



## Reasonable Accommodations for Medi-Cal Peer Support Specialist Examination

In compliance with the Americans with Disabilities Act (ADA), Public Law 101-336, the California Mental Health Services Authority (CalMHSA) provides "reasonable accommodations" for applicants with impairments that may affect their ability to take the required examination for Medi-Cal Peer Support Specialist certification. The Medi-Cal Peer Support Specialist certification examination is compliant with the Web Content Accessibility Guidelines 2.1 AA ("WCAG 2.1"). The Web Content Accessibility Guidelines make Web content more accessible to people with disabilities. It is the candidate's responsibility to submit a request for reasonable accommodations, in accordance with policy, for reasonable accommodations that extend beyond the WCAG 2.1 accessibility. CalMHSA is not required to provide reasonable accommodations if CalMHSA is unaware of the applicant's needs. Any information provided by an applicant will be considered strictly confidential and will not be shared with any outside source without the applicant's express written permission.

Please notify CalMHSA if you require reasonable accommodations to take the Medi-Cal Peer Support Specialist certification examination. The examination is a 120-item, multiple-choice exam administered on a computer in an on-line format. The length of time for the exam is 2.5 hours, with one scheduled break. An applicant may request reasonable accommodations by submitting the "CalMHSA Exam Accommodations Request" form completed by a qualified licensed medical provider. Only requests completed in their entirety and within policy guidelines will be reviewed.

- A. Request must be made using the CalMHSA "[Exam Accommodations Request Form](#)".
- B. Requests will be processed only for individuals with an approved application for examination.
- C. Request form must be submitted to CalMHSA via email or by mail at least 30-days before the desired testing date. The 30-day timeframe starts from the date of the approval of the application for examination.
  1. Email address: [PeerCertification@calmhsa.org](mailto:PeerCertification@calmhsa.org)
  2. Physical address: 1610 Arden Way, Suite 175, Sacramento, CA 95815
- D. The request form must be complete and signed by a qualified licensed medical provider. Please note that some accommodations may require the candidate to contact the test center directly to ensure accommodation is in place.

### Reasonable Accommodation for Online-Proctored Exams

1. Accommodations may include, but are not limited to, any of the following:
  - a.  Use of screen reader application
  - b.  A beverage is permitted during testing
  - c.  A snack is allowed during testing<sup>1</sup>

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<sup>1</sup> The screen reader software is the responsibility of the applicant and not provided by CalMHSA. This information is necessary to inform the exam proctor of its use during testing.



- d. Extended testing time (please specify one):
  - i.  30 minutes of additional time, **or**
  - ii.  50% of original time, **or**
  - iii.  100% of original time
- e.  Glucose meter and testing supplies during testing
- f.  Liquid medicine during testing
- g.  A service animal
- h.  A stool or footrest
- i.  Waiver of Automation Tools
- j.  Other (please specify): \_\_\_\_\_

**Reasonable Accommodation for In-Person Testing Locations**

2. Accommodations may include, but are not limited to, any of the following:

- a.  Use of screen reader application
- b.  A beverage is permitted during testing
- c.  A snack is allowed during testing
- d.  Ear plugs
- e.  English or Spanish dictionary
- f.  Frequent or extended breaks
- g.  Extended testing time (please specify one):
  - i.  30 minutes of additional time, **or**
  - ii.  50% of original time, **or**
  - iii.  100% of original time
- h.  Glucose meter and testing supplies during testing
- i.  Liquid medicine during testing
- j.  A service animal
- k.  Access to medical devices during testing
- l.  Nursing Mother accommodation
- m.  Adjustable armless chair and/or workstation
- n.  Adjustable contrast and/or font size
- o.  An Interpreter (for communication w/ staff only)
- p.  Sunglasses during testing
- q.  Zoom text (screen mag only)
- r.  Access to locker
- s.  Other (please specify): \_\_\_\_\_



CalMHSA will review all complete reasonable accommodations requests and will notify the applicant of the status of the request for exam accommodations within 30 days from the date the request was made. Applicants will be notified via email on file on the application for examination.

In the event the applicant disagrees with the decision, the applicant may file an appeal with the reason for disagreement. Please follow the appeals process guidelines located in the ["Guidelines, Standards, and Procedures Manual."](#)

