
CANDIDATE ELIGIBILITY APPLICATION

OPTIONS TO APPLY

This is not an examination registration. This is a candidate eligibility application, based upon the Voluntary Certified Access Specialist (CASP) Program screening criteria, to determine eligibility of a candidate to take the CASp Examination.

Please read section II. Establishing Eligibility of the *CASP Examination, Certification, and Practice Standards Handbook*, incorporated by reference, carefully before filling out this application. Online application and payment by credit card through your [CASP Account](#) ensures faster processing of applications.

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.

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 Program
1102 Q Street, Suite 5100
Sacramento, CA 95811

CANDIDATE ELIGIBILITY APPLICATION**DIRECTIONS**

1. Eligibility is evaluated according to the minimum criteria specified in one of the eligibility categories A, B, C, or D. Complete only one eligibility category.
2. Return your application as directed on the first page.
3. All items are required unless otherwise noted.

CONTACT INFORMATION

Your Application Number is			
First Name		Last Name	
Mailing Address – Street address or PO Box			
City		State	Zip Code
Primary Phone (###-###-####)	Alternate Phone (Optional)	Email Address	
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 (A)(1) Education and (A)(2) Experience below.

(A)(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.

Name and Location of College or University	Course of Study	Units Completed		Diploma, Degree or Certificate Obtained	Date Completed (mm/yyyy)
		Semester	Quarter		

If you need more space, attach additional sheets.

(A)(2) 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 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; or

by a California public school district as a Class 1 or Class 2 Project Inspector certified by the State Architect.

PERSONAL LICENSE/CERTIFICATION INFORMATION - If applicable

License/Certification (if applicable):	License/Certification Number:
<input type="checkbox"/> General Contractor Class A <input type="checkbox"/> DSA Project Inspector 2 <input type="checkbox"/> General Contractor Class B <input type="checkbox"/> DSA Project Inspector 3 <input type="checkbox"/> DSA Project Inspector 1	State:
	Expires (mm/dd/yyyy):

CANDIDATE ELIGIBILITY APPLICATION**EMPLOYMENT / WORK EXPERIENCE HISTORY**

From (mm/yyyy)	To (mm/yyyy)	Title/ Job Classification	
Total Worked (years/month)		Employer	
Phone Number (###-###-####)		Street Address	
City	State	Zip Code	
Describe Work Experience			
From (mm/yyyy)	To (mm/yyyy)	Title/ Job Classification	
Total Worked (years/month)		Employer	
Phone Number (###-###-####)		Street Address	
City	State	Zip Code	
Describe Work Experience			
From (mm/yyyy)	To (mm/yyyy)	Title/Job Classification	
Total Worked (years/months)		Employer	
Phone Number (###-###-####)		Street Address	
City	State	Zip Code	
Describe Work Experience			

If you need more space, attach additional sheets.

CANDIDATE ELIGIBILITY APPLICATION**CATEGORY B: Education / Employment Experience**

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

(B)(1) EDUCATION

<input type="checkbox"/> High School Diploma	<input type="checkbox"/> GED
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(B)(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, with responsibility for planning, design, and/or field inspection; and/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; or

by a California public school district as a Class 1 or Class 2 Project Inspector certified by the State Architect.

PERSONAL LICENSE/CERTIFICATION INFORMATION – If applicable

Personal License/Certification Information:	License/Certification Number:
<input type="checkbox"/> General Contractor Class A <input type="checkbox"/> DSA Project Inspector 2 <input type="checkbox"/> General Contractor Class B <input type="checkbox"/> DSA Project Inspector 3 <input type="checkbox"/> DSA Project Inspector 1	State:
	Expires (mm/dd/yyyy):

EMPLOYMENT / WORK EXPERIENCE HISTORY

From (mm/yyyy)	To (mm/yyyy)	Title/Job Classification	
Total Worked (years/months)	Employer		
Phone Number (###-###-####)		Street Address	
City	State	Zip Code	
Describe Work Experience			

CANDIDATE ELIGIBILITY APPLICATION**EMPLOYMENT / WORK EXPERIENCE HISTORY**

From (mm/yyyy)	To (mm/yyyy)	Title/Job Classification	
Total Worked (years/months)	Employer		
Phone Number (###-###-####)		Street Address	
City	State	Zip Code	
Describe Work Experience			

From (mm/yyyy)	To (mm/yyyy)	Title/Job Classification	
Total Worked (years/months)	Employer		
Phone Number (###-###-####)		Street Address	
City	State	Zip Code	
Describe Work Experience			

From (mm/yyyy)	To (mm/yyyy)	Title/Job Classification	
Total Worked (years/months)	Employer		
Phone Number (###-###-####)		Street Address	
City	State	Zip Code	
Describe Work Experience			

CANDIDATE ELIGIBILITY APPLICATION**CATEGORY C: Employment Experience in a Specialized Area**

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/yyyy)	To (mm/yyyy)	Title/Job Classification	
Total Worked (years/months)	Employer		
Phone Number (###-###-####)		Street Address	
City	State	Zip Code	
Describe Work Experience			

From (mm/yyyy)	To (mm/yyyy)	Title/Job Classification	
Total Months (years/months)	Employer		
Phone Number (###-###-####)		Street Address	
City	State	Zip Code	
Describe Work Experience			

If you need more space, attach additional sheets.

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

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

License Type	License Number	Expires (mm/dd/yyyy)

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.

CANDIDATE ELIGIBILITY APPLICATION

Please answer the following questions.

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, or 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

CANDIDATE ELIGIBILITY APPLICATION

DEPARTMENT OF GENERAL SERVICES PRIVACY NOTICE ON 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 Section 4459.5. DSA uses this information to establish eligibility of candidates for 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

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 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