

CANDIDATE ELIGIBILITY APPLICATION

VOLUNTARY CERTIFIED ACCESS SPECIALIST (CASp) PROGRAM

OPTIONS FOR RENEWAL

Please read section II. *Establishing Eligibility* of the *CASp Examination, Certification, and Practice Standards Handbook* carefully before filling out this application. Online application and payment by credit card through your [CASp Account](#) ensures faster processing of applications. For a mail-in application, use option A or option B below.

Mail-in applications for candidate eligibility are required to be accompanied by a check or money order for the applicable Application Fee (\$500 for Eligibility Category A, B, or C. \$100 for Eligibility Category D.), made payable to "CASp Program." Include your name on the subject line of the payment.

Application Option A (preferred): Online application and mail-in payment.

Complete your application online through your CASp account, print when completed, and mail the printed copy along with your payment to the address below.

Application Option B: Mail-in application and mail-in payment.

If you do not have computer access, please proceed with applying by using this form. Return this application with a check or money order to the address below.

Applications are accepted on a continuous basis; however, in order for a candidate to be considered eligible for the next examination administration, the CASp Program must be in receipt of the candidate eligibility application and application fee a minimum of two business days prior to the examination registration deadline, to allow for application processing, request for additional information if required, and for confirmation of eligibility to be sent to the candidate. Notice of confirmation of eligibility or denial of eligibility will be sent to the email address on file. If eligibility is confirmed, a candidate will be able to register for the CASp examination.

MAILING ADDRESS

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

CANDIDATE ELIGIBILITY APPLICATION

This is not an examination registration. This is a candidate eligibility application, based upon the CASp Program screening criteria, to determine eligibility of a candidate to take the CASp Examination.

Please read the CASp Examination, Certification, and Practice Standards Handbook carefully before filling out the application.

DIRECTIONS

1. Complete only **one** eligibility category: A, B, C, or D.
2. Return your application as directed on the first page.

CONTACT INFORMATION			
Title	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.
	<input type="checkbox"/> Dr.		
Name (Last)	(First)	(Middle)	
Mailing Address – Street address or PO Box*			
City		State	ZIP Code
Primary Phone	Alternate Phone (Optional)	Email	
Business/Organization Name (Optional)			

NATURE OF EMPLOYMENT			
Eligibility Category A, B, or C -- \$500 Application Fee			
<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)	
Eligibility Category D -- \$100 Application Fee			
<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

CANDIDATE ELIGIBILITY APPLICATION

CATEGORY A: College Credit / Employment Experience

If applying under Category A criteria, complete sections Education (A)(1) and Experience (A)(2).

EDUCATION (A)(1)

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.

EDUCATION

University or College Name and Location	Course of Study	Units Completed		Diploma, Degree or Certificate Obtained	Date Completed
		Semester	Quarter		

If you need more space, attach additional sheets.

EXPERIENCE (A)(2)

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 or registered structural engineer, 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.

PERSONAL LICENSE/CERTIFICATION INFORMATION - *If applicable*

Type of License/Certification:	License/Certification Number:
<input type="checkbox"/> General Contractor Class A <input type="checkbox"/> DSA Project Inspector II <input type="checkbox"/> General Contractor Class B <input type="checkbox"/> DSA Project Inspector III <input type="checkbox"/> DSA Project Inspector I	State:
	Expiration Date:

CANDIDATE ELIGIBILITY APPLICATION

EMPLOYMENT / WORK EXPERIENCE HISTORY

From (mm/yy)	To (mm/yy)	Job Title/Classification
Total (years/months)		Company
Phone #		Address
Duties Performed		
From (mm/yy)	To (mm/yy)	Job Title/Classification
Total (years/months)		Company
Phone #		Address
Duties Performed		
From (mm/yy)	To (mm/yy)	Job Title/Classification
Total (years/months)		Company
Phone #		Address
Duties Performed		

If you need more space, attach additional sheets.

CANDIDATE ELIGIBILITY APPLICATION

CATEGORY B: Education / Employment Experience

If applying under Category B criteria, complete sections Education (B)(1) and Experience (B)(2).

EDUCATION (B)(1)

<input type="checkbox"/> High School Diploma	<input type="checkbox"/> GED
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EXPERIENCE (B)(2)

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 or registered structural engineer, 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.

PERSONAL LICENSE/CERTIFICATION INFORMATION - *If applicable*

Type of License/Certification:	License/Certification Number:
<input type="checkbox"/> General Contractor Class A <input type="checkbox"/> DSA Project Inspector II <input type="checkbox"/> General Contractor Class B <input type="checkbox"/> DSA Project Inspector III <input type="checkbox"/> DSA Project Inspector I	State:
	Expiration Date:

EMPLOYMENT / WORK EXPERIENCE HISTORY

From (mm/yy)	To (mm/yy)	Job Title/Classification
Total (years/months)		Company
Phone #		Address
Duties Performed		

CANDIDATE ELIGIBILITY APPLICATION

EMPLOYMENT / WORK EXPERIENCE HISTORY

From (mm/yy)	To (mm/yy)	Job Title/Classification
Total (years/months)		Company
Phone #		Address
Duties Performed		
From (mm/yy)	To (mm/yy)	Job Title/Classification
Total (years/months)		Company
Phone #		Address
Duties Performed		
From (mm/yy)	To (mm/yy)	Job Title/Classification
Total (years/months)		Company
Phone #		Address
Duties Performed		

If you need more space, attach additional sheets.

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CATEGORY C: Employment Experience in a Specialized Area

EXPERIENCE (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.

EMPLOYMENT / WORK EXPERIENCE HISTORY

From (mm/yy)	To (mm/yy)	Job Title/Classification
Total (years/months)		Company
Phone #		Address
Duties Performed		
From (mm/yy)	To (mm/yy)	Job Title/Classification
Total (years/months)		Company
Phone #		Address
Duties Performed		

If you need more space, attach additional sheets.

CANDIDATE ELIGIBILITY APPLICATION**CATEGORY D: California Professional License or Registration****EXPERIENCE (D)**

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

ELIGIBILITY CATEGORY D: PROFESSIONAL LICENSE, REGISTRATION, or CERTIFICATION

Type of license, registration or certification	Number	State Issued	Expiration Date

BACKGROUND INFORMATION

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 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.

CANDIDATE ELIGIBILITY APPLICATION

Please answer the following questions. If you need more space, attach additional sheets.

BACKGROUND INFORMATION

1. Have you ever had a license, or registration suspended, revoked or denied in any state?
If yes, please explain:

2. Have you ever been convicted of, pled guilty to, pled nolo contendere (no contest) to any misdemeanor or felony? *If yes, please explain:*

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 further understand that any false, incomplete, or incorrect statements may result in my disqualification from the certification process.

APPLICANT SIGNATURE

DATE