

# Application Checklist

*Note: Applications for Spanish language trainings must include participant-informing material in Spanish (e.g., policies, evaluations, certificates, etc.).*

1. Application Information:

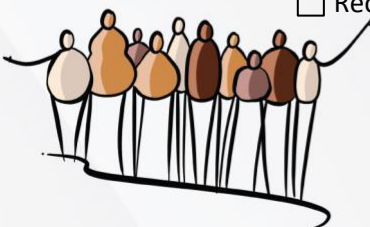
- ☐ Completed Training Provider Application form via online website.

General Information:

- ☐ CA Business License Number, non-profit number, or exception ID provided.
- ☐ Contact information of the dedicated training coordinator included.
- ☐ Proposed training fee/cost for the course specified.
- ☐ Proposed yearly training schedule with published dates and times provided.
- ☐ Language in which the training will be delivered.
- ☐ Total training hours of the course specified (must meet minimum requirements).
- ☐ Training modality (in-person, hybrid, asynchronous, online) selected.
- ☐ Agency biography (150 words or fewer) using the [Agency Bio Template](#)
- ☐ Agency logo (transparent .jpg or .png format).
- ☐ Instructor(s) information/qualifications provided (CV, resume, biography, etc.).

Policies and Procedures (in the language in which the training will be delivered):

- ☐ Documented enrollment/registration process and procedures.
- ☐ Documented course completion information provided.
- ☐ Process for issuance of certificate of attendance.
- ☐ Digital sample of certificate of attendance or completion (must meet requirements).
- ☐ Process for evaluation of training course and trainer(s) documented.
- ☐ Digital sample of the evaluation form (must meet requirements set below).
- ☐ Course refund/cancellation process.
- ☐ Leave of absence request process.
- ☐ Reasonable accommodations (ADA) policy.
- ☐ Anti-discrimination and anti-harassment policy.
- ☐ Documented complaints process.
- ☐ Record retention policy documented.



☐ Sample advertisement publicizing the training course.

## Payment

☐ Submit payment for application fee.

## 2. Training Curriculum (one training type and language per application):

☐ Submit a single, combined PDF file of the training course via Dropbox.

Medi-Cal Peer Support Specialist Training (80 hours) must include:

- ☐ Training content covering all 17 core competency areas
- ☐ Total instruction training hours meet the 80-hour requirement.
- ☐ CalMHSA Curriculum Crosswalk document included.

Continuing Education (CE) Training (varies) must include:

- ☐ Course syllabus, including detailed course outline, educational goals, and measurable learning objectives.
- ☐ One training course, minimum one hour instruction time.

Area of Specialization (40 hours) must include:

- ☐ Training content covers core competencies for the specified area of specialization.
- ☐ Total instructional training hours meet the 40-hour requirement.
- ☐ CalMHSA Curriculum Crosswalk document included.

