



Medi-Cal Peer Support Specialist Certification- Website Navigation (Grandparenting Process)

Welcome to the California Mental Health Services Authority Certification website. We are the certifying entity for Medi-Cal Peer Support Specialists in California. We are happy you are considering certification, or if you are exploring, we welcome you. Let us guide you through some of the functions on our website.

Estimated Time to Complete the Application Process

- Complete registration: 5-10 minutes
- Watch video: 30 minutes
- Complete scholarship application: 10-15 minutes

Documents Required

- ✓ Government Issued ID / Driver License / Passport that indicates you are born before 05/11/2004
- ✓ High School Diploma / G.E.D. / any other advanced degree
- ✓ Proof of work experience (currently employed or past experiences)
- ✓ Verification of completion of a peer training(s) and Continuing Education(CE) hours
- ✓ 3 Letters of Recommendation
 - ➔ One from a supervisor
 - ➔ One from a colleague/professional
- ✓ One self-recommendation describing current role and responsibilities as a peer support specialist (if currently employed)

Instructions

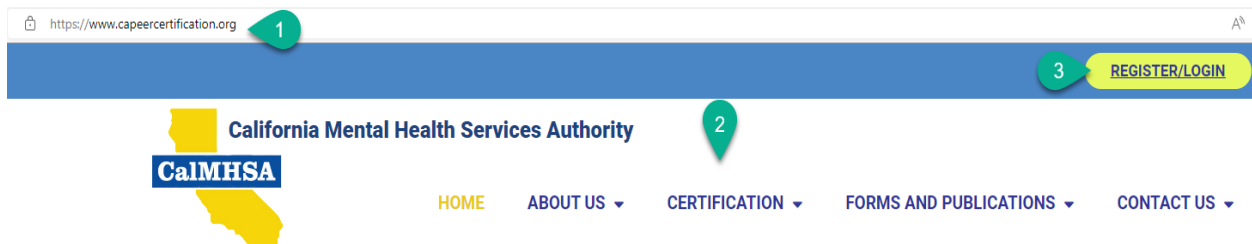
Item 1: Website domain- www.CAPeerCertification.org

Item 2: Navigation options

You can explore different aspects of the certification process by selecting from the list of categories.

Item 3: Registration/Login

Once you are done exploring the certification website, you may decide to take the next step and apply for certification. You will need to register or create an account.

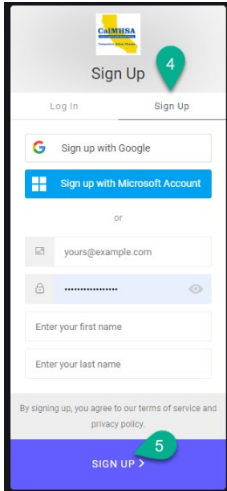




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Item 4 & 5: Sign Up

In order to apply, you will need to register and establish an account. Complete the necessary information. Once your information is complete, click sign up.



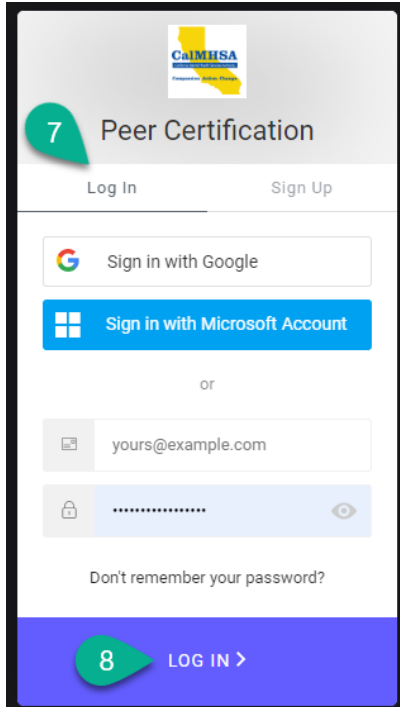
(Item #6 intentionally removed)



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Item 7 & 8: Log In

If you have previously registered or signed up for an account, you can enter your email and password to access your account.



Item 9 & 10: The Certification Dashboard

Welcome to the certification dashboard. This dashboard has all the information you need to complete your application for certification. There are several steps to this process. You can quickly see the status of each step. You must complete each step before you are permitted to move to the next step.



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Item 11: Watch a Video

We have a video all applicants are required to watch as part of the application process. The video will explain the role of the Medi-Cal Peer Support Specialist. The video is approximately 30-minutes in length, and you will need to click the "this link" to start the video.

The screenshot shows the 'PEER CERTIFICATION' dashboard. On the left, there is a navigation menu with items: Dashboard (10), Apply for Peer Certification, VENDORS, and List of Approved Vendors (16). The main content area features a progress bar with six steps: Step 1 (1), Step 2 (2), Step 3 (3), Step 4 (4), Step 5 (5), and Step 6 (6). Below the progress bar, the 'Steps for Medi-Cal Peer Support Specialist' are listed:

- Step One - Create an account: You have successfully created an account. You can edit your account information by expanding the top right menu bar.
- Step Two - Watch the Medi-Cal Peer Support Specialist Orientation and Self-Assessment video: Please watch the video by clicking [this link](#). If you're having trouble signing in, please go to your [profile](#) page by expanding the menu on the upper right corner. (Callout bubble 11 points to 'this link')
- Step Three - Complete an application: You have not yet completed the previous step. (Callout bubble 12)
- Step Four - Apply for a scholarship: You have not yet completed the previous step. (Callout bubble 13)
- Step Five - Application Under Review: You have not yet completed the previous step. (Callout bubble 14)
- Step Six - Register for the certification exam: Take the Exam. (Callout bubble 15)

Additional callout bubbles are present: 9 points to the progress bar, 10 points to the 'Dashboard' menu item, and 16 points to the 'List of Approved Vendors' menu item. A dotted arrow points from the 'this link' in Step Two to the 'LR' (Log Out) button in the top right corner.

Item 12: Complete Application

Once you have watched the video, you will see an option to start the application process.

START A NEW APPLICATION



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Item 13: Apply for a Scholarship

Please refer to the information on our website for details on guidelines for scholarship application. If you have been directed to apply for the scholarship,



START A NEW SCHOLARSHIP APPLICATION

please proceed forward by clicking

At the end of the application, you will be asked if you are interested in participating in the initial administration of the exam. You may elect to join as an “early test taker.” Information about this process is available on the application. Participation is voluntary.

Please note: All scholarships will be reviewed and processed in accordance with the scholarship guidelines document on our website.

Item 14: Application Under Review

Your application is being reviewed by staff to ensure that it meets the minimum requirements. Only complete applications will be reviewed. You will be notified via email about the status of your application within 30-calendar days from the date of applying.

Item 15: Register for the Exam

CaIMHSA staff will inform you how to register for the exam once all steps have been successfully completed and you meet all requirements for taking the test.

Please note: The examination will be available to those interested in participating as “early test takers.” This version of the exam will be considered valid. After the early testing cycle is complete, the standard exam is projected to be available for registration in October 2022. Please continue to check our website for updates.

Item 16: List of Approved Training Entities (for persons seeking certification, not through the Grandparenting process).

The list of training entities approved by CaIMHSA for Medi-Cal Peer Support Specialists training will be published on our website. This information is required for persons seeking certification via the 80-hour training requirement but not those seeking certification through the grandparenting process.