



# 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.

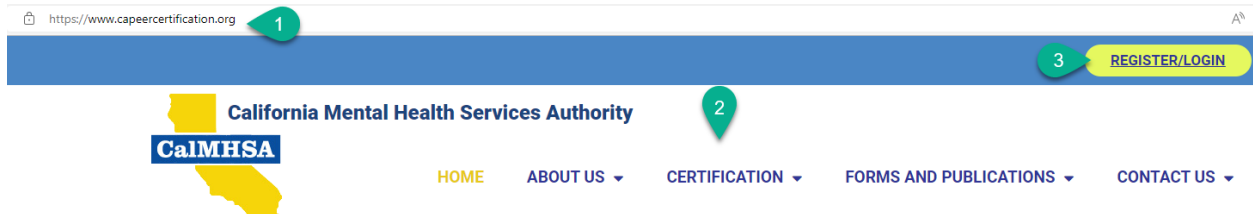
Item 1: Website domain- [www.CAPeerCertification.org](http://www.CAPeerCertification.org)

## Item 2: Navigation options

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

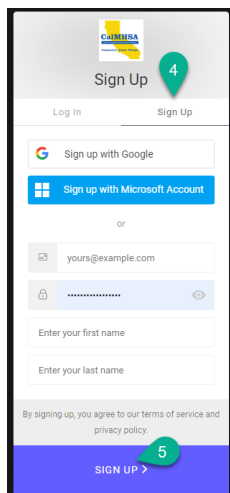
## Item 3: Registration/Login

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.



## 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.



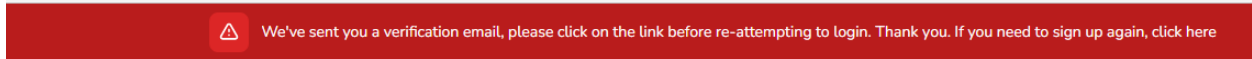


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## Item 6: Verification Email

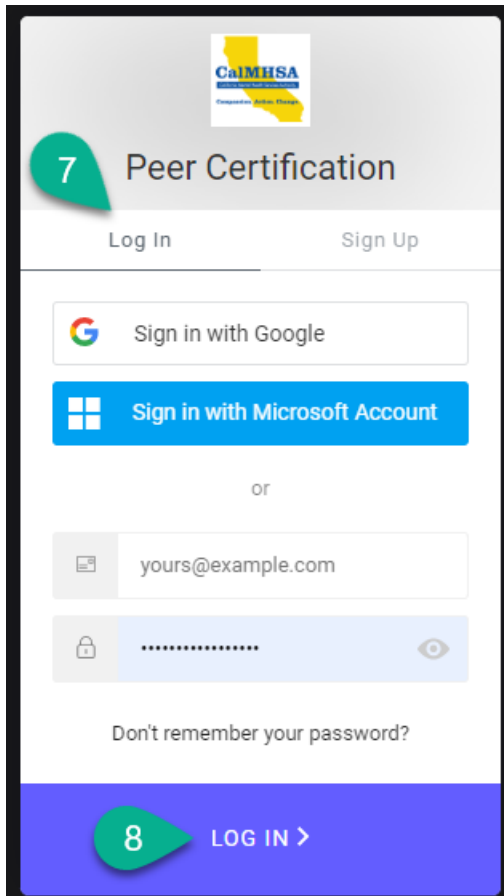
You will receive an email asking for you to verify your email. If you do not see it, make sure to check your spam/junk inbox. Follow the direction in the email.

<https://app.capecertification.org>



## 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.





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## 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 will be permitted to move to the next step.

## 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. You will need to click the "this link" to start the video.

PEER CERTIFICATION

- Dashboard
- Apply for Peer Certification

VENDORS

- List of Approved Vendors

10

9

11

16

1

2

3

4

5

6

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

LR

### Steps for Medi-Cal Peer Support Specialist

- 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.
- Step Three - Complete an application  
You have not yet completed the previous step.
- Step Four - Apply for a scholarship  
You have not yet completed the previous step.
- Step Five - Application Under Review  
You have not yet completed the previous step.
- Step Six - Register for the certification exam.  
Take the Exam

## 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, please proceed forward by clicking

[START A NEW SCHOLARSHIP APPLICATION](#)

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 participate 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

Staff are reviewing your application to ensure minimum requirements are met. Only complete applications will be reviewed. You will be notified via email about the status of your application within 30-calendar days from date of submitting an application.

## Item 15: Register for the Exam

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

Please note: The exam will be available to persons interested in being “early test takers.” The exam will be considered valid. After that, the 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 training for Medi-Cal Peer Support Specialists will be available here. This information is necessary for persons seeking certification, not through the grandparenting process.