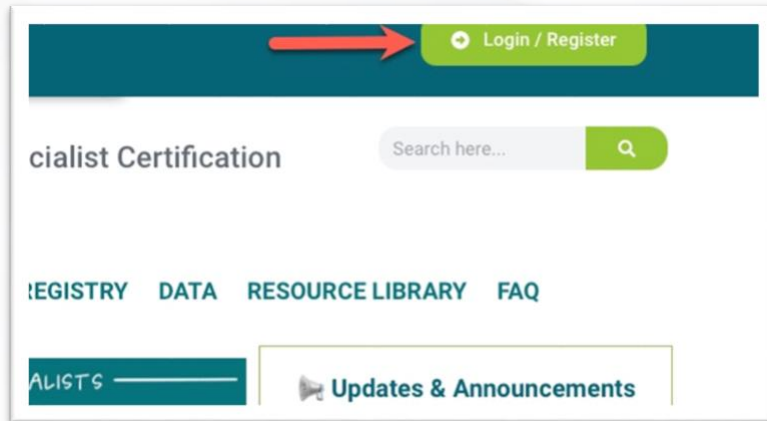


How To – Apply for Renewal Fee Waiver

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. Login by selecting either the “Sign in with Google” or “Sign in with Microsoft,” or manually type in your email and password.

Note: You must log in the same way and with the same email/password as when you filled out your application.

A screenshot of the login form for Medi-Cal Peer Support Specialist Certification. The form has a light gray header with the text 'Medi-Cal Peer Support Specialist Certification'. Below the header, there are two tabs: 'Log In' (selected) and 'Sign Up'. The 'Log In' section contains two social login buttons: 'Sign in with Google' (with the Google logo) and 'Sign in with Microsoft Account' (with the Microsoft logo). Below these buttons is the word 'or'. Then, there are two input fields: one for email (placeholder 'yours@example.com') and one for password (placeholder 'your password' with an eye icon for toggling visibility). Below the password field is a link that says 'Don't remember your password?'. At the bottom of the form is a large blue button labeled 'LOG IN >'.

Step 3: Navigate to the Renewal Application

Once at the Dashboard, you can select “START RENEWAL” from the main homepage.

Apply by choosing the type of application.

Certification Renewal Application

To renew your certification, please visit this link where you will find a comprehensive guide outlining the steps, requirements, and necessary documentation for the renewal of your certification. This process ensures that your credentials remain current and in alignment with the latest standards and practices.

Certification expired less than a year

START RENEWAL

OR

Specialization Application

Congratulations on your continued professional development! This form will certify you to become a specialized peer in the areas of Parent, Caregiver, Family Member Peer, Crisis Care, Justice-Involved, and Persons Unhoused .

APPLY

OR

You can alternatively find your application on the left sidebar under “My Applications.” Click “My Certification Application.” This will open your application. Select “Start Renewal” to begin.

Application Status

Completed

Initial Certification

DOWNLOAD PDF

REVISE

Certification Status

Lapsed

START RENEWAL

Expires: 2025-05-06

Peer Application

Funding

Training Entity

Notes

Logs

APPLICATION INFORMATION

Training provider

TRAINING CERTIFICATE



Step 4: Start the Renewal Application

The Peer Certification Renew screen will display. Please read the information, then select “Start Renewal”

Peer Certification Renewal

Thank you for your interest in renewing your Medi-Cal Peer Support Specialist Certification.

Professionals seeking renewal are required to complete twenty (20) hours of continuing education every two years from the date of the initial certification and thereafter for each renewal. At least six hours of Law and Ethics training is required during each two-year cycle. To satisfy the continuing education requirement, training courses must be completed prior to submitting an application for renewal and each course may be counted only once during the same renewal period (i.e., the same continuing education course cannot be claimed more than one time during each certification period, even if the course was taken annually). Training courses may be taken in various formats, including asynchronous, in-person, and online. Applicants are responsible for taking continuing education courses that are within their professional scope of practice and maintaining evidence of completed trainings.

We may ask to review your training records to verify you have completed the required continuing education hours for your renewal period. If you are selected for this review, you will be notified in writing and shall submit documentation of training courses completed. If selected, a prompt response is important. Reminder that failure to comply with continuing education requirements may result in a disciplinary action against your certification.

Please ensure to complete your application in full and submit associated payment. Applications are considered complete when an application is submitted along with the associated payment. Only complete applications will be processed. Please visit the [Certification Renewal & Continuing Education Requirements - CA Peer Certification](#) section of our website for detailed information.

START RENEWAL

Step 5: Fill out Certification Renewal Application

Fill out all required fields, ensuring you attest to completing your 20 hours of CE, and affirm the Code of Ethics.

Peer Certification Renewal

CERTIFICATION RENEWAL APPLICATION

I am currently employed in a peer role:

☐ Yes
☐ No

Current employer name: TEST Current employer county: Riverside

Current employer type: Community based organization (Not contracted with County Behavioral Health)

Salutation: Mrs. Legal First Name: Mayra TEST Legal Middle Name: Legal Last Name: D'Angelo Suffix: Jr.

Address: 1610 Arden Wy International Address? ☐ Address 2: Apt / Suite numbers

City: Sacramento State: CA Zip: 95815

Phone: (123) 456-7891

☐ I attest that I have completed 20 hours of continuing education requirement, including 6 hours of Law and Ethics during the 2 year prior to the date of this application.

☐ Yes, I agree to Code of Ethics for Peers

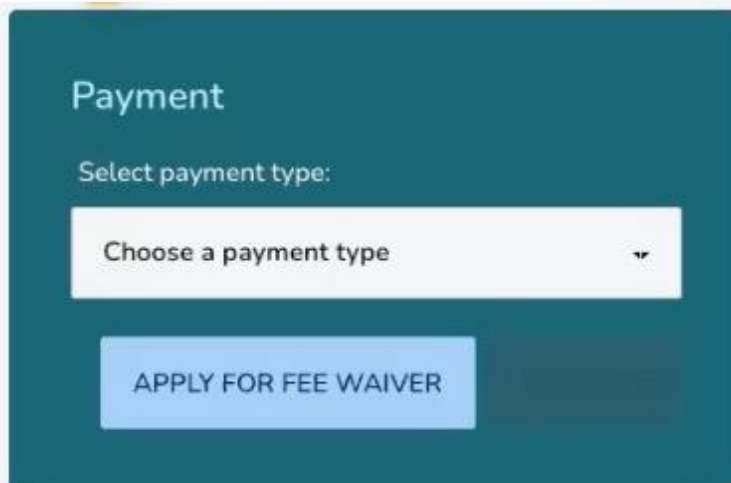
Download the DDE

I, the undersigned, am the person submitting the application. I have read and know the standards for renewal of my certification. I understand that any misstatements or omissions of material facts may be cause for denial, suspension, or revocation of a certification.



Step 6: Payment Information - Apply for Fee Waiver

After entering your application information, you will be directed to enter your payment information. If you choose to pay the fee yourself, select 'Choose a payment type'. If you plan to apply for a waiver, wait 10 seconds for the 'Apply for Fee Waiver' option to appear, then select it.

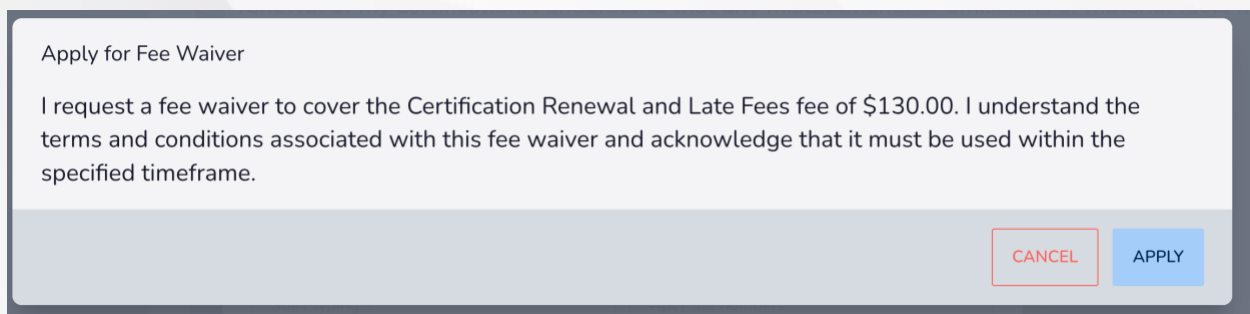


The screenshot shows a dark teal background with the word 'Payment' in white. Below it, the text 'Select payment type:' is followed by a white dropdown menu containing the text 'Choose a payment type'. At the bottom of the screen is a large blue button with the text 'APPLY FOR FEE WAIVER' in white.

Wait up to 10 seconds for the blue “APPLY FOR FEE WAIVER” button to appear.

Step 8: Submit application

After selecting “Apply for Fee Waiver”, allow up to 10 seconds to load. An information box will appear. Please read the information and select “APPLY” to complete the process of applying for a fee waiver.



The screenshot shows a light gray box with a dark gray border. At the top, it says 'Apply for Fee Waiver'. Below that, it reads: 'I request a fee waiver to cover the Certification Renewal and Late Fees fee of \$130.00. I understand the terms and conditions associated with this fee waiver and acknowledge that it must be used within the specified timeframe.' At the bottom right, there are two buttons: a red 'CANCEL' button and a blue 'APPLY' button.

Step 9: Confirm Renewal

Ensure you will receive an email notice with confirmation of payment and renewal approval status. No further action is needed; your renewal is complete.

