have established eligibility and have passed an examination based on knowledge and application of various state and federal accessibility codes, standards, and regulations. The [CASp Program regulations](#) state the criteria for eligibility, examination, and certification. This handbook clarifies and further defines the regulatory requirements.

### **CASP SCOPE OF WORK**

Services rendered by a CASp, upon authorization by a facility owner and/or authorized requesting party, may include the following:

- Review of facility plans and specifications for compliance with state and federal accessibility laws, standards, codes, and regulations.
- Investigate a facility for compliance with state and federal accessibility laws, standards, codes, and regulations.
- Conduct accessibility research, prepare accessibility reports, and/or conduct accessibility inspection, as authorized.
- Issue inspection reports and disability access inspection certificates in accordance with the requirements of Civil Code section 55.53.

## **FEES**

The fees to administer the program are non-refundable.

### **Application Fee**

- \$500 for Eligibility Category A, B, and C.
- \$100 for Eligibility Category D.

### **Examination Fee**

- \$250 for the Open Book Examination – Plan Review.
- \$250 for the Closed Book Examination.

### **Certification Fee**

- \$200 for a three-year certification period.

### **Certification Renewal Fees**

- \$100 Application Evaluation Fee.
- \$200 Certification Fee.

### **Delinquency Fee**

- \$150 for failure to renew prior to certification expiration and within one year after certification expiration.

## II. ESTABLISHING ELIGIBILITY

### ELIGIBILITY CATEGORIES

Eligibility for examination may be satisfied by one of the following categories:

#### Category A

1. **Education:** Thirty semester units of college coursework with major work in Architecture, Architectural Technology, Building Science, City and Regional Planning, Civil Engineering, Construction Management, Environmental Design, Industrial Design, Interior Architecture/Design, Landscape Architecture, Urban and Regional Design, and
2. **Experience:** Two years of employment:
  - A. by a code enforcement agency (state, city, and/or county building department) as a plan reviewer, building inspector, or consulting entity; or
  - B. by a licensed architect, licensed landscape architect, interior designer, registered civil engineer and/or registered structural engineer, with responsibility for planning, design, and/or field inspection; or
  - C. as a licensed general contractor (Class A or B); or
  - D. by a licensed general contractor as a superintendent with project management oversight or;
  - E. by a California public school district as a Class 1 or Class 2 Project Inspector certified by the State Architect.

OR:

#### Category B

1. **Education:** High school diploma or GED, and
2. **Experience:** Four years of employment:
  - A. by a code enforcement agency (state, city, and/or county building department) as a plan reviewer, building inspector, or consulting entity; or
  - B. by a licensed architect, licensed landscape architect, interior designer, registered civil engineer and/or registered structural engineer, with responsibility for planning, design, and/or field inspection; or
  - C. as a licensed general contractor (Class A or B); or
  - D. by a licensed general contractor as a superintendent with project management oversight or

E. by a California public school district as a Class 1 or Class 2 Project Inspector certified by the State Architect.

OR:

### **Category C**

Three years of employment in a specialized area of disability access rights, conducting assessments of facilities to determine adequacy related to the specific needs of the disability community.

OR:

### **Category D**

Professional license, or registration, issued by the State of California as an architect, landscape architect, civil engineer, and/or structural engineer.

## **BACKGROUND INFORMATION**

In addition to information regarding qualifications as described under the eligibility categories, a candidate is required to disclose background information regarding professional license suspension, revocation, and denial of license renewal, if applicable; and if the candidate has ever been convicted of, pled guilty to, or pled nolo contendere (no contest) to a misdemeanor or felony. The CASp Program Regulations require disclosure of such crimes which include, but are not limited to:

1. A conviction of child abuse.
2. A conviction as a sex offender.
3. The conviction of any crime involving narcotics, dangerous drugs, or dangerous devices, as defined in section 4022 of the Business and Professions Code.
4. A conviction for assault and/or battery or lewd conduct.

A candidate is required to include a conviction that has been dismissed or expunged pursuant to sections 1203.4, 1203.4a, or 1203.41 of the Penal Code, including infractions, misdemeanors, and felonies. A candidate must provide dismissal of such convictions to the CASp Program via a certified copy of the court order. The candidate must also include any conviction that arose from military service, any in which the imposition of execution of sentence was suspended, any which arose as a result of a failure to appear, any in which an order of rehabilitation was entered, any in which a record of conviction was expunged, or any in which a pardon was granted. Minor traffic violations and convictions that were adjudicated in the juvenile court which are two years or older do not need to be reported. "Minor traffic violations" are defined as traffic infractions under \$1000 not involving alcohol, dangerous drugs, or controlled substances.



## **APPLICATION TO THE CASP PROGRAM**

The CASp Program will not pre-screen eligibility for any candidate. All inquiries for establishing eligibility must be made by application and must accompany payment of the applicable application fee.

Prior to applying for eligibility, a candidate must create an online DSA account at the [CASp Account Login](#). The candidate must read and acknowledge both the DGS Privacy Policy and the Conditions of Use to complete setting up a DSA account. Once successfully created, select "Continue" and then select "My Candidate Application" (DSA 600-A) to complete the online application. Candidates paying the applicable application fee online with a credit card may click "Proceed to Credit Card Payment". A notice of successful submission will be displayed at the end of the online process. Candidates preferring to pay by check should click "Print Application and Mail Payment by Check" and send the application and a check payable to the Division of the State Architect at the address provided herein. Candidates may be asked to provide additional information to clarify education or work experience in order to be deemed eligible for the examination. Applications are accepted on a continuous basis; however, in order for a candidate to be considered eligible for the next examination administration, the CASp Program must be in receipt of the candidate eligibility application and application fee a minimum of two business days prior to the examination registration deadline, to allow for application processing, request for additional information if required, and for confirmation of eligibility to be sent to the candidate. Notice of confirmation of eligibility or denial of eligibility will be sent to the email address used in setting up the account. If eligibility is confirmed, a candidate will be able to register for the CASp examination.

## **APPEALS PROCESS TO THE DENIAL OF CANDIDATE ELIGIBILITY**

A candidate that has had a candidate eligibility application denied may request an appeal for reconsideration and may provide additional information to support the request without payment of an additional application fee.

A candidate appeals a denial of candidate eligibility through the [CASp Account Login](#). Select "My Candidate Application" (Form DSA 600-A), and at the bottom of the application the candidate should provide additional relevant information necessary to appeal the decision and submit the appeal electronically in the area provided. Notice of confirmation of eligibility or denial of eligibility will be sent to the email address used in setting up the account. If eligibility is confirmed, a candidate will be able to register for the CASp examination.

### III. THE CASp EXAMINATION

#### EXAMINATION REGISTRATION

A candidate will have the option of taking either one or both parts of the examination on each test date unless only one part is offered on a specified date.

After confirmation of eligibility, a candidate may register for an examination through the [CASp Account Login](#). Select "CASp Examination Schedule" (Form DSA 601) from the main menu. Registration is available online by selection of the date and place of the examination. Candidates paying the non-refundable examination fee online with a credit card may click "Proceed to Credit Card Payment". A confirmation of successful submission will be displayed at the end of the online process. Candidates preferring to pay by check should click "Print Registration and Mail Payment by Check" and send the registration and a check payable to the Division of the State Architect at the address provided herein. Registration and payment must be submitted electronically or postmarked by the examination registration deadline stipulated on the [DSA CASp Program](#) website. An email confirming registration, test location, time of examination, and examination procedures will be sent to each candidate.

#### REQUESTS FOR TEST ACCOMMODATION(S)

Examination facilities are accessible to individuals with disabilities. A candidate requesting test accommodation(s) should read the *ADA Test Accommodations Guidelines* (11/2020), incorporated by reference, and make a request by completing *Form DSA 602: Test Accommodation(s) Request Questionnaire* (11/2020). Form *DSA 602* must be accompanied by documentation supporting the accommodation request. Original forms with signature are required; therefore, this documentation cannot be electronically submitted. Test accommodation requests and the required documentation must be postmarked by the examination registration deadline and sent to the CASp Program at the address provided herein. Once reasonable accommodation(s) has been arranged, it may not be modified or altered prior to or during the CASp examination.

Form *DSA 602* must be resubmitted for each subsequent examination administration date if requesting test accommodation(s). If requesting the same accommodation, and if the disability is temporary, a candidate's supporting documentation information is valid for one year if the disability is permanent, a candidate's supporting documentation is valid indefinitely and need not be resubmitted.

## EXAMINATION REFERENCE LIST

The CASp examination assesses a candidate's knowledge and application of federal and state laws, standards, codes, and regulations related to accessibility for individuals with disabilities, which include:

- Titles I, II, III, IV, and V of the Americans with Disabilities Act of 1990 (42 USC chapter 126).
  - Accessibility guidelines and standards as developed by the United States Access Board and as promulgated by the United States Department of Justice, including but not limited to:
    - The 1991 Standards for Accessible Design.
    - The 2010 Standards for Accessible Design.
    - The ABA Accessibility Standards.
    - The Guidelines for Outdoor Developed Areas.
    - Uniform Federal Accessibility Standards.
    - Regulations for accessibility throughout all parts of the currently enforced and most recently published edition of the California Code of Regulations, Title 24, Part 2, California Building Standards Code and Part 8, California Historical Building Code.
  - California laws for accessibility, including but not limited to:
    - Government Code sections 4450–4461.
    - Government Code sections 14985–14985.11.
    - Government Code sections 12955.1–12955.1.1.
    - CA Health and Safety Code sections 19952–19959.5.
    - CA Health and Safety Code section 114276.
    - CA Civil Code section 51, 52, and 54.
    - CA Civil Code sections 55.51–55.545.
    - CA Civil Code sections 55.55–55.57.
    - CA Civil Code section 1938.
  - Fair Housing Amendments Act of 1988 (42 USC sections 3601–3620) and promulgated technical guidance in the Fair Housing Accessibility Guidelines.
  - *Architectural Barriers Act of 1968*, as amended (42 USC section 4151 et seq.).
  - Sections 504, 508, and 510 of the Federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 701 et seq., including Sec. 794; and implementing regulations 24 CFR Part 8, Sections 8.4, 8.20 et seq., and 8.32)

## **EXAMINATION CONTENT SPECIFICATION**

The examination covers the following areas of competency:

1. General Knowledge and Skills
2. Prescriptive Requirements of Accessibility Codes and Standards
3. Review of Accessible Features in Design and Construction Documents
4. Field Investigations
5. Project Scoping and Accessibility Design Awareness

A description of each CASp test area is below. The listed content should be interpreted broadly and is not necessarily inclusive of all information that may be tested. All of the knowledge and skill statements may or may not be assessed on a particular examination.

### **1. General Knowledge and Skills (assessed across test areas)**

Knowledge of:

- CASp scope of work.
- Architectural and construction concepts and terminology related to the design and construction of various building types.

Skill to:

- Interpret design and construction documents and to evaluate construction.

### **2. Prescriptive Requirements of Accessibility Codes and Standards**

Knowledge of:

- Federal and state accessibility standards and codes, and their application.
- The limits of regulatory jurisdictional responsibility for the application, review, and approval of design and construction documents.
- Differing obligations, roles, and responsibilities of the parties involved in corrective action to achieve conformance with accessibility requirements.

### **3. Review of Accessibility Features in Design and Construction Documents**

Knowledge of:

- Organization of contents of design and construction documents.
- Methods to delineate accessible features in design and construction documents.
- Drafting symbols, terms, and formatting conventions.

Skill to:

- Identify accessible elements in design and construction documents.
- Identify discrepancies between project permit application and design and construction documents.
- Detect nonconformance and/or omissions related to accessibility requirements in design and construction documents.
- Check and verify coordination of accessible elements throughout all relevant design and construction documents.
- Analyze horizontal and vertical measurements and dimensions to evaluate conformance with applicable accessibility requirements for sites and buildings.
- Analyze and evaluate interdependent accessibility requirements.

#### **4. Field Investigations**

Knowledge of:

- Factors affecting the scope and applicability of accessibility requirements, including permit application date(s), construction date(s), project type and scope, occupancy, funding source(s), and use of the space.
- Evaluation methods to analyze, describe, and document code conformance.
- Methods for substantiating equivalent facilitation, technical infeasibility, and unreasonable hardship to obtain jurisdictional approval.
- Understanding the application of readily achievable barrier removal and methods for substantiating the documentation process.
- Reporting requirements stipulated in California statutes.

Skill to:

- Conduct field investigations and/or evaluate other sources of data depicting actual site conditions.
- Identify accessible elements and determine conformance with applicable accessibility requirements.
- Analyze horizontal and vertical measurements and dimensions to evaluate conformance with applicable accessibility requirements for sites and buildings.
- Analyze and evaluate interdependent accessibility requirements.
- Assist in identifying technical infeasibility affecting compliance with accessibility requirements.

## **5. Project Scoping and Accessibility Design Awareness**

Knowledge of:

- Factors affecting the scope and applicability of accessibility requirements, including permit application date(s), construction date(s), project type and scope, occupancy, funding source(s), and use of the space.
- Evaluation methods to analyze, describe, and document code conformance.
- Methods for substantiating equivalent facilitation, technical infeasibility, and unreasonable hardship to obtain jurisdictional approval.
- Understanding the application of readily achievable barrier removal and methods for substantiating the documentation process.

Skill to:

- Develop priorities of corrective action based on cited accessibility requirements.
- Analyze and evaluate interdependent accessibility requirements.

### **AVAILABILITY OF EXAMINATION REFERENCES**

All listed references for the examination are available for viewing at no cost on the internet. All federal regulations and standards allow for downloading and printing at no cost, however, portions of the California Building Code may require purchase. The CASp Program advises use of published referenced standards in studying for the examination. Use of interpretive manuals in studying for the examination is not recommended. Links for locating referenced standards are:

- California Building Code: [www.dgs.ca.gov/bsc](http://www.dgs.ca.gov/bsc)
- California Statutes: <http://leginfo.legislature.ca.gov/>
- Federal Standards: [www.access-board.gov](http://www.access-board.gov)
- Fair Housing: [www.fairhousingfirst.org](http://www.fairhousingfirst.org)

### **EXAMINATION CANCELLATION POLICY**

A candidate who has registered for an examination and is unable to attend must notify the CASp Program at least two business days prior to the examination date, in order to receive credit of the examination fee towards a future examination date. If notification is not provided and the candidate does not show up for the examination, the examination fee is forfeited by the candidate.

No reference material is permitted for the examination.

1. A qualified historical building in California undergoing barrier removal cannot accommodate a ramp with a 1:12 slope to access the main entry. The California Historical Building Code permits a ramp with a slope of 1:10 for a maximum horizontal distance of 5 feet, provided that:
  - a. an international symbol of accessibility is posted at the ramp.
  - b. signs are posted at the upper and lower levels indicating the steepness of the slope.
  - c. directional signs indicating the location of an alternate accessible entrance is provided.
  - d. a call button is installed at the bottom of the ramp for individuals requiring assistance.
2. Which federal law prohibits an employer with sixteen employees from discriminating on the basis of disability in regard to job application procedures, hiring, or advancement?
  - a. Title I of the ADA
  - b. Title II of the ADA
  - c. Title III of the ADA
  - d. Title IV of the ADA
3. A ramp is defined as any walking surface in the accessible route with a running slope that exceeds what ratio?
  - a. 1:12
  - b. 1:20
  - c. 1:48
  - d. 1:50

Answer Key: b, a, b

## **SAMPLE QUESTIONS FOR THE OPEN BOOK PART EXAMINATION**

At the open book examination, the candidate will receive a binder of reference material from the CASp Program containing the applicable chapters of the California Building Standards Code that may be used as a reference for answering the examination questions. The candidate will not be directed to the specific provision in the reference material for use in answering the question.

1. A new privately funded multi-family housing project has 90 total covered multifamily units. The parking provided as illustrated in the plans is assigned as one stall per unit dispersed among open spaces, spaces in a common parking garage, and carport parking. Twenty-two visitor stalls are provided. How many accessible parking spaces are required?
  - a. 3 stalls
  - b. 4 stalls
  - c. 5 stalls
  - d. 6 stalls

2019 California Building Code excerpt used to answer the question:

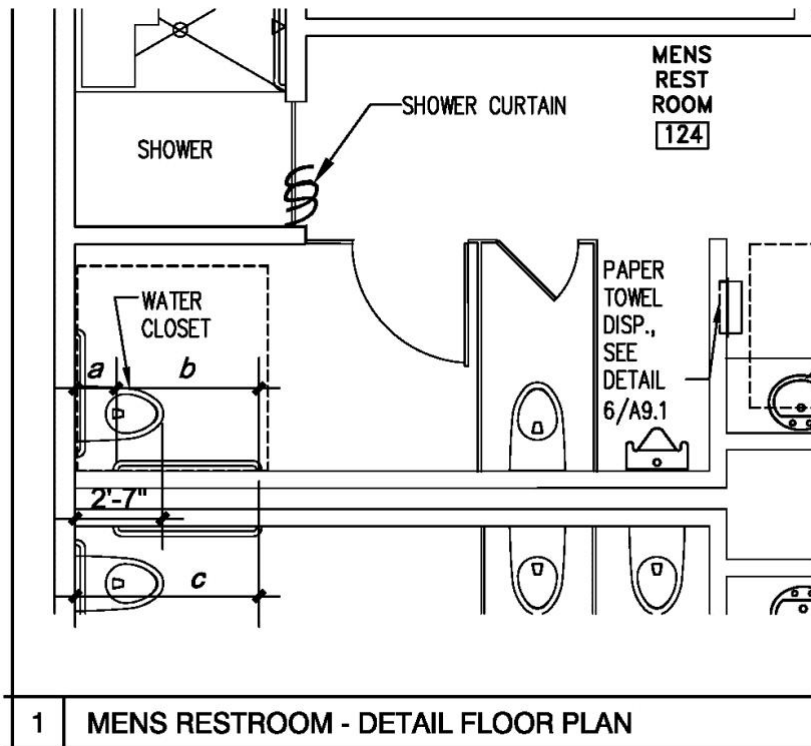
**1109A.4 Assigned accessible parking spaces.** *When assigned parking spaces are provided for a resident or a group of residents, at least 2 percent of the assigned parking spaces serving covered multifamily dwelling units shall be accessible in each type of parking facility. At least one space of each type of parking facility shall be made accessible even if the total number exceeds 2 percent. When assigned parking is provided, signage as required by Section 1109A.8.8 shall not be required.*

**1109A.5 Unassigned and visitor parking spaces.** *When parking is provided for covered multifamily dwellings and is not assigned to a resident or a group of residents at least 5 percent of the parking spaces shall be accessible and provide access to grade-level entrances of covered multifamily dwellings and facilities (e.g., swimming pools, club houses, recreation areas, and laundry rooms) that serve covered multifamily dwellings. Accessible parking spaces shall be provided with signage as required by Section 1109A.8.8.*

*Such signage shall not be blocked from view by a vehicle parked in the space.*



2. In the illustration below, what is the prescribed dimension of *a*, prescribed minimum dimension of *b*, and actual required minimum dimension of *c*, respectively, with regard to the side wall grab bar?
- 12" minimum, 42", 54"
  - 12" maximum, 42", 55"
  - 12" maximum, 42", 54"
  - 12" maximum, 48", 60"



2019 California Building Code excerpt used to answer the question:

**11B-604.5.1 Side wall.** The side wall grab bar shall be 42 inches (1067 mm) long minimum, located 12 inches (305 mm) maximum from the rear wall and extending 54 inches (1372 mm) minimum from the rear wall with the front end positioned 24 inches (610 mm) minimum in front of the water closet.

Answer Key: c, b

## **EXAMINATION DETAILS**

The examination check-in time, location, and length for each part of the examination is listed on the [DSA CASp Program](#) website. The project type for the open book examination will be disclosed on the website approximately two months prior to each examination. In addition, a list of the references provided to you for the open book examination is available for download.

## **GENERAL INFORMATION ABOUT EXAMINATION DAY**

Standard testing practices are employed to ensure the security and fairness of the examination. Personal items, including but not limited to, cameras, purses, briefcases, backpacks, fanny packs, study materials, pagers, cell phones, and any other electronic devices, are not permitted in the examination. DSA is not responsible for any items left outside the testing room, or in the designated location of personal items within the testing room.

Pencils and calculators will be provided at the test site for both parts of the examination. A binder of reference material will be provided at the test site for use in the open book examination only. Magnifying glasses are available at the test site if needed by the candidate for the open book examination in order to examine plan review documents that are provided on sheets of paper 11" x 17" in size. All materials provided will be collected by the proctors at the end of each part administered. Examinees finishing early must turn in all materials before leaving the testing room.

## **ADMISSION INTO THE TESTING ROOM**

Candidates will be required to bring a government-issued identification for admission into the testing room. Only examinees listed on the examination roster and with proper identification will be allowed to enter. Only the following forms of government issued identification will be accepted:

- Current state issued driver's license or state issued identification card.
- Current passport.
- Military identification card issued within the last five years.

Candidates should arrive to the examination site at the check-in time indicated on the [DSA CASp Program](#) website under "CASp Examination Dates and Deadlines."

The proctor will begin reading the examination instructions once check-in is complete. The timed examination begins after the proctor finishes reading the instructions. Candidates are permitted to enter the examination room up to 30 minutes into the timed examination; however, additional time to read examination instructions or an extension of time to complete the examination will not be offered. To avoid disruption to the examinees, candidates arriving more than 30 minutes after the start of the timed examination are ineligible to test. Visitors are not allowed in the testing room at any time.

### **ADDRESSING COMMENTS RELATED TO EXAMINATION QUESTIONS**

All candidates will receive a comment form with their examination package to provide an opportunity to note examination questions perceived as problematic. Candidates may complete their comment forms during the examination period. Candidates are also provided up to 10 minutes after the end of the examination to complete the comment forms, following collection of all answer sheets by proctors. All comments are reviewed by subject matter experts prior to setting the passing score of the examination. After review, if a question is deemed problematic, the examination score will be adjusted equitably for all candidates. Candidates will not be notified as to resolution of the comments submitted.

## **IV. EXAMINATION RESULTS AND RECEIVING CERTIFICATION**

### **NOTIFICATION OF INDIVIDUAL RESULTS**

A candidate will receive his/her CASp examination results by mail within six to eight weeks of taking the examination.

### **PASSING SCORE INFORMATION**

The passing standard for the examination is established based on the standard of competence in the profession, in accordance with the NCCA Standards for the Accreditation of Certification Programs by the National Commission for Certifying Agencies, using a criterion-referenced approach called the modified Angoff Method. Subject matter experts are consulted throughout the process to ensure a fair and accurate pass point. The modified Angoff Method is the most commonly used method for licensure and certification examinations, and involves setting the pass point on the basis of minimum standards for proficient practice rather than relative candidate performance. Therefore, a candidate's pass/fail performance is established independently of others who take the examination on the same day. Candidates are judged by comparing their performance to an absolute standard, not to other candidates.

### **VERIFICATION OF INDIVIDUAL RESULTS**

Examinations are scored in an automated scoring process. Our examination contractor verifies the accuracy of the automated scoring system by scoring ten percent of the examinations manually. In addition, the examination contractor rescores all candidates who fail the examination by two points of the passing score. The examination contractor provides the CASp Program with a list of those candidates whose examinations have been manually rescored. A candidate may inquire if his/her examination was manually rescored by sending an email to [CASprogram@dgs.ca.gov](mailto:CASprogram@dgs.ca.gov). Furthermore, a candidate may make a request to have one or both parts of his/her examination manually rescored with a request in writing within 30 days of receiving results, along with payment of \$43 by check payable to the Division of the State Architect, at the address provided herein. The CASp Program accepts no other challenges of a candidate's individual results.

### **CONFIDENTIALITY**

The confidentiality of all candidates will be protected. The CASp Program will not discuss individual candidate examination performance with any other candidate or individual, with the exception of the examination contractor.

## **RETAKE PART OF THE EXAMINATION**

Candidates who pass only one part of the examination will be given conditional credit and will have three years to pass the remaining part. Candidates must pay the applicable examination fee and register within scheduled examination deadlines when retaking one or both parts of the examination. The candidate will need to retake and pass both parts of the examination if, after three years from the pass date of the first part of the examination, the candidate does not pass the remaining part.

## **ISSUANCE OF CERTIFICATION**

The CASp Program will send a letter of confirmation to candidates who have passed both parts of the examination. Once confirmed, a candidate demonstrates a request for certification by payment of the certification fee through the [CASp Account Login](#). Select "My CASp Examination Record" from the main menu. Candidates paying the non-refundable certification fee online with a credit card may click "Proceed to Credit Card Payment". A notice of successful submission will be displayed at the end of the online process. Candidates preferring to pay by check should click "Print Record and Mail Payment by Check" and send the record and a check payable to the Division of the State Architect at the address provided herein.

In order to comply with the requirements of Business and Professions Code section 31, DSA is required to collect the social security/tax identification numbers of individuals submitting for initial certification. All candidates must submit to the CASp Program an original signed *Form DSA 650: Disclosure of Social Security Number and/or Federal Taxpayer Identification Number*, by mail to the address provided herein. Your certification will not be processed until this form is received by the CASp Program.

A candidate will receive confirmation by mail from the State Architect of successful completion of the certification process. Certification is valid for a three-year period beginning on the date stipulated in the letter of certification confirmation by the State Architect. The letter of certification confirmation is accompanied by proof of certification which indicates the date of certification expiration. A CASp can expect to see his/her information on the list of certified access specialists on the [DSA CASp Program](#) website on the first day of the certification period.

## **CHANGE IN CONTACT INFORMATION OR AFFECTING GOOD STANDING**

Good standing for the CASp Program is necessary for certification. It is the responsibility of the candidate/CASp to notify the CASp Program of a change affecting good standing immediately. In addition, a change in contact information should be submitted by the CASp through the [CASp Account Login](#) or in writing to the CASp Program within 10 business days of such change.

## **REQUIRED INFORMATION FOR THE LIST OF CERTIFIED ACCESS SPECIALISTS**

DSA is required to maintain an online list of certified access specialists that hold valid certification. The information required to be disclosed on the list is the CASp name, CASp phone number, CASp certification number, and expiration date of certification. Additionally, a CASp who provides inspections as an independent CASp must disclose the counties in the state where he/she provides inspections.

The CASp Program requests that each CASp, upon confirmation of certification, update his/her information on the list of certified access specialists. A CASp may update the information through the [CASp Account Login](#) by selecting "Update My List of Certified Access Specialists Information." It is the responsibility of each CASp to keep the required information current. The CASp may elect to include an email address. The CASp Program has the discretion to remove or to request the removal of any information deemed inappropriate for the list.

## **VALIDITY OF CERTIFICATION**

Certification is valid for a three-year period beginning on the date stipulated in the letter of certification confirmation. If providing a report prepared according to Civil Code section 55.53 to a facility or business owner, the CASp must hold valid certification on the date of inspection through issuance of the inspection report for each facility inspected. A CASp who does not hold a valid certification will not be able to purchase disability access inspection certificates.

## **ISSUANCE OF REPLACEMENT OF PROOF OF CERTIFICATION**

Upon a written request by a CASp attesting that the original proof of certification has been lost, destroyed, or mutilated, and upon payment of a \$25.00 processing fee, the CASp Program will issue a replacement of the proof of certification marked "DUPLICATE."

## V. CONTINUING EDUCATION

### CONTINUING EDUCATION REQUIREMENTS

15 continuing education units (CEUs) are required to be completed by each CASp during each three-year certification period and prior to application of certification renewal.

Continuing education requirements are as follows:

- A minimum of five CEUs must address regulatory updates to the accessibility provisions of the California Building Code. Credit may be attained by the following:
  1. Coursework addressing regulatory updates to the accessibility provisions of the California Building Code. Attendance can be either in person or online. One CEU equals one hour of instructional time.
  2. Active participation in the DSA-sponsored CASp discussion group addressing the accessibility provisions of the California Building Code. Attendance can be either in person or via teleconference. One CEU equals one hour of participation and only one CEU is granted per session.
  3. Participation as a subject matter expert on CASp examination development for DSA. One CEU is granted per session/day.
- The balance of CEU credit may be obtained by one or both of the following:
  1. Coursework that increases knowledge and understanding of federal accessibility regulations, standards, and guidelines. Attendance can be either in person or online. One CEU equals one hour of instructional time.
  2. Equivalent activity credit in accordance with the following guidelines, including, but not limited to:
    - a. Participation in formal discussion groups with CASps sponsored by the Certified Access Specialist Institute (CASI) addressing the accessibility provisions of the California Building Code. One CEU is granted per session.
    - b. Instructing 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 CEUs cannot exceed the credits given for the course.
    - c. Published authorship and research projects in accessibility-related content. A one-time credit of five CEUs will be credited, unless a published update has occurred in a subsequent certification period.

- d. 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.

### **RETENTION OF CEU COMPLETION INFORMATION**

The CASp Program does not pre-approve providers of continuing education. It is the CASp's responsibility to determine that a course meets the continuing education requirements according to the published criteria and to document and retain records of continuing education attendance. Not all providers of distance learning document registration and attendance; therefore, the CASp is required to request and retain proof of participation by official documentation of completion, by official acknowledgement of passing a formal examination which is graded at the end of the course, or by receipt of payment for the course and/or acknowledgement of attendance by the instructor. The CASp Program is the only arbiter of acceptance of CEUs for credit; therefore, it is advisable to obtain CEUs in addition to the minimum required, so that certification renewal is not placed in jeopardy.

### **AUDIT OF CEU COMPLETION**

The CASp Program may audit the records of a CASp to verify the completion of the continuing education requirements. A CASp shall maintain records of completion of continuing education for three years from the date of certification renewal and shall make those records available to the CASp Program for auditing upon request. If audited, the CASp will be required to provide documentation of successful completion of continuing education which may include the course title and syllabi for coursework content, instructor's name and qualifications, date of completion, and course duration, including receipts or proof of payment, if applicable. The CASp Program will determine if the documentation submitted by the CASp is sufficient to demonstrate attendance and participation for continuing education credit.



## VI. CERTIFICATION RENEWAL

### **SUBMISSION OF CERTIFICATION RENEWAL INFORMATION**

A CASp submits certification renewal information to the CASp Program through the [CASp Account Login](#). Select "My CASp Certification Renewal" and then "Renewal Application" (Form DSA 600-R). The information required to be submitted includes an update to contact information and professional licensure information, if applicable, and the following:

#### **Legal "Good Standing" Information**

The candidate is required to provide an update to information and documentation regarding criminal convictions.

#### **Continuing Education Information:**

The CASp must submit continuing education course and equivalent activity verification information.

#### **Record of Disability Access Inspection Certificates:**

If applicable, a CASp is required to provide a record to the CASp Program of the status of all disability access inspection certificates (DAIC) issued in the name of the CASp during the certification period, which includes the number of the certificate, the date of the inspection and the city and zip code of the facility inspected. DAIC that have been voided by the CASp should be retained with the record and marked "VOID" on the record. DAIC that have not yet been issued should be indicated as "UNISSUED" on the record. In addition, the CASp should include in the record the status of DAIC issued during any previous certification renewal periods that were indicated as "unissued" on the prior record. 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 provided herein. The CASp Program reserves the right to request resubmission of the record if the information submitted is not legible and/or not in an understandable format.

The CASp Program requires the application, continuing education information, and record of DAIC to be submitted with payment of certification renewal fees. Candidates paying online with a credit card may click "Proceed to Credit Card Payment". A notice of successful submission will be displayed at the end of the online process. Candidates preferring to pay by check should click "Print Application and Mail Payment by Check" and send the application and a check payable to the Division of the State Architect at the address provided herein. Once received, the CASp Program may take up to two days to evaluate and process certification renewal information.

## **ASSESSMENT OF DELINQUENCY FEE**

A candidate must complete the certification renewal process, which includes submission of all required information and payment of fees, prior to certification expiration. A candidate that does not complete the certification renewal process prior to certification expiration, and requests certification renewal or completes the certification process after the expiration date, will be assessed a \$150 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 electronically within two days of certification expiration may place in jeopardy completing the certification renewal process by the expiration date. A CASp that submits certification renewal information via mail must ensure that the CASp Program receives the information so that up to two days to evaluate and process the certification renewal information is considered. 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.

## **CONFIRMATION OF SUCCESSFUL RENEWAL**

A CASp is certified for a three-year period upon confirmation by the CASp Program via email of successful completion of the certification renewal process. A proof of certification will be sent by mail following receipt of confirmation. A CASp can expect to have his/her certification expiration date updated on the list of certified access specialists on the [DSA CASp Program](#) website upon confirmation. In addition, the CASp Program requests that the CASp visit his/her [CASp Account Login](#), verify the information required to be disclosed on the list of certified access specialists, and update the required information as necessary.

## **VII. CERTIFICATION EXPIRATION**

### **DELINQUENCY RENEWAL**

A certification that has expired may be renewed within one year of expiration provided the holder of the expired certification was not on suspended status at the time of certification expiration, has met the requirements of certification renewal, and has paid a \$150 delinquency fee in addition to certification renewal fees. Confirmation of successful certification renewal by the CASp Program must be received by the CASp in order to provide CASp services. If so renewed, the three-year certification period is established from the day after the original expiration date of the previous certification period.

### **EXPIRED CERTIFICATION**

A certification that is not renewed within one year after its expiration may not be renewed. The holder of the expired certification may obtain a new certification by contacting DSA to initiate the process for certification, and meeting the requirements set forth in the current certification process, beginning with passing the entirety of the CASp examination and paying examination and certification fees.

An individual with expired certification shall not use the title of certified access specialist, CASp designation, or perform work requiring CASp certification. An individual with expired certification will be removed from the list of certified access specialists published by the State Architect.

The holder of expired certification is required to return to the CASp Program all unused disability access inspection certificates (DAIC) and a record of the status of all DAIC issued in the name of the CASp during the certification period, which includes the number of the certificate, the date of the inspection and the city and zip code of the facility inspected and including the status of DAIC issued during any previous certification periods that were indicated as "unissued" on the prior record. DSA will reimburse any DAIC returned in saleable condition at the same rate as the initial purchase price. Delivery costs will not be reimbursed.

## VIII. PROFESSIONAL STANDARDS

### DEFINITION OF CERTIFICATION

Certification is issued through examination to assess an individual's knowledge of accessibility codes, standards, and regulations and demonstrates that the individual possesses the expertise to inspect facilities for compliance with construction-related accessibility standards. Through certification, a CASp is *certified* to perform such evaluations for compliance and may determine that a facility meets or does not meet applicable standards; however, a CASp does not *certify* that a facility is compliant or *issue certification* indicating a facility is compliant.

### THE CASP WHO IS A LICENSED DESIGN PROFESSIONAL

A CASp who holds a professional license issued by the State of California and was granted eligibility for the CASp examination based on professional license is advised to consult with the registration board governing licensure for the requirements of licensure that extend to the services provided by a CASp. Licensed professionals should be advised, however, that the privileges of licensure may not extend to the services provided by a CASp. The services provided by a CASp are governed by the CASp Program Regulations, *California Code of Regulations, Title 21, division 1, chapter 1, subchapter 2.5*.

### PREPARATION OF DESIGN SOLUTIONS AND CONSTRUCTION DOCUMENTS

In accordance with the California Building Code, accessibility improvements to a building or structure, including site work that is part of an accessible route, require approval and permit from the local authority having jurisdiction. A CASp who is not a licensed design professional should understand the limits of the services that he/she can provide, and is advised to consult with the local authority having jurisdiction to determine if proposed improvements are required to be provided by a licensed design professional before offering and providing such services to the client.

## **STANDARDS FOR THE INDEPENDENT CASP**

An independent CASp is a CASp who does not perform services as defined in section 113 of the CASp Program regulations through employment by, or under retainer of, a jurisdictional agency. The following standards for professional conduct apply to the independent CASp:

### **Agreement for Services**

A CASp who renders professional services shall execute a written agreement (Agreement) or other identifying document prior to rendering professional services with each client.

The Agreement shall include

- the certification number of the CASp and expiration date of certification,
- the scope of services,
- an indication if the services provided include an inspection report and issuance of a disability access inspection certificate in accordance to the requirements of Civil Code section 55.53, and
- the signature of both parties.

### **Significance of CASp signature on an Inspection Report**

The signature of the CASp on an inspection report shall signify that the CASp has been on the subject site as part of the scope of services and can confirm the information stipulated in the inspection report. Where a CASp signature is required, it shall be accompanied by the CASp certification number.

### **Disability Access Inspection Certificates**

A CASp may purchase disability access inspection certificates (DAIC) from DSA, with a request made to the CASp Program. DSA is the only entity authorized by statute to issue DAIC. The CASp Program will issue DAIC only to a CASp.

It is the responsibility of the CASp to maintain the DAIC record book required by Civil Code section 55.53.

## **STANDARDS FOR THE CASP WHO IS EMPLOYED BY OR UNDER RETAINER OF A JURISDICTIONAL AGENCY**

The following standards for professional conduct apply to a CASp who is employed or retained by a jurisdictional agency:

### **Agreement for Services**

A CASp who provides plan review, permit, and inspection services for a public accommodation for compliance with state construction-related accessibility standards through employment by and in accordance with the jurisdiction's standard procedure is not required to execute an Agreement with the party requesting the CASp services.

### **Significance of CASp signature on an inspection record**

The signature of the CASp on an inspection record shall signify that the CASp has been on the subject site as part of the scope of services and can confirm the information stipulated in the inspection record. Where a CASp signature is required, it shall be accompanied by the CASp certification number.

### **Work Provided as an Independent CASp**

If a jurisdictional agency refers requests for CASp services to an independent CASp, or if a CASp employed by a jurisdictional agency provides CASp services as an independent CASp, then that CASp is subject to the professional standards of the independent CASp.

### **Disability Access Inspection Certificates**

A jurisdiction may purchase disability access inspection certificates (DAIC) from DSA. DSA is the only entity authorized by statute to issue DAIC. The CASp shall be the responsible party from the jurisdictional agency to request and receive the DAIC from the CASp Program.

It is the responsibility of the CASp to maintain the DAIC record book required by Civil Code section 55.53.

## **CASP INSPECTION REPORTS ISSUED ACCORDING TO CIVIL CODE SECTION 55.53**

The legal benefit extended to a business/facility owner by Civil Code sections 55.51-55.545 (Construction-Related Accessibility Standards Compliance Act, CRASCA) only applies to ADA Title III entities (places of public accommodation and commercial facilities) and does not apply to ADA Title II entities (state and local government or public entities).

Civil Code section 55.53 states:

**(a)** *For purposes of this part, a certified access specialist shall, upon completion of the inspection of a site, comply with the following:*

**(1)** *For a meets applicable standards site, if the CASp determines the site meets all applicable construction-related accessibility standards, the CASp shall provide a written inspection report to the requesting party that includes both of the following:*

**(A)** *An identification and description of the inspected structures and areas of the site.*

**(B)** *A signed and dated statement that includes both of the following:*

**(i)** *A statement that, in the opinion of the CASp, the inspected structures and areas of the site meet construction-related accessibility standards. The statement shall clearly indicate whether the determination of the CASp includes an assessment of readily achievable barrier removal.*

**(ii)** *If corrections were made as a result of the CASp inspection, an itemized list of all corrections and dates of completion.*

**(2)** *For an inspected by a CASp site, if the CASp determines that corrections are needed to the site in order for the site to meet all applicable construction-related accessibility standards, the CASp shall provide a signed and dated written inspection report to the requesting party that includes all of the following:*

**(A)** *An identification and description of the inspected structures and areas of the site.*

**(B)** *The date of the inspection.*

**(C)** *A statement that, in the opinion of the CASp, the inspected structures and areas of the site need correction to meet construction-related accessibility standards. This statement shall clearly indicate whether the determination of the CASp includes an assessment of readily achievable barrier removal.*

**(D)** *An identification and description of the structures or areas of the site that need correction and the correction needed.*

**(E)** *A schedule of completion for each of the corrections within a reasonable timeframe.*

## **NOTICE TO PRIVATE PROPERTY OWNER/TENANT**

In addition to the inspection report, Civil Code section 55.53 requires the CASp to issue a disability access inspection certificate and the notice to property owner/tenant as deliverables in the scope of services. The text of the notice to property owner/tenant is included below, and is also available for download at [DSA CASp Program](#) website.

### NOTICE TO PRIVATE PROPERTY OWNER/TENANT

YOU ARE ADVISED TO KEEP IN YOUR RECORDS ANY WRITTEN INSPECTION REPORT AND ANY OTHER DOCUMENTATION CONCERNING YOUR PROPERTY SITE THAT IS GIVEN TO YOU BY A CERTIFIED ACCESS SPECIALIST.

IF YOU BECOME A DEFENDANT IN A LAWSUIT THAT INCLUDES A CLAIM CONCERNING A SITE INSPECTED BY A CERTIFIED ACCESS SPECIALIST, YOU MAY BE ENTITLED TO A STAY (AN ORDER TEMPORARILY STOPPING ANY LAWSUIT) OF THE CLAIM AND AN EARLY EVALUATION CONFERENCE.

IN ORDER TO REQUEST THE STAY AND EARLY EVALUATION CONFERENCE, YOU WILL NEED TO VERIFY THAT A CERTIFIED ACCESS SPECIALIST HAS INSPECTED THE SITE THAT IS THE SUBJECT OF THE CLAIM. YOU WILL ALSO BE REQUIRED TO PROVIDE THE COURT AND THE PLAINTIFF WITH THE COPY OF A WRITTEN INSPECTION REPORT BY THE CERTIFIED ACCESS SPECIALIST, AS SET FORTH IN CIVIL CODE SECTION 55.54. THE APPLICATION FORM AND INFORMATION ON HOW TO REQUEST A STAY AND EARLY EVALUATION CONFERENCE MAY BE OBTAINED AT <http://www.courts.ca.gov/selfhelp-start.htm>.

YOU ARE ENTITLED TO REQUEST, FROM A CERTIFIED ACCESS SPECIALIST WHO HAS CONDUCTED AN INSPECTION OF YOUR PROPERTY, A WRITTEN INSPECTION REPORT AND OTHER DOCUMENTATION AS SET FORTH IN CIVIL CODE SECTION 55.53. YOU ARE ALSO ENTITLED TO REQUEST THE ISSUANCE OF A DISABILITY ACCESS INSPECTION CERTIFICATE, WHICH YOU MAY POST ON YOUR PROPERTY.



## **DISABILITY ACCESS INSPECTION CERTIFICATES**

Civil Code section 55.53(e) states:

*"(1) Every CASp who completes an inspection of a place of public accommodation shall, upon a determination that the site meets applicable standards pursuant to paragraph (1) of subdivision (a) or is inspected by a CASp pursuant to paragraph (2) of subdivision (a), provide the building owner or tenant requesting the inspection with a numbered disability access inspection certificate indicating that the site has undergone inspection by a certified access specialist."*(Refer to page 27 in this handbook for applicable code references.)

DSA sells numbered disability access inspection certificates (DAIC) for a price of \$10.00 each. A CASp may request DAIC from the CASp Program, indicate the quantity of the DAIC requested, and must purchase DAIC with check or money order payable to the Division of the State Architect at the contact information provided herein.

In addition, Civil Code section 55.53(e) states: *"Upon issuance of a certificate, the CASp shall record the issuance of the numbered certificate, the name and address of the facility inspected, and the type of report issued pursuant to subdivision (a) in a record book the CASp shall maintain for that purpose."* The CASp is accountable, by documentation in a DAIC record book, each DAIC issued in the name of the CASp. This record is an independent DAIC record, separate from the accounting of DAIC required by the CASp Program for certification renewal.

DAIC are sequentially numbered and bear a State of California seal to deter forgery, therefore, a CASp who issues a certificate to a building or facility owner that is similar to a DAIC purchased from DSA is committing forgery. In addition, the CASp Program maintains accountability of all DAIC, and because DAIC are issued only to a CASp in good standing, it is prohibited for a CASp to sell a DAIC to another CASp.

If CASp certification is suspended or expired, a CASp will be required to return all unused DAIC to the CASp Program, along with a record of the status of the DAIC issued to the CASp during the certification period, indicating the number of the certificate, the date of the inspection and the city and zip code of the facility inspected, and including the status of DAIC issued during any previous certification periods that were indicated as unissued on the prior record. DSA will reimburse any DAIC returned in saleable condition at the same rate as the initial purchase price. Delivery costs will not be reimbursed.

## **IX. DISCIPLINARY ACTIONS**

### **RECEIPT OF CASP COMPLAINT**

Each complaint about a CASp filed in writing with the CASp Program will be investigated. The CASp Program will contact the CASp and the complainant regarding the complaint, and may request additional information related to the complaint. If the investigation by the CASp Program confirms the validity of the complaint, the CASp will be notified of disciplinary action. Disciplinary action may range from specific action(s) the CASp must undertake to resolve the complaint to certification suspension, at the sole discretion of the CASp Program.

If the complaint concerns an issue that the CASp Program does not have the authority to address, the complaint may be referred to the licensing body having authority or another agency having authority. As a general policy, the CASp Program will not investigate a complaint that addresses the CASp's interpretation of applicable accessibility codes, standards, and regulations to determine compliance of site-specific elements or overall compliance of the facility. Because inspection reports prepared according to Civil Code section 55.53 are confidential, an individual who is not the business/facility owner of the inspected facility and who files a complaint about the content in a report will be required to obtain a letter from the business/facility owner indicating that the report was released voluntarily to the complainant.

### **CONDUCT THAT WARRANTS DISCIPLINARY ACTION**

In addition to the grounds for action delineated in the CASp Program regulations section 161, a CASp may face disciplinary action based on acts involving dishonesty, fraud, or deceit, including but not limited to:

- Providing services without a written agreement if services are provided as an independent CASp.
- Selling a disability access inspection certificate (DAIC) without providing a facility inspection and CASp Inspection Report.
- Signing a CASp Inspection Report in which the CASp did not provide the facility inspection, or did not visit the site.
- Selling a DAIC to another CASp.
- Acts of forgery of the DAIC.

## **SUSPENDED CERTIFICATION**

An individual with suspended certification shall not use the certified access specialist title, CASp designation, or perform work requiring CASp certification. An individual with suspended certification will be removed from the list of certified access specialists published by the State Architect.

The holder of expired certification is required to return to the CASp Program all unused disability access inspection certificates (DAIC) and a record of the status of all DAIC issued in the name of the CASp during the certification period, which includes the number of the certificate, the date of the inspection and the city and zip code of the facility inspected, including the status of DAIC issued during any previous certification periods that were indicated as "unissued" on the prior record. DSA will reimburse any DAIC returned in saleable condition at the same rate as the initial purchase price. Delivery costs will not be reimbursed.

A certification that is suspended is subject to expiration.

## **REINSTATEMENT**

A CASp must submit a request for reinstatement in writing to the State Architect. Reinstatement is subject to the discretion of the State Architect, in consideration of the nature and severity of the act(s) or offense(s), the time that has elapsed since the commission of the act(s) or offense(s), evidence of expungement proceedings, and/or demonstration of meeting the conditions for reinstatement as determined upon the conclusion of the investigation. If the CASp has certification reinstated prior to certification expiration, no extension of the certification period will be granted, and the CASp will be held to all the requirements of certification renewal, including the requirements for continuing education. If after certification expiration an appellant has had certification reinstated through the appeal process, the individual is subject to the requirements for certification renewal and the three-year certification period is established from the day after the original expiration date of the previous certification period.

## **DENIAL OF CERTIFICATION RENEWAL**

A certification that is suspended and not reinstated prior to expiration may not be renewed. The holder of the expired certification may obtain a new certification by requesting reinstatement into the program in writing to the State Architect and meeting the requirements set forth in the current certification process as provided in the CASp Program regulations, beginning with passing the entirety of the CASp examination, and paying examination and certification fees.