

# How To: Upload Your Training Certificate

## Training Certificate for 80-hour training for Initial Certification Pathway

You've completed your 80-hour training with a CalMHSA-approved training provider. What is next?

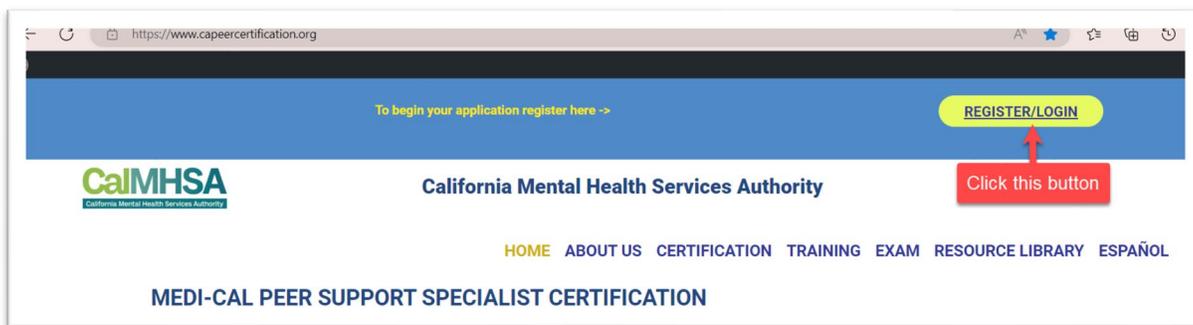
Let us guide you through uploading your certificate of completion onto your application.

### Documents Required

- PDF, JPEG or PNG of Certificate of Completion

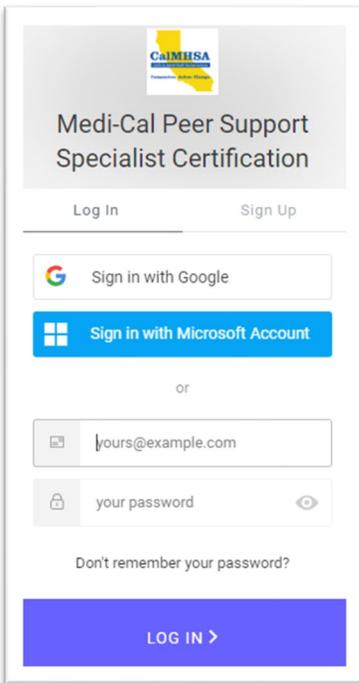
### Instructions

**Step 1:** Visit our website: [www.CAPeerCertification.org](http://www.CAPeerCertification.org) and select the "Register/Login" button on the top right corner of the website.



## Step 2: Navigating to Dashboard

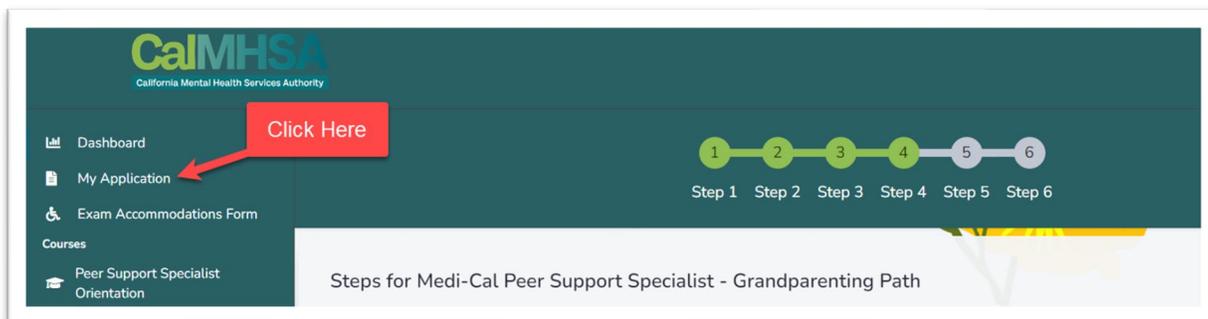
Login by clicking either the "Sign in with Google" or "Sign in with Microsoft" or manually typing in your email and password.



The screenshot shows the login page for the Medi-Cal Peer Support Specialist Certification. At the top, there is the CalMHSA logo and the title "Medi-Cal Peer Support Specialist Certification". Below the title are "Log In" and "Sign Up" links. The main login area includes a "Sign in with Google" button, a "Sign in with Microsoft Account" button, and the text "or". Below this are input fields for an email address (pre-filled with "yours@example.com") and a password (pre-filled with "your password"). There is a "Don't remember your password?" link and a large blue "LOG IN >" button at the bottom.

## Step 3: Navigating to Application

Once on the Dashboard, you will find your application on the left side bar under "Dashboard". Click "My Application". This will open your application.



## Step 4: Navigating to the Training Entity Tab and Select Your Provider

Once on your application, select the "Training Entity" tab. Scroll down to find your training provider and select the radio button to select it from the list.

Peer Application | Scholarship | **Training Entity** | Grandparenting Information

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**TRAINING ENTITY**

CHOOSE A TRAINING ENTITY  
You've received certificate from

SELECT	NAME	PHONE	EMAIL
<input type="radio"/>	Abshire, Wiegand and Rau	347-822-0504	fae92@hotmail.com
<input type="radio"/>	Bayer, Jenkins and Harber	+13647684586	rigoberto.wolf@hotmail.com
<input type="radio"/>	Brekke Ltd	440.820.4151	merlin.schimmel@gmail.com
<input type="radio"/>	Champlin Group	1-281-908-8240	mann.bernadine@gmail.com
<input type="radio"/>	Gleason, Zulauf and Bahringer	(207) 678-1881	spinka.gus@yahoo.com

### Step 5: Upload Your Training Certificate

After this, scroll down to the bottom of the list of training entities. Under the box will be a section to upload your certificate of completion. The title of this section will say "Upload your training certificate below".

Under this text will be a button that says "Choose File". When clicking on this button, it will open your computer's files.

Please choose the file of your certificate of completion and press the button "Open".

This will upload your certificate of completion onto your application.

<input type="radio"/>	SHARE! the Self-Help and Recovery Exchange	310-305-8878	training@shareselfhelp.org
<input type="radio"/>	Tarzana Treatment Centers College (TTCC)	(818) 996-1051 ext. 3171	amcgowan@tarzanatc.org
<input type="radio"/>	Worker Education & Resource Center, Inc. (WERC)	(213) 639-2200	mpssc@we-rc.org

**If you have not uploaded your completed your training:**

Please upload a picture of your completed training certificate from this organization

Choose File No file chosen

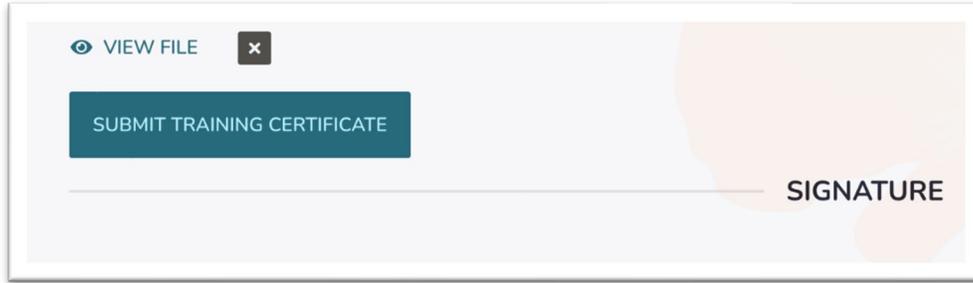
**Click Here to Choose File**

SIGNATURE

Signature Date S

### Step 6: Submit Your Certificate

Once you have selected your file to upload, a green Submit 'Training Certificate' button will appear. Select the button to submit.



**Note:** Please allow 14 days for processing. Once your training certificate has been approved you will receive a letter by email with instructions on how to register for your exam.

## Step 7: Ask to Revise: Your Training Certificate

If the certificate does not meet the requirements, you will receive an email to revise. In this case, you will need to reupload a new certificate.

To upload a new certificate, repeat steps 1 – 4, then click the X next to the current certificate to remove it. Then repeat steps 5-6 to upload the revised certificate.

