



Medi-Cal Peer Support Specialist Certification: **Sample Letter of Recommendation Templates (including a Sample of Employment (Hours) Verification)**

The Sample Letter of Recommendation Templates for the Medi-Cal Peer Support Specialist Certification were developed to be standardized, concise, efficient, reliable, and informative.

Basic Instructions: (FAQ included below)

The Standard Letters of Recommendation are offered as sample documents that provide the minimum necessary information required for each mandatory upload: **Supervisor Recommendation, Professional/Personal Colleague, and a Self-Recommendation.**

Frequently Asked Questions:

1. **Is it mandatory for the supervisory letter of recommendation to be written on company letterhead?**
 - a. Yes. The letter of recommendation from an immediate supervisor or manager must be on official company letterhead and signed with a wet or digital signature via PDF, DocuSign, etc., saved in the jpg, jpeg, or pdf format for upload.
2. **What should I include in my self-recommendation?**
 - a. Describe your current role and responsibilities as a peer worker. Provide information about your unique qualities, such as a particular skill set or strength you have developed in your professional recovery work. You may add relevant information regarding special interests outside of your professional role (i.e., advocacy, volunteer work, publishing, awards, etc.) that you are proud of or other supportive information about yourself that is not found elsewhere in the application.
3. **Does the recommendation from a colleague have to be from a current co-worker?**
 - a. No. You may request and submit a recommendation written by a professional or personal colleague.
4. **Does my supervisor or personal/professional recommendation have to be written by someone who identifies as a peer?**
 - a. No. The reference provider doesn't need to identify as a peer for them to speak to your personal and/or professional qualities and conduct as a peer and your accomplishments.
5. **I cannot contact my former supervisor to verify my employment. How do I prove that I have worked the (paid or unpaid) hours that are required for me to grandparent into the certification examination?**
 - a. This is a common issue. We have created the sample *Employment Verification Only* template for your former employment/volunteer/internship organization's human resources, administration, or other similar departments to attest to your hours and dates worked within the organization. This letter must be submitted on company letterhead.

You may email us at PeerCertification@calmhsa.org should you have any further questions.

