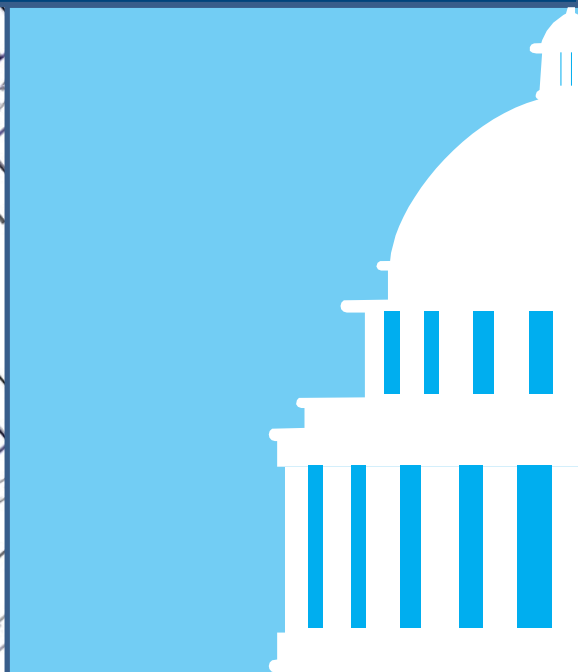


Certified Access Specialist Program
**Examination and Certification
Handbook**

May 2014



EXAMINATION AND CERTIFICATION HANDBOOK CERTIFIED ACCESS SPECIALIST PROGRAM

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, along with information on the disciplinary process of the certification program. It is your responsibility to read this handbook carefully and become familiar with the procedures and policies contained herein.

CONTACTING DSA

Should you have any questions, please contact:

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

Phone: (916) 658-1081 CASp Certification Unit Direct Phone Line

Phone: (916) 445-8100 DSA Main Line

Email: [Email: CASprogram@dgs.ca.gov](mailto:CASprogram@dgs.ca.gov)

Website: <http://www.dgs.ca.gov/dsa/Programs/programCert/casp.aspx>

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I. THE CASp PROGRAM

Purpose of the CASp Program

Government Code Section 4459.5-4459.8 authorizes the Division of the State Architect (DSA) to: “publicize a program for voluntary certification by the State of any person who meets the specified criteria as a Certified Access Specialist (CASp).” The purpose of the CASp Program is to certify through examination an individual's knowledge of various accessibility codes, standards, and regulations. The *CASp Program Regulations* state the criteria for eligibility, examination, and professional conduct. This document establishes policy and procedures in accordance with the *CASp Program Regulations*. The complete text of the *CASp Program Regulations* can be found online at http://www.documents.dgs.ca.gov/dsa/casp/Voluntary_CASp_Regs.pdf. For additional information about being a CASp, please download and read the [CASp Practice Standards and Best Practices Handbook](#).

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, codes, and regulations.
- Investigate a facility for compliance with state and federal accessibility standards, codes and regulations.
- Conduct accessibility research, prepare accessibility reports, and/or conduct accessibility inspection, as authorized.

Certification Process

Certification for CASp is managed online, through the [CASp Account Login](#). A candidate must submit eligibility information, and payment of the required non-refundable Application Fee. After approval of eligibility, the candidate may register for one or both parts of the CASp Examination with payment of the non-refundable Examination Fee. Upon passing of both parts of the CASp Examination and payment of the non-refundable Certification Fee, the candidate will receive a confirmation letter and an official CASp Certificate indicating certification for a three-year period. The CASp will then be added to the published [List of Certified Access Specialists](#) posted on the DSA website.

Fees

The fees to administer the program are as follows:

Application Fee

The Candidate Eligibility Application Fee, required to assess qualifications and process the application is:

- \$100.00 for a California licensed architect, landscape architect, civil engineer, or structural engineer, non-refundable.
- \$500.00 for all others, non-refundable.

Examination Fee

The Examination Fee for administration of the CASp Examination is \$400.00 per part, non-refundable. The examination is in two parts:

- a) Part 1 Open Book – Plan Review
- b) Part 2 Closed Book

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

Certification Fee

Upon passing both parts of the examination the candidate is eligible for certification upon payment of a \$300.00 certification fee. This fee covers program administration over the three-year term of certification and is non-refundable.

Renewal Fees

The total fee for certification renewal is \$500.00 consisting of:

- \$200.00 Verification of Continuing Education Units (CEUs) Fee, non-refundable. Renewal candidates must submit documentation of completion of a minimum of 15 Continuing Education Units with their renewal application.
- \$300.00 Certification Renewal Fee, non-refundable. This fee covers program administration over a three-year term of certification.

II. ESTABLISHING ELIGIBILITY

Qualifications

Minimum education and experience eligibility for examination may be satisfied by:

(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

(A)2 Experience: Two years of employment

- by a code enforcement agency (state, city, and/or county building department); as a plan reviewer, building inspector, or consulting entity; or
- 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
- as a licensed general contractor (Class A or B); or
- by a licensed general contractor as a superintendent with project management oversight

OR:

(B)1 Education: High school diploma or GED; and

(B)2 Experience: Four years of employment

- by a code enforcement agency (state, city, and/or county building department); as a plan reviewer, building inspector, or consulting entity; or
- 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
- as a licensed general contractor (Class A or B); or
- by a licensed general contractor as a superintendent with project management oversight

OR:

(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:

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

Application to the CASp Program

A candidate applies to the CASp Program by creating an account as a new user through the [CASp Account Login](#). Once you have successfully created an account, select "Continue" and then select "My CASp Application." Submit the required information along with payment of the applicable Application Fee by credit card using our secure pay-on-line system. The DSA currently accepts Visa and MasterCard. The Application Fee is non-refundable. In order to have enough time for application approval, DSA requests that you submit your application and payment at least 48 hours prior to the CASp Examination registration deadline stipulated on the [CASp website](#). A confirmation of successful application submission will be displayed at the end of the online process and is also sent to your email address. Notice of confirmation of candidate eligibility or denial of eligibility will be sent to your email address. If eligibility is confirmed, you will be able to register for the CASp Examination.

Non-Discrimination Policy

DSA does not discriminate against any candidate on the basis of race, color, creed, age, national origin, religion, disability, marital status, parental status, ancestry, sexual orientation, discharge status, or source of income. All candidates will be evaluated solely by the published criteria.

Confidentiality of Candidate Information

The confidentiality of all applicants will be protected. Staff will not discuss applicant information with anyone but the applicant.

III. THE CASp EXAMINATION

Examination Registration

Upon confirmation of eligibility, a candidate may register for an examination through the [CASp Account Login](#). Select “CASp Exam Schedule” from the main menu. Registration is available online by selection of the date and place of the examination you wish to attend and payment of the Examination Fee by credit card using our secure pay-on-line system. The DSA currently accepts Visa and MasterCard. The Examination Fee is non-refundable. Registration and payment must be received by the examination registration deadline stipulated on the [CASp website](#).

A confirmation of successful registration will be displayed at the end of the online process. A DSA CASp Examination Site Admission document will be mailed to you after the close of the registration date. A DSA Examination Site Admission document will be required to be presented to the Chief Proctor on examination day.

Examination Cancellation Policy

A candidate who has registered for an examination and is unable to attend must notify the DSA CASp Certification Unit at least 48 hours prior to the examination date. Credit towards another examination period may be granted on a case-by-case basis. If notification is not provided and/or the candidate does not show up for the examination, the candidate will forfeit the examination fee.

Requests for Test Accommodations

Examination facilities are accessible to individuals with disabilities. If you require a testing accommodation please download and read the *Certified Access Specialist Program [ADA Test Accommodations Guidelines](#) for the CASp Examination*. All candidates requesting a testing accommodation must download, complete, and submit [Form 602: CASp Test Accommodation\(s\) Request](#). In addition, [Form DSA-603: CASp Test Accommodation\(s\) Request Questionnaire](#) should be completed if this is your initial request for a test accommodation, or if your last request for a test accommodation was granted for a CASp examination administered over one year ago. *Form 603* must be accompanied by a report from an appropriate healthcare or rehabilitational professional providing clarification of both the disability and the need for a test accommodation(s). All reasonable accommodation requests and the required documentation must be mailed and must be received by the DSA CASp Certification Unit two weeks prior to the examination registration deadline.

Examination Reference List

The CASp Examination assesses a candidate's knowledge of access requirements in state and federal standards, codes, and regulations which includes, but is not limited to:

- Public Services (Title II), Public Accommodations and Services Operated by Private Entities (Title III), and Miscellaneous Provisions (Title V) of the *Americans with Disabilities Act of 1990* (42 USC Chapter 126), and promulgating regulations, the *Americans with Disabilities Act Accessibility Guidelines (ADAAG)*.
- Accessibility guidelines and standards as promulgated by the United States Access Board www.access-board.gov
 - The 1991 Standards for Accessible Design
 - The 2010 Standards for Accessible Design
 - The ABA Accessibility Standards
 - The Guidelines for Outdoor Developed Areas
- Regulations for accessibility throughout all parts of the currently enforced and most recently published edition of the *California Code of Regulations, Title 24, California Building Code*
- California laws addressing accessibility leginfo.legislature.ca.gov
 - *Government Code Sections 4450–4461*
 - *Government Code Sections 8299–8299.11*
 - *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 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.) and promulgating regulations, the *Uniform Federal Access Standards (UFAS)*

Examination Content Specification

The examination covers the following areas of competency:

- I. General Knowledge and Skills
- II. Prescriptive Requirements of Accessibility Codes and Standards
- III. Review of Accessible Features in Design and Construction Documents
- IV. Field Investigations
- V. Project Scoping and Accessibility Design Awareness

A detailed description of each CASp test area is described below. The listed content should be interpreted broadly and are 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.

I – 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.

II – Prescriptive Requirements of Accessibility Codes and Standards

Knowledge of:

- Standards, codes, and regulations that contain provisions for accessibility (see Examination Reference List herein)
- Regulatory jurisdictions responsible 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

III – 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

IV – Field Investigations

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 related to achieving compliance with accessibility requirements

V – 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 space
- Methods for substantiating equivalent facilitation, and related evaluation methods to analyze, describe, and document code conformance, technical infeasibility, and unreasonable hardship
- 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

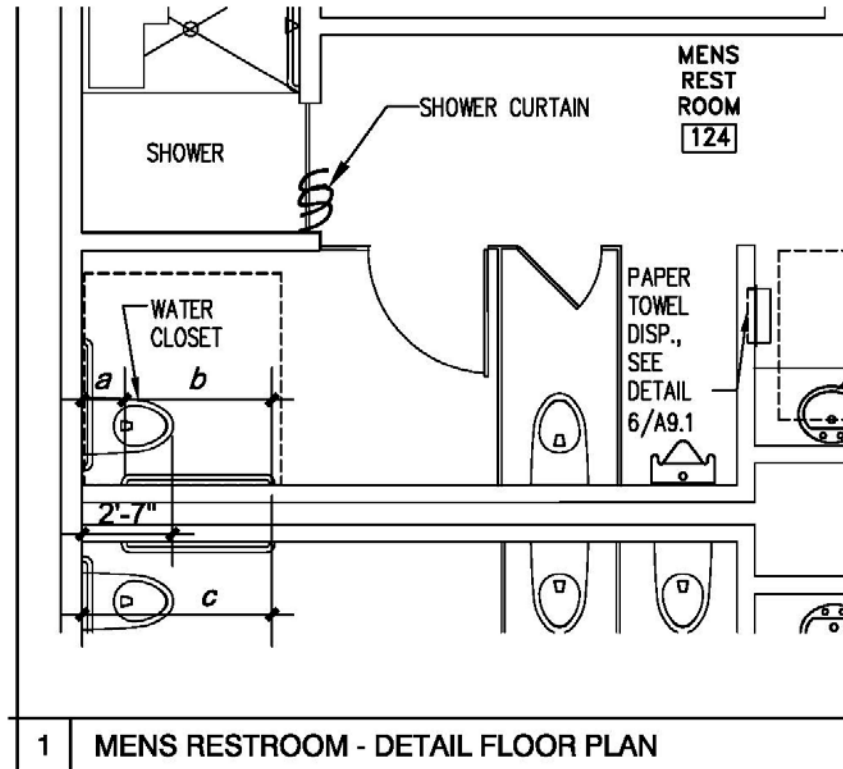
Sample Questions for Closed Book Part of the Examination

- 1) An architect submits a set of documents for plan review for a privately funded multi-family housing project. There are 90 total units. The parking provided is assigned as one stall per unit divided among open spaces, common parking garage spaces, and carport parking; twenty-two visitor stalls are provided. How many accessible parking spaces must be provided?
 - a. 3 stalls
 - b. 4 stalls
 - c. 5 stalls
 - d. 6 stalls

- 2) The California Historical Building Code gives an alternative maximum slope for a ramp in qualified historical buildings when a 1:12 slope for a ramp cannot be accommodated. This provision requires:
 - a. an international symbol of accessibility posted at the ramp.
 - b. signs to be posted at the upper and lower levels indicating the steepness of the slope.
 - c. directional signage indicating the location of an alternate accessible entrance.
 - d. a call button installed at the bottom of the ramp for individuals requiring assistance.

- 3) 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 III of the ADA
 - c. Title IV of the ADA
 - d. UFAS

- 4) A ramp is defined as any walking surface in the accessible route with a slope that exceeds what ratio?
 - a. 1:10
 - b. 1:12
 - c. 1:15
 - d. 1:20



Drawing has no scale.

Sample Question for the Open Book Part of the Examination

5) In the illustration above, 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?

- a. 12" minimum, 42", 54"
- b. 12" maximum, 42", 55"
- c. 12" maximum, 42", 54"
- d. 12" maximum, 48", 60"

Answer key: c, b, a, d, b

Possible Sources for Education

The following organizations provide resources for understanding state and federal accessibility requirements. This list is not inclusive.

For education relating to California Building Code updates:

- DSA Academy: www.dsaacademy.dgs.ca.gov
- Certified Access Specialist Institute (CASI): www.casinstitute.org
- California Building Officials: www.calbo.org
- Your local American Institute of Architects (AIA) Chapter

For education relating to federal accessibility standards and guidelines:

- International Code Council: www.iccsafe.org
- ADA National Network: www.adata.org
- www.accessibilityonline.org (free training monthly via webinar)
- www.adabasics.org (free training via webinar)

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 testing room. Proctors will not monitor any personal items left outside the testing room. Candidates are asked to leave personal items in their cars or at home. The CASp Program will not be responsible for any items left outside the testing room.

Pencils and calculators will be provided to you at the test site for both parts of the examination. Selected portions of the 2013 California Building Code will be provided to you as reference material at the test site if you have registered for the open book part of the examination. Magnifying glasses are available at the test site if needed by the candidate for the Open Book part of the examination in order to examine plan review documents that are provided on sheets of paper 11" x 17" in size. All materials provided to you 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 their DSA Examination Site Admission Document and 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

Proctors will admit each examinee into the test site if the individual arrives by the published time of the test administration. Based on the pace of admissions processing, the Chief Proctor shall decide when the doors of the examination room will close. Examinees will be permitted to enter the examination room within 30 minutes after the start of the published examination time if they so choose, although additional time to read examination instructions or an extension of time to complete the examination will not be offered. Examinees arriving later than 30 minutes after the published examination time will be considered ineligible to test and must make arrangements with the CASp Certification Unit to reschedule for a subsequent examination. Visitors will not be allowed to enter the testing room at any time.

Examination Length

The examination length is as follows:

- Part 1 Open Book Plan review: 2 hours. Reference materials are provided.
- Part 2 Closed Book: 1.5 hours. No reference materials are permitted.

Validity of Examination Questions

All candidates will receive comment form(s) with their examination package at each part of the examination to provide a candidate with an opportunity to address questions perceived as problematic. This is the only time that candidates may comment on examination questions, and forms must be completed during the allotted examination time. Proctors will collect all comment forms at the end of the examination. All comments are reviewed by Subject Matter Experts (SMEs) prior to setting the passing score of the examination. After review, if a question is deemed problematic by the SMEs, 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 Results

Candidates will receive their results by mail within four to six weeks of taking the examination.

Confidentiality

The confidentiality of all candidates will be protected. Staff will not discuss candidate examination performance with anyone but the candidate.

Passing Score Information

A criterion-referenced approach, the modified Angoff Method, is used for setting the pass point. Subject Matter Experts in the field 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 the group who sat for the exam. Candidates are judged by comparing their performance to an absolute standard, not to other candidates.

Verification of Your 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 exams manually and provides DSA with a list of those candidates whose examinations have been manually rescored. Additionally, DSA's examination contractor manually re-checks all candidates who fail the exam within two points of passing and provides a list of those candidates whose examinations have been manually scored. You are welcome to inquire if your examination was manually rescored by sending an email to CASprogram@dgs.ca.gov. If your examination was not on the list of manually scored examinations and you would like your examination manually scored, please submit your request in writing within 30 days of receiving results, indicate which examinations that you want manually scored, and send your request along with payment of \$43 by check payable to DSA at the contact address provided herein. DSA accepts no other challenges of a candidate's individual results.

Retaking 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. If after three years from the pass date of the first part of the examination the candidate does not pass the remaining part, the candidate will need to retake and pass both parts of the examination.

Receiving Certification

Candidates who successfully pass both parts of the examination are sent a letter by DSA indicating examination success. A CASp becomes certified once the Certification Fee is received by the DSA Certification Unit. A candidate may complete the certification process through the [CASp Account Login](#), including payment of fees by credit card using our secure pay-on-line system. The DSA currently accepts Visa and MasterCard. The Certification Fee is non-refundable. A candidate who does not pay the Certification Fee within three years of passing the examination will be required to pass the entirety of the CASp Examination once again in order to become certified. Additionally, in order to comply with the requirements of Business and Professions Code 31(d), DSA is required to collect the social security/tax identification numbers of individuals submitting for initial certification. Please see DSA's [AB 1424 Notification](#) for information. Your certification renewal will not be processed until this form is received by the CASp Certification Unit.

Following receipt of the required information and payment of the Certification Fee, an official CASp certificate will be sent by mail. Candidates who complete the certification process can expect to have their names placed on the Certified Access Specialist List on the DSA website within ten days of payment receipt.

Issuance of Duplicate CASp Certificates

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

V. CONTINUING EDUCATION

Continuing Education Requirements

A minimum of 15 continuing education units (CEUs) must be completed during each three year period of certification and prior to certification expiration. Using the list on page 6 of this handbook as a reference, CEUs should address coursework in federal and state regulatory updates and participation in activities that increase accessibility awareness. Each CEU is equivalent to approximately one hour of instructional time. Continuing education requirements are as follows:

- A minimum of five CEUs must be in coursework addressing regulatory updates to the accessibility provisions of the California Building Code. Participation in continuing education coursework addressing federal regulatory updates may be in addition to, and not in lieu of, this minimum requirement. Attendance can be either in person or online.
- A maximum of ten CEUs is permitted for equivalent activity credit. Equivalent activity is evaluated on an individual basis through a written petition process. Examples include:
 - Instructing a course with technical content on accessibility or technical presentations at conferences. A maximum of five CEUs will be granted and CEUs cannot exceed the credits given for the course.
 - Participation as a Subject Matter Expert on examination development for DSA. One CEU is granted per session.
 - Participation in monthly Code Discussion Groups sponsored by the Certified Access Specialist Institute (CASI) addressing accessibility technical content. One CEU is granted per session.
 - Published authorship, research projects, volunteer involvement with groups that promote disability awareness, etc. A maximum of five CEUs will be given. CEUs for authored work and research projects will only be credited for one three-year certification period, unless documentation can be provided that work on a published update had occurred during a subsequent three-year certification period. CEUs for involvement with a group that promotes disability awareness will only be credited for one three-year certification period, unless participation in a subsequent three-year certification period demonstrates involvement with a different disability awareness group.

Retention of CEUs Completion Information

DSA does not pre-approve providers of continuing education. It is the CASp's responsibility to determine that a course meets the continuing education requirements 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 either an official certificate of completion or by acknowledgement of passing a formal exam which is graded at the end of the course. Additionally, if the CASp is subjected to audit of CEUs, the CASp will be requested to provide the course title and syllabi for coursework content, course instructor's name, instructor qualifications, date completed, and course instruction hours, including receipts or proof of payment if applicable. Proof of Attendance should be dated, and retained for a period of three years following certification renewal. DSA 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.

VI. CERTIFICATION RENEWAL

Validity of Certification

Certification is valid through the date listed on the official CASp certificate. The CASp must hold valid certification on the date of inspection and through completion of the inspection for each facility inspected. A CASp that does not hold a valid certification will not be able to purchase Disability Access Inspection Certificates from DSA.

Renewal Eligibility

Approximately one year prior to certification expiration, the CASp will receive a reminder that renewal information will be required to be submitted and approved prior to certification expiration in order for certification to be renewed. A CASp is eligible for renewal of certification for an additional three year period if the CASp completes continuing education requirements, submits the required continuing education information, submits a CASp Disability Access Inspection Certificate Record for audit (if applicable), submits to an audit of proof of CEUs completion (if selected through a random selection process), and provides payment of certification fees to DSA prior to certification expiration.

Submission of Certification Renewal Information

A CASp may submit certification renewal information to DSA through the [CASp Account Login](#). Access the link for "My CASp Certification Renewal" and then the link for "Apply for Renewal." Payment of Certification Fees is made by credit card using our secure pay-on-line system. DSA currently accepts Visa and MasterCard. Certification Fees are non-refundable. DSA prefers all information to be submitted online, at the same time with payment, and prior to certification expiration. In order to process certification renewal, the CASp must update professional certification information and contact information, if applicable, and must provide an update to the following:

Legal "Good Standing" Information

- In order to comply with the requirements of Business and Professions Code 31(d), DSA is required to collect the social security/tax identification numbers of all CASp submitting for certification renewal, if such information has not previously been submitted to DSA. Please see DSA's [AB 1424 Notification](#) for information. Your certification renewal will not be processed until this form is received by the CASp Certification Unit.

- All CASp must provide an update to criminal background information.

Continuing Education Information:

- The CASp must submit ***Continuing Education Course Verification*** online.
- A CASp requesting continuing education equivalent activity must submit the ***Continuing Education Equivalency Petition*** online.

Informal Audit Information

- If the CASp has purchased Disability Access Inspection Certificates (Certificate) from DSA, the CASp is required to submit a record of the status of all Certificates received from DSA, including those that have been voided by the CASp. Per the Construction-Related Accessibility Standards Compliance Act (CRASCA), the Certificate record should indicate the issuance of the numbered Certificate, the name and address of the recipient, and the determination of the CASp Inspection Report. All Certificates that have been voided by the CASp should be retained with the record book and marked "VOID." It is recommended that this information be provided to DSA in electronic format and as an attachment to renewal information through the online renewal of certification process.
- If selected through a random selection process, the CASp will be notified of the requirement to submit to an audit of proof of CEUs completion. Please refer to "Retention of CEUs Completion Information" on page 15 of this handbook for information required to be submitted to DSA in the event of a CEUs audit.

Continuing Education Extension Requests

A CASp requesting an extension of time to complete continuing education requirements must submit the [*Continuing Education Extension Petition \(DSA-606\)*](#) prior to certification expiration. Continuing education extension requests may be granted for a period of time not to exceed 90 days from the date of certification expiration and only if the CASp qualifies for the extension. Qualifiers for a continuing education extension include:

- A CASp who, in good faith, has submitted evidence of completing attendance of 15 hours of CEUs and DSA determines that a portion of CEUs is not acceptable for credit. DSA may extend the renewal for 90 days in order to allow the CASp to submit additional evidence of compliance which satisfies the requirements.

- Health reasons of an extended duration that prevented attendance. Written verification by a physician on physician's letterhead describing the general nature of the illness or condition that precluded attendance, the date the illness or condition occurred, and an estimate of the time when recovery may be achieved.
- Active duty in military service with assignment to permanent duty stationed outside of the United States during the last 18 months of the certification period. Extension request must be accompanied by appropriate documentation from the commanding officer.
- Other compelling reasons beyond the control of the CASp supported with information, including why distance learning courses given gratis could not be completed within the certification period.

Renewal Delinquency

A certification that has expired and has not qualified for a Continuing Education Extension may only be renewed by meeting the requirements set forth in the current certification process, including passing the entirety of the CASp Examination and paying examination and certification fees.

VII. DISCIPLINARY ACTIONS

Receipt of CASp Complaint

Each formal complaint of a CASp filed with the Division of the State Architect will be investigated. DSA will contact the CASp in question regarding the alleged misconduct and will conduct an investigation. If the complaint concerns an issue outside DSA jurisdiction, the complaint may be referred to the licensing body having jurisdiction or other agency having jurisdiction. If the investigation by DSA confirms the alleged misconduct, the CASp will be notified of disciplinary action. Determination on certification status will be based on the relevant facts. As a matter of policy, DSA will not investigate a complaint that addresses the CASp's interpretation of applicable accessibility codes, standards, and regulations to determine site-specific elements or overall compliance of the facility.

Conduct that Warrants Disciplinary Action

In addition to criminal conduct as delineated in the *CASp Program Regulations* Section 151, a CASp may face suspension of certification or denial of certification renewal based on the following:

- DSA receipt of a factual complaint against a CASp or other relevant information regarding the work of a CASp. The decision to suspend certification or deny renewal of certification will be made as necessary to ensure public health, safety, and welfare.
- A CASp who issues or sells a Certificate without providing a facility evaluation and CASp Inspection Report is subject to immediate suspension.
- Failure of a CASp to submit to the audit of the Certificate record book or the audit of proof of CEUs completion will result in denial of certification renewal.
- Disability Access Inspection Certificates are issued by DSA to a CASp in good standing; therefore, a CASp who sells Certificates to another CASp is subject to suspension of certification or denial of certification renewal. A CASp with suspended certification or expired certification will be required to return any unissued Certificates to DSA and will not be reimbursed the Certificate fee and postage.
- Disability Access Inspection Certificates 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 not a Disability Access Inspection Certificate purchased from DSA is committing forgery and is subject to suspension of certification.

Suspended and Expired Certifications

An individual with suspended or expired certification shall not use the CASp designation or perform work requiring CASp certification. An individual with suspended or expired certification will be removed from the [List of Certified Access Specialists](#) published by DSA.

Reinstatement of Certification

DSA will consider reinstatement prior to certification expiration upon request of the CASp and on a case by case basis, in consideration of the nature and severity of the acts and the time that has elapsed since the commission of the act or offense that resulted in suspension. Therefore, a certification that is suspended is subject to expiration. Should the CASp request reinstatement prior to certification expiration, the CASp will be held to all the requirements of certification renewal, including the requirements for continuing education.

A suspended certification that has expired may not be renewed. The holder of the expired certification may obtain a new certification by requesting reinstatement into the program and meeting the requirements of the current certification process, including passing the entirety of the CASp examination and paying examination and certification fees.