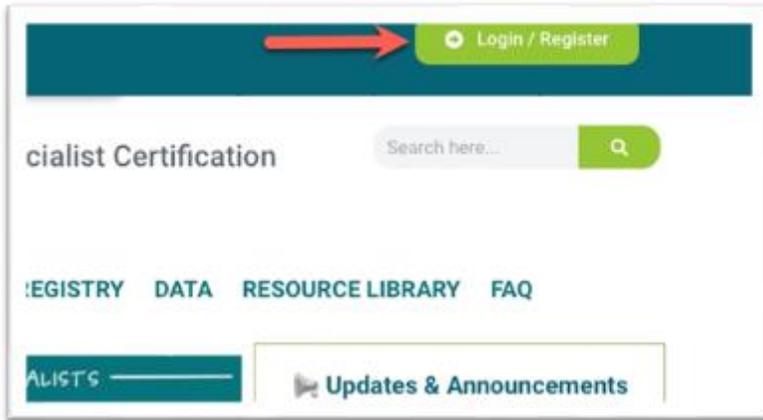


How to - Revise Certification Application

Step 1: Locate Our Website

Select the Register/Login button from our website at www.capeercertification.org



Step 2: Log In

A login box will appear. Log in using one of the following methods:

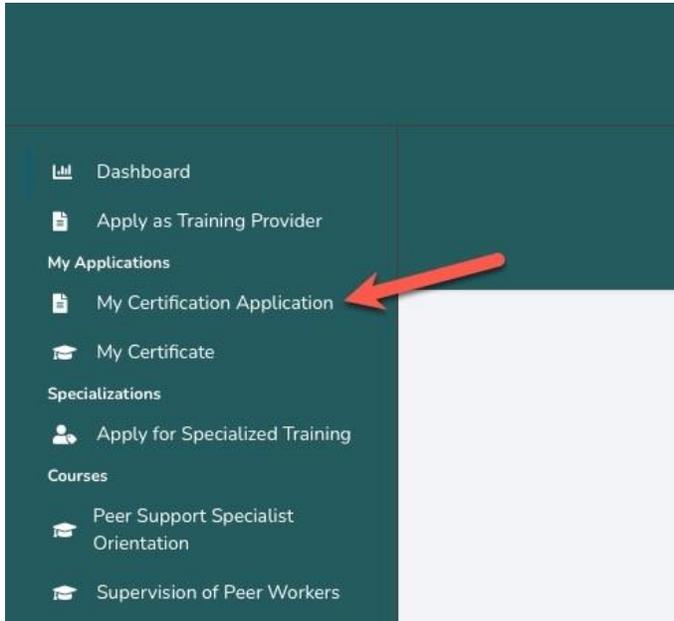
- Select "Sign in with Google" or "Sign in with Microsoft."
- Manually enter your email and password.

Note: Be sure to log in with the same email and method you used when initially filling out your application to avoid errors.

A screenshot of the login form for 'Medi-Cal Peer Support Specialist Certification'. The form has a title bar with the text 'Medi-Cal Peer Support Specialist Certification'. Below the title bar, there are two tabs: 'Log In' (selected) and 'Sign Up'. The form contains two buttons for social login: 'Sign in with Google' and 'Sign in with Microsoft Account'. Below these buttons, there is an 'or' separator. There are two input fields: one for email (placeholder: 'yours@example.com') and one for password (placeholder: 'your password'). Below the password field, there is a checkbox labeled 'Don't remember your password?'. At the bottom of the form, there is a blue button labeled 'LOG IN >'. The entire form is enclosed in a black border.

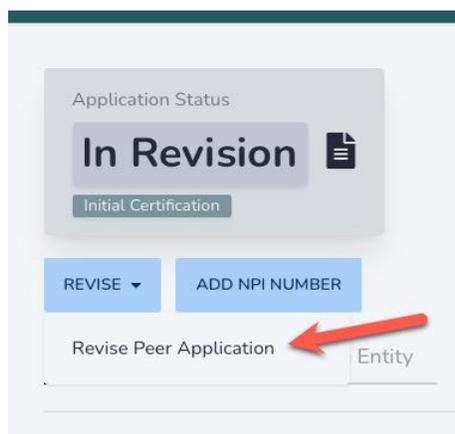
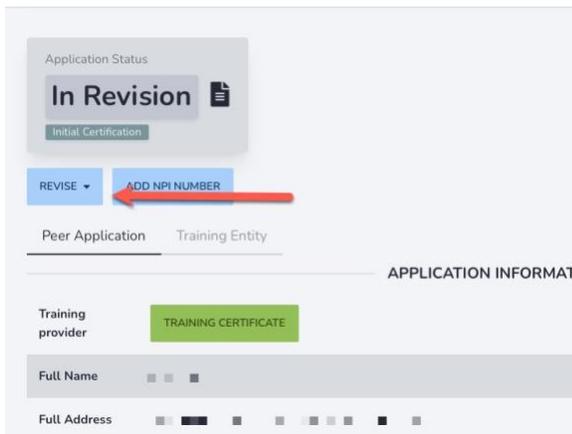
Step 3: Navigate to the Application

From the Dashboard, find your application on the left sidebar under "My Applications." Click on "My Certification Application" to open it.



Step 4: Select "Revise"

If your application status is marked as "In Revision," it means changes are required. Click the "Revise" button, then select "Revise Peer Application" from the dropdown menu to enter edit mode.



Step 5: Edit the Application

While in edit mode, make the necessary changes as outlined in the revision email. Follow these steps:

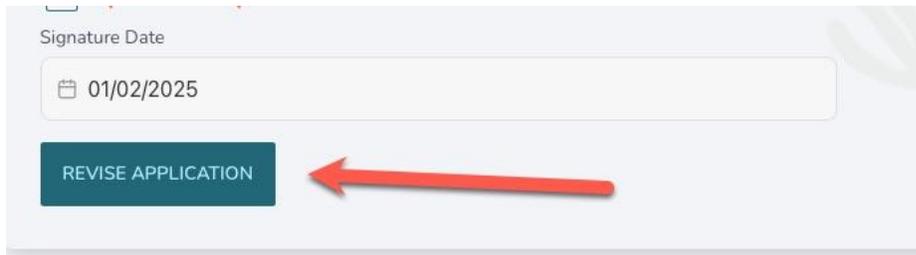
- To edit text, click on the relevant section and update the information.
- To update a file (e.g., government-issued photo ID or proof of education), select the 'X' to delete the existing file first, then upload a new one. **Note:** Files must be in PDF or JPEG format.

The screenshot shows the 'Revise Application' form. The 'APPLICATION' section includes fields for Salutation, Legal First Name, Legal Middle Name, Legal Last Name, Suffix, Address, City, State, and Zip. The 'DEMOGRAPHIC DETAILS' section includes County, Race, Gender, Languages Known, Employment Status, and Driver's License/Government ID information. Two red arrows point to 'VIEW FILE' buttons with an 'X' icon, indicating where to click to delete existing files.

This close-up shows the file upload section for a Government Issued Driver's License / ID / Passport. It includes a 'Choose File' button and the text 'no file selected'. A red arrow points to the 'no file selected' text. Below this is a text input field for listing other names, and another file upload section for a High School Diploma / equivalent degree / advanced degree.

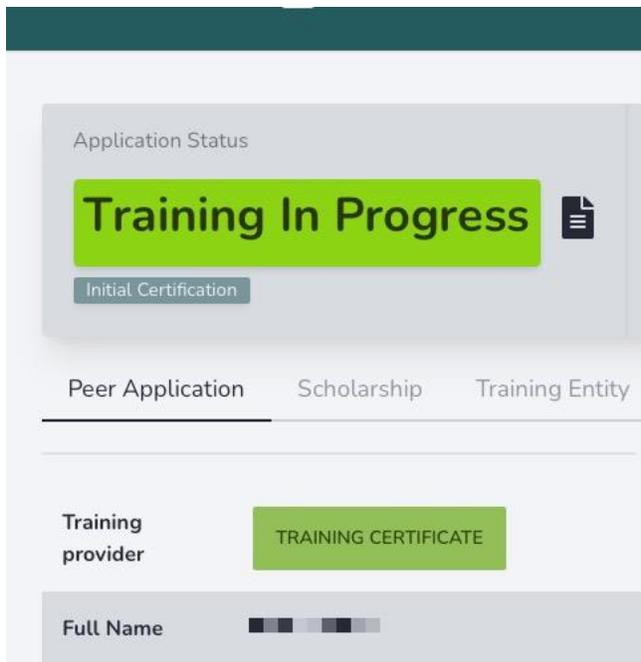
Step 6: Save the Revision(s)

Review all edits to ensure completeness. Once satisfied, click the "Revise Application" button at the bottom of the application to save your changes.



Step 7: Confirmation

Once your revisions are saved, your application status will update to "Training In Progress." Our team will be notified and will review your application promptly.



For further assistance, please contact our support team at peer certification@calmhsa.org.