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# CASp CERTIFICATION RENEWAL APPLICATION

## OPTIONS TO APPLY

Please read section VI. Certification Renewal of the *CASp Examination, Certification, and Practice Standards Handbook* (11/20/20), incorporated by reference, carefully before filling out the application. Online renewal and payment by credit card through your CASp Account ensures faster processing of certification renewals. All items are required unless otherwise noted, please update as necessary.

Please note that a \$150 Delinquency Fee will be charged if you fail to complete the certification renewal process prior to certification expiration. The delinquency fee is assessed when you submit your certification renewal application after the expiration date of your certification or complete the certification process after the expiration date of your certification and is due in addition to and along with certification renewal fees.

Mail-in applications for certification renewal are required to be accompanied by a check or money order for the Application Evaluation Fee (\$100) and Certification Fee (\$200), made payable to "CASp Program." Include your name and CASp number on the subject line of the payment. If applicable, you are required to also submit a record of the disability access inspections certificates (DAIC) issued to you during the certification period. Mail the printed copy of your renewal application along with your payment and the DAIC record, if applicable, to the address below.

A candidate must complete the certification renewal process, which includes submission of all required information and payment of fees, prior to certification expiration. A candidate that does not complete the certification renewal process prior to certification expiration will be assessed a Delinquency Fee of \$150.

## MAILING ADDRESS

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

**CASp CERTIFICATION RENEWAL APPLICATION**

<b>CONTACT INFORMATION</b>			
First Name		Last Name	
Mailing Address – Street Address or PO Box			
City		State	Zip Code
Primary Phone (###-###-####)	Alternate Phone Number (optional)	Email Address	
Business/Organization Name (Optional)		CASp Certification Number	

<b>NATURE OF EMPLOYMENT</b>			
<input type="checkbox"/> CA Licensed Architect	<input type="checkbox"/> CA Licensed Civil Engineer	<input type="checkbox"/> CA Licensed Landscape Architect	<input type="checkbox"/> CA Licensed Structural Engineer
<input type="checkbox"/> Accessibility Consultant	<input type="checkbox"/> ADA Coordinator	<input type="checkbox"/> Attorney	<input type="checkbox"/> Building Official
<input type="checkbox"/> Designer/Space Planner	<input type="checkbox"/> Facility Management	<input type="checkbox"/> Field Inspector	<input type="checkbox"/> General Contractor
<input type="checkbox"/> Government Agency	<input type="checkbox"/> Plans Examiner	<input type="checkbox"/> Other (please specify)	

<b>PROFESSIONAL LICENSE, REGISTRATION, or CERTIFICATION (required, if applicable)</b>			
CASps who hold a professional license and/or registration must update the information for the California license and registration held.			
Type of license, registration or certification	Number	State Issued	Expiration Date

**CASp CERTIFICATION RENEWAL APPLICATION**

**CONTINUING EDUCATION UNITS (CEU)**

Fifteen CEU are required for certification renewal. If you need more space, attach additional sheets.

**CALIFORNIA BUILDING CODE – *Minimum of five CEU required.***

Provider	Title	Hours/Units	Date Completed

**FEDERAL LAWS, STANDARDS, AND REGULATIONS OR EQUIVALENT ACTIVITY**

Provider	Title	Hours/Units	Date Completed

**CASp CERTIFICATION RENEWAL APPLICATION****RECORD OF DISABILITY ACCESS INSPECTION CERTIFICATES**

If applicable, attach a record of all disability access inspection certificates (DAIC) that have been issued to you within the current certification period:

- ISSUED DAIC – For each DAIC that has been issued, indicate the certificate number issued, the date of inspection, and the city and zip code of the facility inspected.
- UNISSUED DAIC – For the DAIC that have not been issued, indicate the status as “VOID” or “UNISSUED”.

Please include in the record the status of any DAIC indicated as unissued on the prior record.

The DAIC record sent to DSA should include only the information requested. Do not include any information about determinations of compliance. DAIC records that include any information regarding compliance status will be destroyed, and a renewed request for the required information will be made to the CASp.

Once complete, please email your record to [CASprogram@dgs.ca.gov](mailto:CASprogram@dgs.ca.gov), or mail your record to the DSA CASp Program at the mailing address above.

**INFORMATION AFFECTING GOOD STANDING**

In addition to information regarding qualifications as described under the eligibility categories, a candidate is required to disclose background information regarding professional license suspension, revocation, and denial of license renewal, if applicable; and if the candidate has ever been convicted of, pled guilty to, or pled nolo contendere (no contest) to a misdemeanor or felony. The CASp Program Regulations require disclosure of such crimes which include, but are not limited to:

1. A conviction of child abuse.
2. A conviction as a sex offender.
3. The conviction of any crime involving narcotics, dangerous drugs, or dangerous devices, as defined in section 4022 of the Business and Professions Code.
4. A conviction for assault and/or battery or lewd conduct.

A candidate is required to include a conviction that has been dismissed or expunged pursuant to sections 1203.4, 1203.4a, or 1203.41 of the Penal Code, including infractions, misdemeanors, and felonies. A candidate must provide dismissal of such convictions to the State Architect DSA CASp Program via a certified copy of the court order. The candidate must also include any conviction that arose from military service, any in which the imposition of execution of sentence was suspended, any which arose as a result of a failure to appear, an order of rehabilitation was entered, any record of conviction which was expunged, or a pardon was granted. Minor traffic violations and convictions that were adjudicated in the juvenile court which are two years or older do not need to be reported. "Minor traffic violations" are defined as traffic infractions under \$1000 not involving alcohol, dangerous drugs, or controlled substances.

**CASp CERTIFICATION RENEWAL APPLICATION**

Please answer the following questions.

1. Have you ever had a license or registration suspended, revoked or denied in any state? <i>If yes, please explain:</i>
2. Have you ever been convicted of, pled guilty to, or pled nolo contendere (no contest) to any misdemeanor or felony? <i>If yes, please explain:</i>

I certify under penalty of perjury that I am the person indicated above, that I have read and understood this application form, and the information I have entered on this application is true and complete to the best of my knowledge. I will provide the DSA evidence of completion of continuing education, if requested. I further understand that any false, incomplete, or incorrect information may result in the delay of processing my certification renewal or in the denial of the renewal of my certification.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

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## CASp CERTIFICATION RENEWAL APPLICATION

### DEPARTMENT OF GENERAL SERVICES PRIVACY NOTICE ON INFORMATION COLLECTION

**Collection and Use of Personal Information.** The Department of General Services (DGS), Division of the State Architect (DSA) collects the information requested on this form as authorized by Government Code Sections 4459.5 and 4459.8. DSA uses this information to establish eligibility for certification renewal under the Certified Access Specialist (CASp) Program. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. DGS's general privacy policy is available at [www.dgs.ca.gov/Privacy](http://www.dgs.ca.gov/Privacy).

**Providing Personal Information.** All the personal information requested in the form is mandatory unless otherwise noted. Failure to provide all the necessary information will result in delay or denial of approval of the renewal application for the CASp Program. Please do not provide personal information that is not requested.

**Access to Your Information.** You may review the records maintained by DSA that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information.** The information you provide may also be disclosed when required by law.

**Contact Information.** For questions about this notice or access to your records, you may contact Records Coordinator at DSA at (916) 445-8100 or by mail at:

Department of General Services, Division of the State Architect  
Records Coordinator  
1102 Q Street, Suite 5100, Sacramento, CA 95811