

## CASp EXAMINATION SUBJECT MATTER EXPERT (SME) APPLICATION

Individuals being considered as a Subject Matter Expert for the Certified Access Specialist (CASp) Examination will be selected based on the information provided on this form. Please include all relevant information.

All information provided in this document is subject to the California Public Records Act and will be made available upon request (Gov. Code Section 6250, et seq.) unless exempt from disclosure under the law.

### APPLICANT CONTACT INFORMATION

|  |           |
|--|-----------|
| Name:  |           |
| City:  | Zip Code: |
| Email:   | Phone:    |
| Number of years certified as a CASp (6 minimum): | CASp #:   |

### MEMBER RELEVANT EXPERIENCE *(Check all that apply.)*

Do you have experience in providing reports in accordance with the Construction Related Accessibility Standards Compliance Act (CRASCA) as part of your CASp services?  Yes  No

If yes, how many reports according to CRASCA have you provided within the last five years?

Do you work as an employee of, or under contract with, a jurisdictional entity?  Yes  No

If yes, please state in which capacity:

Please describe any experience with developing accessibility codes, or participating in the rulemaking process, at the state or national level:

Describe why you want to serve as a Subject Matter Expert and what experiences you have that make you an ideal candidate:

*Attach a copy of your resume or cover letter and email DSA Access at [DSAaccess@dgs.ca.gov](mailto:DSAaccess@dgs.ca.gov)*

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### INSTRUCTIONS

#### Overview

The Division of the State Architect (DSA) has statutory authority to determine the criteria for eligibility and certification of individuals participating in the Certified Access Specialist (CAsp) program under Government Code Section 4459.5. DSA uses accessibility Subject Matter Experts (SMEs) to develop and maintain the CAsp exam.

DSA is seeking individuals to participate as Subject Matter Experts and is accepting applications on an ongoing basis.

#### Subject Matter Expert Role

The SMEs work cooperatively with DSA to support exam question development and grading criteria. All approved SMEs have agreed to work collaboratively with DSA and other SMEs to meet the goals of the program, whose purpose is to:

1. Assess candidate knowledge and application of federal and state laws, codes, standards, and regulations related to accessibility for individuals with disabilities.
2. Help create a fair and impartial examination that accurately tests each candidate.
3. Develop and assess individual examination questions to ensure they are clear, accurate, and sufficiently difficult to designate successful candidates as experts in the subject matter.

#### Expectation of Service

The SMEs are an advisory group, without formal decision-making authority. The SMEs will offer both input and feedback on proposed CAsp Examination content and materials. SMEs may be asked to develop new exam questions and provide input on exam exhibits and drawings. Each SME selected will be required to sign a contract with DSA that delineates the expectations of SME participation.

Because confidentiality of examination content is paramount for overall CAsp program integrity, SMEs are expected to sign and adhere to the confidentiality agreement, which requires SMEs to not disclose specific examination content and discussions at test development sessions or disclosure of test materials at any time, including after termination of their SME contract with DSA.

In consideration of participation, SMEs are offered one (1) continuing education unit (CEU) for each session participated, regardless of session length. CEUs are for the California specific CAsp renewal category.

At a minimum, SMEs will be solicited for participation at Angoff sessions three times per year after each examination to a maximum of six sessions for examination development. SMEs are offered opportunities to participate on a rotating basis, with SMEs who have not participated recently given highest priority. Exam development sessions are held virtually via the online meeting platform of Microsoft Teams. SMEs are required to utilize their own equipment for participation, including but not limited to computers, internet connection, software, camera and copies of technical standards to actively participate in examination development and will not be reimbursed for the materials needed. SMEs are required to maintain a secure setting where individuals who are not SMEs do not have visual or auditory access to exam materials and discussions.

#### How to Apply

Each individual must submit a complete SME Application. Incomplete applications will not be considered for service. Applicants may update their request for participation by submitting an additional application at any time. Selections are made at DSA's discretion. Applicants must:

1. Complete all questions on the DSA 671.
2. Submit a resume or CV in addition to the application.
3. Letters of recommendation from other CAsps may be provided but are optional.
4. Submit the completed application by email to [DSAaccess@dgs.ca.gov](mailto:DSAaccess@dgs.ca.gov).

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**SUBJECT MATTER EXPERT (SME) APPLICATION****NOTICE ON COLLECTION**

**Use of Personal Information.** DSA collects Personal Information for the purpose of communicating with applicants and establishing applicant eligibility to serve as a SME. The information collected is demonstrated on this form and includes information that you have voluntarily provided that is not specifically requested.

Providing the information is mandatory. If you decline to provide the minimum information requested, DSA will not be able to consider you as a potential SME.

**Sharing of Personal Information.** DSA will share your Personal Information with representatives from the Department of General Services, who will be provided with copies of SME Applications as part of the contracting process. Personal information may be shared with other state and/or local agencies who support or oversee the Program for the following reasons:

- Provide Program services.
- Program management, reporting and evaluation.
- Engage in ordinary business and emergency operations.
- Complying with law, protecting legal rights.
- Ensuring safety of the public, employees, and property.

Furthermore, any Personal Information collected is subject to the protections and limitations in the California Information Practices Act, the California Public Records Act, and state policy. DGS' general privacy policy is available at: <https://www.dgs.ca.gov/Privacy>.

**Possible Disclosure of Personal Information.** We may be required to disclose your information to comply with applicable laws (including laws outside of your country of residence), regulations, court orders, government, and law enforcement requests, including national security or other law enforcement requirements. Additionally, if we reasonably believe that it is necessary or appropriate, we reserve the right to use or disclose your information to allow us to pursue available claims or remedies and protect our legal rights, property or the safety of our employees, or others, to the extent allowed by applicable law. This includes exchanging information with companies, law enforcement agencies, the district attorney's office, or the California Attorney General's Office for the purposes of fraud detection, prevention and/or prosecution.

**Access to Your Information.** You have the right to review records containing the information that you provided to DSA. To request access, please contact:

DSA Access Compliance Team  
1102 Q Street Suite 5100, Sacramento, CA 95811  
916-445-8100

Free privacy protection and computer security resources are available to you at the Office of Attorney General [Consumer Privacy Resources](#) webpage.