

CHECKLIST FOR VIRTUAL LEAP CERTIFICATION

Book an appointment with a DOR Counselor

An appointment can be made through Microsoft Bookings at

<https://outlook.office365.com/owa/calendar/VirtualLimitedExaminationAppointmentProgramLEAPCertification@dor.ca.gov/bookings/>.

Create a CalCareers account

Include your social security number in the "Contact Information" section. You can create a CalCareers account at <https://jobs.ca.gov/>.

At the appointment, present one selection from List A and one selection from List B

List A - One of the following documents that establish disability authorization:

- Medical Records
- Diagnostic on a medical doctor's letterhead
- Educational records that document a learning disability
- A Social Security Administration (SSA) award letter verifying continuation of SSI (supplemental Security Income) or SSDI (Social Security Disability Insurance) benefits based on your medical condition

List B - One of the following documents that establish identity:

- Driver's License
- State-issued Identification Card
- Passport or Passport Card

Note: Obvious impairments (such as a missing limb) will automatically qualify you under Fair Employment and Housing Act (FEHA) criteria.

CONTACTS

For questions on the certification process, contact DOR at Matthew.Tapia@dor.ca.gov; JoAnne.Cummins@dor.ca.gov, Spencer.hoke@dor.ca.gov or (916) 537-2647

For questions on exam (self-evaluations) and job application process: Contact CalHR at LEAP@calhr.ca.gov or (866) 844-8671.