

# Express Terms: Voluntary Certified Access Specialist Program regulations found under Subchapter 2.5, Chapter 1, Division 1, Title 21 of the California Code of Regulations

LEGEND FOR EXPRESS TERMS: Proposed amendments appears underlined and repealed text appears in ~~strikeout~~.

## ARTICLE 3. CERTIFICATION PROCESS

### 21 CCR Section 131. Candidate Eligibility Application.

To begin the certification process, and in order to establish eligibility for the Program, candidates must submit:

- (a) A completed Form DSA 600-A: Candidate Eligibility Application (11/20/20 ~~11/01/15~~), incorporated by reference.
- (b) Payment of the application fee corresponding to the candidate's eligibility category.
- (c) DSA must be in receipt of the candidate eligibility application and application fee a minimum of two business days prior to the examination registration deadline.

Authority cited: Section 4459.5, Government Code. Reference: Section 4459.8, Government Code.

### 21 CCR Section 132. Candidate Eligibility Qualifications.

Eligibility for the Program is evaluated according to the minimum criteria specified in one of the following eligibility categories A-D:

#### (a) 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 and 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;

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

(b) 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 and 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;

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

(c) 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.

(d) Category D: Professional license, or registration, issued by the State of California as an architect, landscape architect, civil engineer, and/or structural engineer.

Authority cited: Section 4459.5, Government Code. Reference: Section 4459.5, Government Code.

## 21 CCR Section 133. CASp Examination Registration.

A candidate may register for the CASp examination upon confirmation of eligibility by the Program. At each registration for the CASp examination a candidate must submit:

(a) A completed Form DSA 601: CASp Examination Registration (~~11/20/20 03/20/16~~), incorporated by reference, by the examination registration deadline.

(b) Payment of the CASp open book examination fee and/or CASp closed book examination fee, as applicable, by the examination registration deadline.

(c) If requesting a test accommodation(s), a completed Form DSA 602: CASp-Test Accommodation(s) Request (~~11/20/20 03/20/16~~), incorporated by reference, and if applicable, Form DSA 603: CASp-Test Accommodations Request Questionnaire (~~03/20/16~~), incorporated by reference, and supporting documentation according to the ADA Test Accommodation(s) Guidelines for the CASp Examination (~~11/20/20 03/20/16~~), incorporated by reference, postmarked by the

examination registration deadline.

Authority cited: Section 4459.5, Government Code. Reference: Section 4459.5, Government Code.

#### 21 CCR Section 135. Issuance of Certification.

A candidate may request certification as a CASp upon confirmation by the Program that the candidate has passed both parts of the CASp examination.

(a) A request for certification by the candidate is demonstrated by meeting both of the following requirements:

(1) Submission of a signed and completed Form DSA 650: Disclosure of Social Security Number and/or Federal Taxpayer Identification Number (11/20/20 07/01/15), incorporated by reference, to the Program.

(2) Payment of the certification fee.

(b) Upon confirmation by the Program of having met the requirements, the CASp will be issued certification valid for a three-year period beginning on the date stipulated in the letter of certification confirmation by the State Architect.

(c) A CASp with valid certification will be added to the list of certified access specialists published by the State Architect pursuant to section 171.

Authority cited: Authority cited: Section 4459.5, Government Code. Reference: Section 31, Business and Professions Code; and Sections 4459.5, 4459.7 and 4459.8, Government Code.

#### 21 CCR Section 137. Certification Renewal.

Certification renewal must be completed and confirmed by the Program by the last day of the certification period in order to avoid certification expiration.

(a) A request for certification renewal is demonstrated by the CASp by meeting all of the following conditions:

(1) Submission of a completed Form DSA 600-R: CASp Certification Renewal Application (11/20/20 07/01/15), incorporated by reference.

(2) Demonstrated completion of a minimum of 15 CEUs in accordance with Section 136.

(3) If applicable, submission of a record of the status of all disability access inspection certificates 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** ~~name and address~~ of the facility inspected, and including the status of disability access inspection certificates issued during any previous certification periods that were indicated as unissued on the prior record.

(4) Payment of the certification renewal fees.

(b) The CASp will receive confirmation of successful certification renewal by the Program.

Certification is valid for a three-year period established from the day after the expiration date of the previous certification period.

Authority cited: Section 4459.5, Government Code. Reference: Section 4459.8, Government Code.

## 21 CCR Section 138. Certification Expiration.

If the requirements of Section 137 have not been satisfied, CASp certification is no longer valid.

(a) A certification that has expired may be renewed within one year of expiration, provided the holder of the expired certification has met the certification renewal requirements of Section 137, has paid the delinquency fee, and has received confirmation of certification renewal by the Program. If so renewed, the three-year renewal period is established from the day after the original expiration date of the previous certification period.

(b) A certification which 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 meeting the requirements as set forth in article 3, commencing with section 133.

(c) The holder of an expired certification is required to return all unused disability access inspection certificates to the Program, along with a record of the status of all disability access inspection certificates issued in the name of the CASp during the certification period, indicating the number of the certificate, the date of the inspection and the city and zip code ~~name and address~~ the facility inspected, and including the status of disability access inspection certificates issued during any previous certification periods that were indicated as unissued on the prior record. The Program will provide reimbursement for any disability access inspection certificates returned in saleable condition at the same rate as the initial purchase price.

Delivery costs will not be reimbursed.

Authority cited: Section 4459.5, Government Code. Reference: Section 4459.8, Government Code.

## ARTICLE 4. FEES

### 21 CCR Section 141. Fees.

Fees are required for Program participation and are non-refundable.

(a) Initial certification. The fees for initial certification are as follows:

(1) Application Fee. Fee is due at the time the application is submitted. Fee is determined by eligibility category:

(A) \$500.00 Application Fee for eligibility category A, B, and C.

(B) \$100.00 Application Fee for eligibility category D.

(2) ~~\$250~~400.00 CASp Open Book Examination Fee. Fee is due at registration for the examination and is charged each time the candidate registers for the examination.

(3) ~~\$250~~400.00 CASp Closed Book Examination Fee. Fee is due at registration for the examination and is charged each time the candidate registers for the examination.

(4) ~~\$200~~300.00 Certification Fee. Fee is due with a request for certification in accordance with section 135.

(b) Certification renewal. The fees for certification renewal are due with a request for certification renewal in accordance with section 137.

(1) ~~\$100~~**200**.00 Application Evaluation Fee.

(2) ~~\$200~~**300**.00 Certification Fee.

(c) Delinquency in certification renewal. A \$150.00 delinquency fee will be charged to the holder of an expired certification with a request for certification renewal made in accordance with section 137 within one year of certification expiration.

Authority cited: Section 4459.5, Government Code. Reference: Section 4459.8, Government Code.

## 21 CCR Section 162. Suspension of Certification or Denial of Certification Renewal.

The Program may suspend certification or deny certification renewal based on an act that affects good standing, as set forth in section 161.

(a) The Program has the discretion to immediately order that a certification be temporarily invalidated as necessary to ensure public health, safety, and welfare.

(b) The Program will issue a written notice to the CASp that as of a specific date his/her certification has been temporarily invalidated, will be suspended, or certification renewal will be denied, pending an investigation and decision. The written notice shall include the reasons for the action being taken or investigated, as applicable, and provide a summary of the facts and allegations. The CASp may submit additional supporting information to the Program relevant to the issue being investigated. Service of the written notice shall be by registered/certified mail addressed to the individual at the latest address filed by the individual with the Program. Service by mail is complete on the date of mailing.

(c) A decision of suspension of certification or denial of certification renewal shall be confirmed in writing within 60 days from the written notice. The time to render the decision may be extended an additional 30 days, as necessary to consider any additional supporting documentation provided to the Program, relevant to the issue being investigated.

(1) Service of the decision shall be by registered/certified mail addressed to the individual at the latest address filed by the individual with the Program in his or her application. Service by mail is complete on the date of mailing.

(2) The individual with suspended certification shall not use the CASp designation, the title "certified access specialist," or perform work requiring CASp certification beyond the effective date of suspension.

(3) The individual will be removed from the list of certified access specialists published by the State Architect.

(4) The individual is required to return all unused disability access inspection certificates to the Program along with a record of the status of all disability access inspection certificates issued in the name of the CASp during the certification period, indicating the number of the certificate, **the date of the inspection** and **the city and zip code** ~~name and address~~ of the facility inspected, and including the status of disability access inspection certificates issued during any previous certification periods that were indicated as unissued on the prior record. The Program will provide reimbursement for any disability access inspection certificates

returned in saleable condition at the same rate as the initial purchase price. Delivery costs will not be reimbursed.

(d) The individual may make a request for reinstatement as set forth in section 165.

Authority cited: Section 4459.5, Government Code. Reference: Sections 31 and 494.5, Business and Professions Code; and Section 4459.8, Government Code.