



LEAP is an alternate civil service examination process for people with disabilities. LEAP is administered by the California Department of Human Resources (CalHR).

Frequently Asked Questions

Web: www.dor.ca.gov/Home/LEAP

Email: LEAP@calhr.ca.gov

California Department of Human Resources (CalHR) CalCareers Call Center

Toll Free: (866) 844-8671

California Relay Service: 7-1-1

Email: CalCareer@calhr.ca.gov

Phone Lines Hours:

Monday–Friday, 9:00 a.m.–4:00 p.m.
(Excluding Holidays)

Certification Questions Department of Rehabilitation

Email: wdsinfo@dor.ca.gov



OSP 23 154528

Revised February 2023



Limited Examination & Appointment Program

LEAP

Steps to Employment For People with Disabilities



Career Opportunities with the State of California



Steps to State Employment

1 Create a CalCareers Account

Create a CalCareers Account on the State Jobs Website at www.CalCareers.ca.gov

2 LEAP Certification

Take proof of disability and photo ID to your local Department of Rehabilitation (DOR) office and ask to be LEAP certified. To find your local office, visit www.dor.ca.gov/Home/LEAP

3 LEAP Minimum Qualifications Assessment/Readiness Evaluation

Take LEAP Minimum Qualifications Assessments/Readiness Evaluations for which you may qualify. To find LEAP Readiness Evaluations, visit www.CalCareers.ca.gov

Most evaluations include an online survey that assesses your training, education, and experience. A passing score provides eligibility to apply for open positions in the relevant classification(s).

4 Find Jobs

Find positions at www.CalCareers.ca.gov, enter the classification for which you are eligible in the Search all openings by Job Title/Keyword' box, then click "Search."

5 Apply for Vacancies

Log into your CalCareers account at www.CalCareers.ca.gov and complete an Application Template. Do not include your LEAP Certification letter or any documents that identify you as a LEAP candidate. You may indicate "List eligible" in the explanation section, or otherwise where indicated, of on the application.

6 Interview

Departments select and invite the most qualified candidates to interview. When contacted to schedule an interview, applicants may request a reasonable accommodation, such as a sign language interpreter or alternative formats for written documents.

7 Job Examination Period

If selected, you begin the Job Examination Period (JEP), an on-the-job, paid performance evaluation. Successful completion of the JEP is followed by an appointment to the position being tested for.



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