



Application to become or renew a Certified Code Enforcement Officer (CCEO)

Check One **New** **Renewal**

This application may be used for the initial application or renewal. Please complete all sections of this application form and any additional required forms. Once complete, please remit with payment to CACEO at 1800 J Street, Sacramento, CA 95811. The fee for the initial and renewal application fees is the same.

Name _____

I understand and agree to the following (A.R., 3.2)

1. The information on this form has been entered by me, and is true and correct.
2. I may be required to submit to and pass a background check.
3. I have read Section 1029 of the California Government Code (PDF accessible on www.caceo.us/page/AdminRegs_AB2228) and understand I may be disqualified based on criteria set forth in this section.
4. A CCEO Certificate (or renewal certificate) will only be issued to me upon CACEO's appropriate determination of suitability.
5. As required by Administrative Regulations 3.2.2, I declare that I am and continue to maintain my active membership in CACEO as a condition of obtaining and retaining my CCEO certification.
6. I have read Administrative Regulations 3.1.4, Disqualifying Criteria and declare that none of the disqualifying criteria is applicable to me.

The fee for new and renewal applications fo 2019 is \$200.00. For applicants seeking recognition of their certification or any other qualification from a certifying agency other than CACEO, applicants must also complete and submit with this application an **Addendum to CCEO Application** based on other qualifying factors.

I understand and agree to the following:

1. It is my sole responsibility to maintain and update my business address in my member profile on the CACEO website.
2. I will keep all criminal conviction information provided on the original CACEO registration or application current with CACEO. I also agree to provide any change in criminal conviction information to CACEO on a timely basis.
3. I will keep all name information current with CACEO and understand it is my sole responsibility to update my member profile on the CACEO website.

Dated _____ Signature _____

Please note this section must be completed in its entirety. Failure to do so will result in your application being returned and will result in a delay in processing within the 30-day requirement of A.R 3.2.3.1.

Date application submitted _____ **OFFICE USE— RECEIVED** _____

First Name _____ MI _____ Last Name _____

Date of Birth _____

Current Residence Address _____

City _____ State _____ Postal Code _____

Driver's License # _____ State or Country of Origin _____

Other Name(s) Used _____ See Footnote



Application to Become or Renew as a Certified Code Enforcement Officer

Education and experience qualifications of applicant

One year documentable work experience — A.R. 3.1.2:

*In order to apply for CCEO, the application must provide one year of documentable full-time work experience **exclusively performing code enforcement work.***

Current Title: _____

Current Employer _____

Mailing Address _____

City _____ State _____ Postal Code _____

From _____ To _____ (Please include dates of employment)

Duties: _____

Supervisor Name: _____

Supervisor Contact Information: _____

If the above service does not fulfill the work experience requirement, please complete the information below and have a previous supervisor verify its contents in a letter which can be emailed to info@caceo.us.

*work experience **exclusively performing code enforcement work.***

Former Title: _____

Former Employer _____

Mailing Address _____

City _____ State _____ Postal Code _____

From _____ To _____ (Please include dates of employment)

Duties: _____

Supervisor Name: _____

Supervisor Contact Information: _____

Application to Become or Renew as a Certified Code Enforcement Officer

Consents/Waivers — Please initial each item below

- _____ A LifeScan was administered at the time of my employment.
- _____ If a LifeScan was not administered, I have to option to get a LifeScan at my expense or to complete and sign the separate form **Consent to Disclosure of Background Information and Release of Liability** and will include with my application package.
- _____ By submitting this information, I understand that materials submitted in the certification process become the property of CACEO and are not returnable.

I declare under penalty of perjury that the information contained in this applicant is true and correct.

Date _____

Signature _____

CCEO Certification Timing and Status Reporting, A.R. 3.2.3.1 and 3.2.3.2

- ✓ Please submit all three pages of this form with the following, as appropriate
 - ✓ Addendum to CCEO Application Based on Other Qualifying Factors, if applicable
 - ✓ Consent to Disclosure of Background Information and Release of Liability, if required
 - ✓ Payment of the required application fee

Timing and Status Reporting

- ✓ Completed, submitted applications will be acted on by CACEO within 30 days of receipt.
- ✓ CACEO will reply back via email to applicant with any of the following information, as applicable:
 - ✓ Notice of CCEO Attainment
 - ✓ Notice of Deficiency of Qualifications
 - ✓ Notice of Deficiency in Payments
 - ✓ Notice of a Problem in the Record
 - ✓ Notice that more time is needed to process

Candidates will be notified of any disqualifying or potentially disqualifying information. A.R. 3.2.4.