



**VOLUNTARY CERTIFIED ACCESS SPECIALIST PROGRAM**

**INSTRUCTIONS: CANDIDATE ELIGIBILITY and  
CERTIFICATION RENEWAL APPLICATION**

**INSTRUCTIONS:** Carefully read all instructions before completing form [DSA-600](#) and indicate at the top of the form whether this is a Candidate Eligibility Application or a Certification Renewal Application.

**(A) - CANDIDATE ELIGIBILITY APPLICATION:**

- The application is based on the Certified Access Specialist (CASp) Program screening criteria used to determine eligibility of a candidate to qualify to take the Candidate Certification Examination to become a CASp.
- Complete the application on a computer, typewriter or print in blue or black ink.
- Answer all questions completely, accurately, and thoroughly. The information you provide will determine your eligibility to take the examination.
- When submitting your Candidate Eligibility Application by mail, a hard copy of the application must be signed and dated. For online applications be sure to check the box certifying that your submitted information is true and accurate.
- Submit the required *Candidate Eligibility Application Fee* with your application package.
- Incomplete applications, omitting relevant information, or providing false or misleading information may be a cause for disqualification.

**PAYMENT INFORMATION:**

- **Payment by credit card:** You must complete the online application which is located at [https://www.apps.dgs.ca.gov/casp/casp\\_main.aspx](https://www.apps.dgs.ca.gov/casp/casp_main.aspx).
- **Payment by check:**
  - 1) Print and complete form DSA-600 and mail it with your check to DSA, **or**
  - 2) Complete the online application, print out a hard copy, and mail it with your check to DSA. Mail all "payment by check" applications to the DSA using the address indicated on page 2 of the Instructions.

**(B) - CERTIFICATION RENEWAL APPLICATION:**

- The form DSA-600 application is also used to reassess the eligibility of a candidate for renewal of current certification as a CASp.
- Complete the application on a typewriter or print in blue or black ink. Online CASp certification renewal is not yet available. The forms may be completed on line and printed; however, completed forms cannot be submitted electronically nor saved to a user's CASp profile on DSA's website.
- Answer all applicable questions completely and accurately. The information you provide will determine your eligibility for renewal of your CASp certification.
- Indicate any changes to your personal information, as indicated on page 1 of the form DSA-600.
- Sign and date your application.
- Include form DSA-604 (and/or forms DSA-605 and DSA-606, as appropriate) documenting the required minimum of 15 Continuing Education Units (CEU) completed for verification of compliance.
- Submit the required *Verification of CEU's Fee* (you may also include the *Certification Renewal Fee*) with your application package.
- Incomplete applications, omitting relevant information, or providing false or misleading information may be a cause for non-renewal.

**FEES: Note – all fees are non-refundable**

Fees for the program are broken down as authorized by Government Code Section 4459.8(b), as follows:

**(A) Initial certification:** The total fees for initial certification is \$1,600.00, consisting of the following:

- (1) \$500.00 *Candidate Eligibility Application Fee:* This fee will cover the administrative cost of application processing and eligibility evaluation. It is required for all new candidates, and is due at the time the application is submitted.
- (2) \$800.00 *Candidate Certification Examination Fee:* This fee will cover the cost of examination process administration. This fee is due at registration.
- (3) \$300.00 *Certification Fee:* This fee will cover the cost of program administration over the initial three-year term of the certification. This fee is due when the candidate is notified of having passed the examination.

**(B) Certification renewal:** The total fees for certification renewal is \$500.00, consisting of the following:

- (1) \$200.00 *Verification of Continuing Education Units (CEU's) prior to Certification Renewal:* This fee will cover administration costs for reassessment of qualifications related to renewal of certification, prior to expiration of the current term of certification. This fee is due at the time the application for certification renewal is submitted and **prior** to the expiration of CASp's current certification.
- (2) \$300.00 *Certification Renewal Fee:* This fee will cover the cost of program administration over an additional three-year term of certification. This fee is due upon notification of approval.

Please submit a check payable to "CASp Program" for the Candidate Eligibility Application Fee. For certification renewal, include the Verification of CEUs Fee (you may also include the *Certification Renewal Fee*). **Mail your check, along with your completed and signed application package to:**

DIVISION of THE STATE ARCHITECT  
CASp PROGRAM  
1102 Q Street, Suite 5100  
Sacramento, CA 95811

For any questions or concerns regarding the application process, please call (916) 445-8100 or email [CASprogram@dgs.ca.gov](mailto:CASprogram@dgs.ca.gov).

The application package, including additional attachments, submitted to the CASp Program becomes the property of the State of California, and will be confidential pursuant to Government Code Section 18934. The application package will **not be returned**; therefore, it is recommended that you keep a copy of your application package for your records.

## **EDUCATION AND EXPERIENCE:**

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

### **(1) EITHER:**

**(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**

**(1) 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.

### **(2) OR:**

**(2) Education:** High school diploma or GED certificate; **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.

### **(3) OR:**

**(3) Experience:** 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. Qualifying experience shall include at least one (1) written endorsement by a recognized organization testifying to this specialization.

### **(4) OR:**

**(4) License/Registration:** Professional license or registration issued by the State of California as an architect, landscape architect, civil engineer, and/or structural engineer.