

2025 Administrator Exam Schedule

Exam Fee

The non-refundable fee for the administrator certification examination is \$100 and includes three (3) attempts within your 60-day deadline. The applicant should mail the examination fee at the time of registration. Do not wait for the examination fee to be received by the ACS before registering for the exam. Send the \$100.00 exam fee with the [Notice of Payment Information: Exam Fees](#) via postal mail.

Exam Registration

All exams require registration. To register for the exam, navigate to [the ACS website](http://cdss.ca.gov/acs) (cdss.ca.gov/acs), select Information for Administrators, and locate the [How to Register for the Exam](#) resource. Please note, exam registration requires agreeing to [the Exam Terms and Conditions](#).

60-Day Timeline

All examinees have 60 days from the completion date of their Initial Certification Training Program to complete their exam within three (3) attempts. Refer to the next page for the 60-day start and end ranges by date.

Blackboard

The ACS Administrator Exam is proctored using the web-based Blackboard course software. A username and password will be provided in the exam registration confirmation email. A [Blackboard User Guide](#) is available on the ACS website.

[Exam Frequently Asked Questions](#)

ARF / GH / STRTP / RCFE: Examinations are only offered on Mondays and Wednesdays at 8:30 AM or 1:30 PM.

Month	Dates
January	Mondays – 1/6, 1/13, 1/27 Wednesdays – 1/8, 1/15, 1/22, 1/29
February	Mondays – 2/3, 2/10, 2/24 Wednesdays – 2/5, 2/12, 2/19, 2/26
March	Mondays – 3/3, 3/10, 3/17, 3/24 Wednesdays – 3/5, 3/12, 3/19, 3/26
April	Mondays – 4/7, 4/14, 4/21, 4/28 Wednesdays – 4/2, 4/9, 4/16, 4/23, 4/30
May	Mondays – 5/5, 5/12, 5/19 Wednesdays – 5/7, 5/14, 5/21, 5/28
June	Mondays – 6/2, 6/9, 6/16, 6/23, 6/30 Wednesdays – 6/4, 6/11, 6/18, 6/25
July	Mondays – 7/7, 7/14, 7/21, 7/28 Wednesdays – 7/2, 7/9, 7/16, 7/23, 7/30
August	Mondays – 8/4, 8/11, 8/18, 8/25 Wednesdays – 8/6, 8/13, 8/20, 8/27
September	Mondays – 9/8, 9/15, 9/22, 9/29 Wednesdays – 9/3, 9/10, 9/17, 9/24
October	Mondays – 10/6, 10/20, 10/27 Wednesdays – 10/1, 10/8, 10/15, 10/22, 10/29
November	Mondays – 11/3, 11/10, 11/17, 11/24 Wednesdays – 11/5, 11/12, 11/19
December	Mondays – 12/1, 12/8, 12/15, 12/22, 12/29 Wednesdays – 12/3, 12/10, 12/17