

INLAND REGIONAL CENTER

New Residential Service Provider Orientation Qualifications

All applicants must meet the minimum qualifications and submit application along with the following:

- **Proof of Direct Care Staff Experience.** California Code of Regulations (CCR), Title 17, Chapter 3, Subchapter 4, Section 56002 (a) (12). Volunteer work not accepted. Experience must be current within the last three (3) years. IRC will verify this experience.

_____ If interested in providing **Level 2** supports, must have a minimum of 6 months prior experience providing direct supervision and special services for persons with developmental disabilities; Title 17, Ch.3, SubCh.4, Section 56037 (d)(1). Submit 6 months of payroll stubs to verify experience. **Experience must be in a Level 2 facility.**

_____ If interested in providing **Level 3** supports, must have a minimum of 9 months prior experience providing direct supervision and special services for persons with developmental disabilities; Title 17, Ch.3, SubCh.4, Section 56037 (e)(1). Submit 9 months of payroll stubs to verify experience. **Experience must be in a Level 3 or higher level of care facility.**

_____ If interested in providing **Level 4** supports, or higher, must have a minimum of 12 months prior experience providing direct supervision and special services for persons with developmental disabilities; Title 17, Ch.3, SubCh.4, Section 56037 (d)(1). Submit 12 months of payroll stubs to verify experience. **Experience must be in a Level 4 facility.**

- **Proof of Community Care Licensing Orientation (CCL) certificate.** Provides proof for the type of home applicant wishes to open (RCFE, SFH, ARF). The Riverside CCL phone number is (951) 782-6645. You may obtain additional information from the following website:
<http://www.cdss.ca.gov/inforesources/Community-Care-Licensing>
- **Proof of Administrators Certificate.** Provides proof of completing the Department of Developmental Services (DDS) Administrators Certification Program. You may obtain additional information from the following website: http://www.cdss.ca.gov/inforesources/CCLD_ACS
- **Proof of Direct Support Professional (DSP) I.** Provides proof of attending and passing the Regional Occupational Program (ROP) DSP training. A complete listing of the ROP sites and DSP information can be found on the following website.
<http://www.dds.ca.gov/DSPT/Training.cfm>
- **Professional resume.** Resume should include information pertaining to residential facility experience that would pertain to the type of home they wish to open from a Level 2, 3 and 4 (See proof of Direct Care Staff Experience) .
- **Three professional letters of reference.** Letters must be signed by the person making the reference and include contact information of the person that is writing the reference. At least one letter must be from a professional in this scope of work.
- **Copy of identification.** (State-issued driver's license/ID card, Passport/Passport Card)

Facility must be opened within two (2) years of successfully completing the orientation; otherwise, the class must be repeated.