



ARF Policies and Procedures: Administrator Requirements

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Introduction

This 2-hour training course underscores particular sections of *Title 22, Division 6, Chapter 6. Adult Residential Facilities*. It will cover Administrator Qualifications and Duties, Administrator Certification Requirements, Administrator Recertification Requirements, Administrator Certificate Denial or Revocation, and Administrator Certificate Forfeiture.

Objectives

At the end of the course, the student able to identify these policies and procedures that are specific to adult residential facility (ARF) administrators:

- Administrator Qualifications and Duties
- Administrator Certification Requirements
- Administrator Recertification Requirements
- Administrator Certificate Denial or Revocation
- Administrator Certificate Forfeiture

Article 6. Continuing Requirements

80064. Administrator Qualifications and Duties.

(a) The administrator shall have the following qualifications:

- (1) Attainment of at least 18 years of age.
- (2) Knowledge of the requirements for providing the type of care and supervision needed by clients, including ability to communicate with such clients.
- (3) Knowledge of and ability to comply with applicable law and regulation.

Article 6. Continuing Requirements

80064. Administrator Qualifications and Duties.

(4) Ability to maintain or supervise the maintenance of financial and other records.

(5) Ability to direct the work of others, when applicable.

(6) Ability to establish the facility's policy, program and budget.

(7) Ability to recruit, employ, train, and evaluate qualified staff, and to terminate employment of staff, if applicable to the facility.

Article 6. Continuing Requirements

80064. Administrator Qualifications and Duties.

(b) Each licensee shall make provision for continuing operation and carrying out of the administrator's responsibilities during any absence of the administrator.

(c) The licensee, if an individual, or any member of the governing board of the licensed corporation or association, shall be permitted to be the administrator provided that he/she meets the qualifications specified in this section, and in applicable regulations in Chapters 2 through 7.

Note: Authority cited: Section [1530](#), Health and Safety Code. Reference: Sections [1501](#) and [1531](#), Health and Safety Code.

Article 6. Continuing Requirements

85064. Administrator Qualifications and Duties.

(a) In addition to Section 80064, the following shall apply.

(b) All adult residential facilities shall have a qualified and currently certified administrator.

(c) The administrator shall be at least 21 years of age.

(d) Have a high school diploma or pass a general educational development test (GED).

(1) Administrators employed prior to July 1, 1996 are exempt from this requirement.

Article 6. Continuing Requirements

85064. Administrator Qualifications and Duties.

(e) The administrator shall be on the premises the number of hours necessary to manage and administer the facility in compliance with applicable law and regulation.

(f) When the administrator is absent from the facility there shall be coverage by a designated substitute, who meets the qualifications of [Section 80065](#), who shall be capable, of, and responsible and accountable for, management and administration of the facility in compliance with applicable law and regulation.

(g) The administrator of a facility for seven (7) to fifteen (15) clients shall have one year of work experience in residential care.

Article 6. Continuing Requirements

85064. Administrator Qualifications and Duties.

(h) The administrator of a facility for 16 to 49 clients shall have graduated from high school, or possess a GED, and shall have one of the following prior to employment:

- (1) Completion, with a passing grade, of 15 college or continuing education semester or equivalent quarter units, three of which shall be in nutrition, human behavior, administration, or staff relations.
- (2) One year of work experience in residential care.

Article 6. Continuing Requirements

85064. Administrator Qualifications and Duties.

(i) The administrator of a facility for 50 or more clients shall have graduated from high school, or possess a GED, and shall have one of the following prior to employment.

(1) Completion, with a passing grade, of 60 college or continuing education semester or equivalent quarter units, six of which shall be in administration or staff relations.

(2) Three years work experience in residential care, one year of which shall have been providing direct care to clients or assisting in facility administration.

Article 6. Continuing Requirements

85064. Administrator Qualifications and Duties.

(j) The administrator shall perform the following duties:

(1) Where applicable, advise the licensee on the operation of the facility and advise the licensee on developments in the field of care and supervision.

(2) Development of an administrative plan and procedures to define lines of responsibility, workloads, and staff supervision.

(3) Recruitment, employment and training of qualified staff, and termination of staff.

Article 6. Continuing Requirements

85064. Administrator Qualifications and Duties.

(4) Provision of, or insurance of the provision of, services to the clients, required by applicable law and regulation, including those services identified in the client's individual needs and services plans.

(A) The licensing agency shall have authority to approve the use of a centralized service facility to provide any required services to two or more licensed facilities. Prior approval shall be obtained in writing.

Article 6. Continuing Requirements

85064. Administrator Qualifications and Duties.

(5) Arrangement for special provisions for the care and supervision and safety and guidance of clients with disabilities including visual or auditory deficiencies.

(6) Arrangement for the clients to attend available community programs, when clients have needs, identified in the needs and services plan, which cannot be met by the facility but can be met by community programs.

(A) Such arrangements shall include, but not be limited to, arranging for transportation.

Article 6. Continuing Requirements

85064. Administrator Qualifications and Duties.

(k) Within six months of becoming an administrator, the individual shall receive training on HIV and TB required by Health and Safety Code Section 1562.5. Thereafter, the administrator shall receive updated training every two years.

(l) Administrators employed prior to July 1, 1996 shall be exempt from the requirements of Sections 85064(d), (h), and (i) above, provided that they have no break in employment as an adult residential facility administrator exceeding three (3) consecutive years.

(m) In those cases where the individual is both the licensee and the administrator of an adult residential facility, the individual shall comply with all of the licensee and certified administrator requirements.

Article 6. Continuing Requirements

85064. Administrator Qualifications and Duties.

(n) The Department may revoke the license of an adult residential facility for failure to comply with all requirements regarding certified administrators.

(o) Unless otherwise provided, a certified administrator may administer more than one licensed adult residential facility.

Note: Authority cited: Sections [1530](#) and [1562.3\(i\)](#), Health and Safety Code. Reference: Sections [1501](#), [1531](#), [1562](#), [1562.3](#), [1562.4](#) and [1562.5](#), Health and Safety Code.

Self-Assessment

According to Section 85064(c), ARF administrators shall be at least __ years of age.

- a. 30
- b. 25
- c. 21
- d. 18

Self-Assessment

C. 21

85064. Administrator Qualifications and Duties.

(c) The administrator shall be at least 21 years of age.

Article 6. Continuing Requirements

85064.2. Administrator Certification Requirements.

(a) An individual shall be an adult residential facility certificate holder prior to being employed as an Administrator.

(b) To receive his/her certificate an applicant shall:

(1) Successfully complete a Department approved Initial Certification Training Program as described in [Section 85090\(h\)](#).

(2) Pass a written exam developed and administered by the Department within sixty (60) days of completion of an Initial Certification Training Program and within three (3) attempts.

Article 6. Continuing Requirements

85064.2. Administrator Certification Requirements.

(3) Submit a completed Application for Administrator Certification form LIC 9214 to the Department's Administrator Certification Section within thirty (30) days of being notified of having passed the exam. The application shall contain the following:

(A) The applicant's name, address, e-mail address, phone number(s), and date of birth.

Article 6. Continuing Requirements

85064.2. Administrator Certification Requirements.

(B) A statement of whether or not the applicant:

(i) Held or currently holds a license, certification or other approval as a professional in a specified field and the certificate or license number(s).

(ii) Held or currently holds a State-issued care facility license or was or is employed by a State-licensed care facility and the license number.

(iii) Was the subject of any legal, administrative or other action involving licensure, certification or other approvals as specified in Sections 85064(b)(3)(B)(i) and (ii).

Article 6. Continuing Requirements

85064.2. Administrator Certification Requirements.

(C) Proof that the applicant has successfully completed a Department approved Initial Certification Training Program.

(D) Documentation of passing the written exam.

(E) A statement certifying that the information submitted is true and correct.

(F) A completed Criminal Record Statement (LIC 508).

Article 6. Continuing Requirements

85064.2. Administrator Certification Requirements.

(G) A completed Request for LiveScan Service form LIC 9163, signed and dated by the live scan vendor, to document that the applicant has submitted fingerprints to the Department of Justice at a livescan location, or a statement that the applicant has a current criminal record clearance or an exemption on file with the Department.

(H) A non-refundable one hundred dollar (\$100) processing fee.

Article 6. Continuing Requirements

85064.2. Administrator Certification Requirements.

(c) The Department shall not issue a certificate until it receives notification from the Department of Justice that the applicant has a criminal record clearance or an exemption pursuant to Health and Safety Code section 1522 or is able to transfer a current criminal record clearance or an exemption pursuant to Health and Safety Code section 1522(h)(1).

Article 6. Continuing Requirements

85064.2. Administrator Certification Requirements.

(d) No person shall cheat on, subvert, or attempt to subvert, the exam given by the Department, including, but not limited to, engaging in, soliciting, or procuring any of the following:

(1) Any form of communication between one or more examinees and any other person, other than a proctor or exam official, while the exam is in progress.

(2) The taking of all or a part of the exam by a person other than the applicant.

Article 6. Continuing Requirements

85064.2. Administrator Certification Requirements.

(3) Possession or use at any time during the exam or while the examinee is on the exam premises of any device, material, or document that is not expressly authorized for use by examinees during the exam, including, but not limited to, notes, crib sheets, textbooks, and electronic devices.

(4) Failure to follow any exam instruction or rule related to exam security.

Article 6. Continuing Requirements

85064.2. Administrator Certification Requirements.

(e) Any applicant caught willfully cheating under this section shall be deemed to have failed that exam and may be denied certification pursuant to Section 85064.4 as a result of the conduct.

(f) It shall be unlawful for any person not certified under this Section to misrepresent himself or herself as a certified administrator. Any person willfully making any false representation as being a certified adult residential facility administrator is guilty of a misdemeanor.

(g) Certificates issued under this Section shall be renewed every two (2) years provided the certificate holder has complied with all renewal requirements.

Article 6. Continuing Requirements

85064.2. Administrator Certification Requirements.

(h) Certificates shall be valid for a period of two (2) years and expire on either the anniversary date of initial issuance or on the individual's birthday during the second calendar year following certification.

(1) The certificate holder shall make an irrevocable election to have his or her recertification date for any subsequent recertification either on the date two years from the date of issuance of the certificate or on the individual's birthday during the second calendar year following certification.

Article 6. Continuing Requirements

85064.2. Administrator Certification Requirements.

(i) Time deadlines specified in Section 85064.2(b)(2) and (3) above may be extended up to sixty (60) days in total for good cause as determined by the Department. Any request for extension of time shall be made in writing to the Administrator Certification Section Manager within sixty (60) days of completing the initial Certification Training Program and shall contain a statement of all facts the applicant believes constitute good cause to extend a time deadline.

Article 6. Continuing Requirements

85064.2. Administrator Certification Requirements.

(1) Good cause may include death of an immediate family member, required fulfillment of military service or other civic duty, or another unavoidable and verifiable event as determined by the Department. Failure of the exam shall not constitute good cause for an extension.

(2) Absent a good cause extension, the Department shall not process and may deem withdrawn an application that fails to meet the time deadlines specified in Sections 85064.2(b)(2) or (3).

Article 6. Continuing Requirements

85064.2. Administrator Certification Requirements.

(3) Any applicant who fails to meet the time deadlines specified in Sections 85064.2(b)(2) and (3) must begin the certification process described in Section 85064.2(b) anew, and complete it within the time deadlines specified in Sections 85064.2(b)(2) and (3).

Note: Authority cited: Sections [1530](#) and [1562.3\(i\)](#), Health and Safety Code. Reference: Sections [1501](#), [1520\(b\)](#), [1522](#), [1531](#), [1550](#), [1562](#), [1562.3](#) and [1562.4](#), Health and Safety Code.



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HOW TO BECOME A CERTIFIED ADMINISTRATOR

Self-Assessment

Good cause may include which of the following?

- a. death of an immediate family member
- b. required fulfillment of military service or other civic duty
- c. unavoidable and verifiable event as determined by the Department
- d. All of the aforementioned choices.

Self-Assessment

d. All of the aforementioned choices.

Good cause may include death of an immediate family member, required fulfillment of military service or other civic duty, or another unavoidable and verifiable event as determined by the Department. Failure of the exam shall not constitute good cause for an extension.

Article 6. Continuing Requirements

85064.3. Administrator Recertification Requirements.

(a) Administrators shall complete at least forty (40) classroom hours of continuing education during each two-year certification period, including:

(1) At least four (4) hours of instruction in laws, regulations, policies, and procedural standards that impact adult residential facilities, including but not limited to the regulations contained in this Chapter.

(2) If not included in the certified administrator's Initial Certification Training Program, at least one (1) hour of instruction in cultural competency and sensitivity in issues relating to the underserved aging lesbian, gay, bisexual, and transgender community.

Article 6. Continuing Requirements

85064.3. Administrator Recertification Requirements.

(b) Continuing education hours must be sufficiently related by subject matter and logic to the Core of Knowledge, current and relevant to facility operations and care, and completed through any combination of the following:

(1) Courses approved for adult residential facility administrators by the Department.

Article 6. Continuing Requirements

85064.3. Administrator Recertification Requirements.

(2) Certified administrators required to complete continuing education hours required by regulations of the Department of Developmental Services, and approved by the Regional Center, may have up to twenty-four (24) of the required continuing education course hours credited toward the forty (40) hour continuing education requirement.

(A) Community college course hours approved by the Regional Center shall be accepted by the Department for recertification.

Article 6. Continuing Requirements

85064.3. Administrator Recertification Requirements.

(B) Any continuing education course hours in excess of twenty-four (24) hours offered by the Department of Developmental Services and approved by the Regional Center may be credited toward the forty (40) hour requirement provided the courses are not duplicative and relate to the core of knowledge as specified in Sections [85090\(h\)\(1\)](#).

Article 6. Continuing Requirements

85064.3. Administrator Recertification Requirements.

(c) Courses approved for continuing education credit shall require the physical presence of the certificate holder in a classroom setting as defined in [Section 85001\(c\)\(4\)](#) except that up to one-half of the required forty (40) hours of continuing education necessary to renew the certificate may be satisfied through interactive online course as specified in [Section 85091\(i\)](#).

(1) The Department will not count toward the continuing education requirements more than ten (10) hours of instruction, in-class and/or online, completed in a single day.

Article 6. Continuing Requirements

85064.3. Administrator Recertification Requirements.

(2) Home study or correspondence-type courses will not be counted toward completion of continuing education requirements as they are not interactive by design.

(3) Completion of an Initial Certification Training Program or component(s) thereof will not be counted toward completion of continuing education requirements as the Program is intended for new administrators.

(4) Any specific continuing education course may only be accepted once per renewal period toward completion of the continuing education requirements.

Article 6. Continuing Requirements

85064.3. Administrator Recertification Requirements.

(d) To apply for recertification prior to the expiration date of the certificate, the certificate holder shall submit to the Department's Administrator Certification Section, post-marked on, or up to ninety (90) days before, the certificate expiration date:

(1) A completed Application for Administrator Certification form LIC 9214.

(2) Evidence of completion of forty (40) continuing education hours as specified in Section 85064.3(a) above.

(3) Payment of a non-refundable one hundred dollar (\$100) processing fee.

Article 6. Continuing Requirements

85064.3. Administrator Recertification Requirements.

(e) To apply for recertification after the expiration date of the certificate, but within four (4) years of the certificate expiration date, the certificate holder shall submit to the Department's Administrator Certification Section:

(1) A completed Application for Administrator Certification form LIC 9214.

Article 6. Continuing Requirements

85064.3. Administrator Recertification Requirements.

(2) Evidence of completion of the required continuing education hours as specified in Section 85064.3(a) above. The total number of hours required for recertification shall be determined by computing the number of continuing education hours the certificate holder would have been required to complete if he/she had remained certified. The date of computation shall be the date the application for renewal is received by the Department's Administrator Certification Section.

(3) Payment of a non-refundable delinquency fee equal to three times the one hundred dollar (\$100) renewal fee, or three hundred dollars (\$300).

Article 6. Continuing Requirements

85064.3. Administrator Recertification Requirements.

(f) Certificates not renewed within four (4) years of their expiration date shall not be renewed, restored, reissued or reinstated.

(1) Holders of certificates not renewed within four (4) years of their expiration date must begin anew the certification process specified in Section 85064.2(b).

(g) Certificate holders, as a condition of recertification, shall have a current criminal record clearance or exemption.

(h) A non-refundable processing fee of twenty-five dollars (\$25) shall be paid for the replacement of a lost certificate.

(i) A certificate holder shall report any change of mailing address within thirty (30) days to the Department's Administrator Certification Section.

Article 6. Continuing Requirements

85064.3. Administrator Recertification Requirements.

(j) Whenever a certified administrator assumes or relinquishes responsibility for administering an adult residential facility, he or she shall provide written notice within thirty (30) days to:

(1) The local licensing office(s) responsible for receiving information regarding personnel changes at the licensed facilities with whom the certificate holder is or was associated, and

(2) The Department's Administrator Certification Section.

Note: Authority cited: Sections [1530](#) and [1562.3\(i\)](#), Health and Safety Code. Reference: Sections [1522](#), [1522.41\(h\)](#) and [1562.3](#), Health and Safety Code.

Self-Assessment

Whenever a certified administrator assumes or relinquishes responsibility for administering an adult residential facility, he or she shall provide written notice within thirty (30) days to:

- a. The local licensing office(s) responsible for receiving information regarding personnel changes at the licensed facilities with whom the certificate holder is or was associated.
- b. The Department's Administrator Certification Section.
- c. Both a and b.
- d. Neither a nor b.

Self-Assessment

c. Both a and b.

85064.3. Administrator Recertification Requirements.

(j) Whenever a certified administrator assumes or relinquishes responsibility for administering an adult residential facility, he or she shall provide written notice within thirty (30) days to:

(1) The local licensing office(s) responsible for receiving information regarding personnel changes at the licensed facilities with whom the certificate holder is or was associated, and

(2) The Department's Administrator Certification Section.

Article 6. Continuing Requirements

85064.4. Administrator Certificate Denial or Revocation.

(a) The Department may deny or revoke any administrator certificate upon any of the grounds specified in Health and Safety Code section 1550 and/or on any of the following grounds:

(1) The certificate holder or applicant procured or attempted to procure a certificate by fraud, misrepresentation, bribery, or other unlawful behavior.

(2) The certificate holder or applicant knowingly made or gave a false statement or information in conjunction with the application for a certificate.

Article 6. Continuing Requirements

85064.4. Administrator Certificate Denial or Revocation.

(3) The Department has issued an exclusion order against the certificate holder pursuant to Health and Safety Code sections 1558, 1568.092, 1569.58 or 1596.8897 after the Department issued the certificate, and:

(A) The certificate holder did not appeal the exclusion order, or

(B) After the appeal, the Department issued a decision and order that upheld the exclusion order.

Article 6. Continuing Requirements

85064.4. Administrator Certificate Denial or Revocation.

(4) The certificate holder or applicant does not have a current criminal record clearance or exemption.

(5) The certificate holder fails to comply with certificate renewal requirements.

(A) The Department may reinstate a certificate that has been revoked for failure to comply with certification renewal requirements provided all conditions for recertification have been satisfied, including payment of all appropriate renewal and delinquency fees.

Article 6. Continuing Requirements

85064.4. Administrator Certificate Denial or Revocation.

(b) Any denial or revocation of an administrator certificate may be appealed as provided by Health and Safety Code section 1551.

(c) Unless otherwise ordered by the Department, any application for an administrator certificate submitted after a denial or revocation action shall be processed in accordance with the provisions of Health and Safety Code 1520.3.

Note: Authority cited: Sections [1530](#) and [1562.3\(i\)](#), Health and Safety Code. Reference: Sections [1520.3](#), [1522](#), [1550](#), [1551](#), [1562.3](#) and [1562.4](#), Health and Safety Code.

Case Study

Julie is was an ARF administrator for almost ten years before needing to take a break from work to care for her ailing mother. Eighteen months later, Julie is once again ready to join the workforce and wanted to carry on with her career as an ARF administrator. However, her administrator certificate has been revoked upon the basis of her failure to comply with certificate renewal requirements.

Case Study

How may Julie have her certificate that has been revoked for failure to comply with certification renewal requirements reinstated?

85064.4(a)(5)(A) The Department may reinstate a certificate that has been revoked for failure to comply with certification renewal requirements provided all conditions for recertification have been satisfied, including payment of all appropriate renewal and delinquency fees.

Article 6. Continuing Requirements

85064.5. Administrator Certificate Forfeiture.

(a) Unless otherwise ordered by the Department, the certificate shall be considered forfeited under any of the following conditions:

(1) The Department has revoked any license held by the certificate holder after the Department issued the certificate.

(2) The Department has issued an exclusion order against the certificate holder pursuant to Health and Safety Code sections 1558, 1568.092, 1569.58, or 1596.8897, after the Department issued the certificate, and:

(A) The certificate holder did not appeal the exclusion order or,

(B) After the appeal, the Department issued a decision and order that upheld the exclusion order.

Article 6. Continuing Requirements

85064.5. Administrator Certificate Forfeiture.

(b) Unless otherwise ordered by the Department, any application for an administrator certificate submitted after a certificate has been forfeited shall be processed in accordance with the provisions of Health and Safety Code sections [1520.3](#), [1558\(h\)](#) and/or [1558.1](#).

Note: Authority cited: Sections [1530](#) and [1562.3\(i\)](#), Health and Safety Code. Reference: Sections [1520.3](#), [1558](#), [1558.1](#) and [1562.3](#), Health and Safety Code.

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