How to: Submit Renewal

Submitting a Renewal Application for CalMHSA-Approved Training Providers
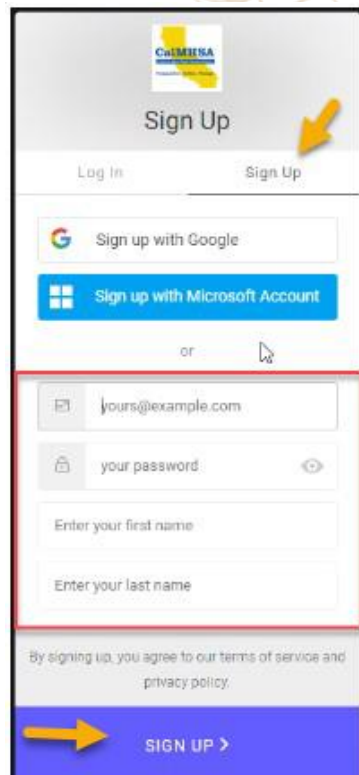
7/30/2025

Contents

Introduction

The Training Provider Renewal application for CalMHSA-approved training providers is available here on our website. Please review the Training Provider Guide to ensure you understand the requirements and have everything you need to start the application process. **Please note that the application cannot be saved and must be completed all at once.**

Login or Create Your Account

1. Locate Our Website www.capeercertification.org. Scroll up on this webpage and select the "Register/Login" button and a dialog box will appear.

Login / Register

2. Click on "Sign Up" and either sign in with your Google or Microsoft account or create a new login with your email, password, first and last name. Select the purple "**SIGN UP**" button to continue,


Note: If you click "Sign up with Google" or "Sign Up with Microsoft Account", you will not be able to reset your password through our website.
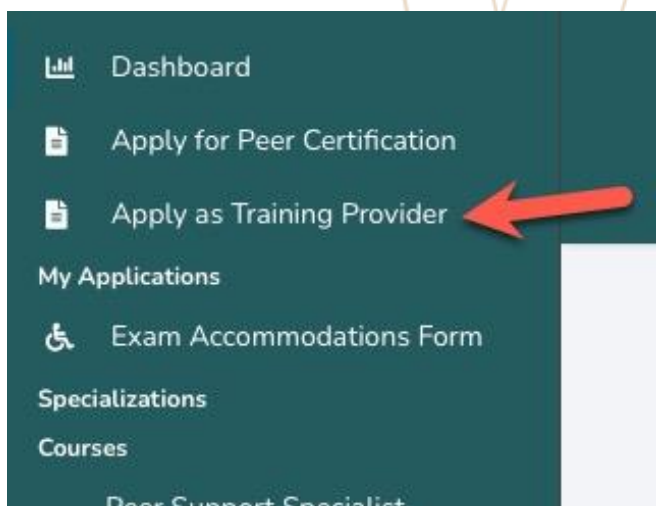
If you create an account in this manner, please ensure that you always select that option to login.

Access the Application

3. Select "Training Provider Application" on the center of the page as pictured below. This application is for both new and renewal applications.
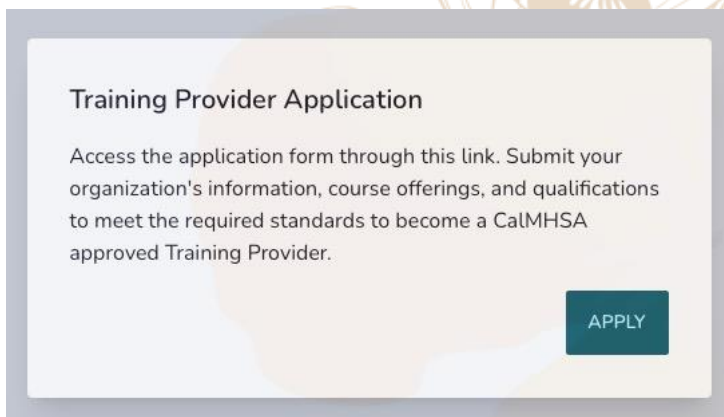
4. **OR** select "Apply as Training Provider" on the left-side dashboard as pictured below.

Review Policies and Procedures

5. Carefully review all Policies and Procedures.

6. Agree to the terms and conditions, then proceed to the application by selecting 'I Agree and Understand the Terms Above'.

Renewal of CalMHSA Training Provider Recognition
Only currently approved providers may apply for renewal to maintain their CalMHSA-approved status. Renewals are offered on a two-year cycle and must be submitted online during the designated application cycle, including all required fees, before the provider's contract with CalMHSA expires.

The Training Provider Renewal Application is intended for programs with minor to no revisions to the approved curriculum. Providers with significant changes must also submit a Modification Request Form with the renewal application.

Renewals apply only to currently approved courses and languages (e.g., an 80-hour English Medi-Cal Peer Support Specialist course must be renewed as-is). This process is also an opportunity to review and update training materials in alignment with current CalMHSA standards.

TRAINING CURRICULUM MODIFICATION REQUEST
CalMHSA maintains high-quality standards, therefore, any substantive changes to approved training curricula require approval prior to using the updated material. Substantive modifications include major changes to content, structure, or learning objectives. Updated curricula must meet CalMHSA's quality standards, as outlined in this guide. Curriculum modification requests are subject to fees. Submit modification requests at least 90 calendar days before the planned implementation date, including all required fees.

Detailed submission instructions and additional requirements are available here.

Directions for Submitting an Application
For more details and step-by-step instructions on the trainer application process, visit the Resource Library where you can view, read and download the complete Training Provider Guide.

I AGREE AND UNDERSTAND THE TERMS ABOVE

Complete the Renewal Application

7. Select the "**Medi-Cal Peer Support Specialists Core Competency Training – Renewal**".

8. Select the Renewal radio button

9. Complete the Renewal Application and upload all required provider policies.

10. Note that each field marked with a red triangle (⚠️) is a required field.

Application for Training Provider

PROVIDER CERTIFICATION APPLICATION

What type of training are you applying for?

Medi-Cal Peer Support Specialist Core Competency Training - Renewal

Is this a New Application or Renewal of your existing Application?

Renewal ⬤

I am applying as: ⚠

Select a type

A documented record retention policy:

Add File ⚠

Choose File | no file selected

I certify that the following is true and correct, and that I have read and will abide by the guidelines and instructions herein, and understand my signature indicates my acknowledgement of the above-mentioned core principles of CalMHSA and agreement to adhere to the agency requirements. I further understand submission of this application does not guarantee approval. I understand the application fee is non-refundable once the application is submitted.

Type your name to sign*:
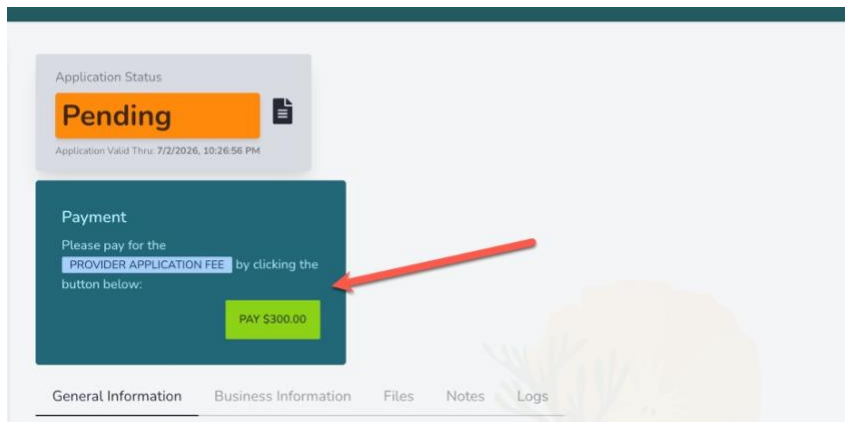
Required

Signature Date:

SUBMIT APPLICATION

Submit Payment

Once your application is submitted, you must pay the application fee.

11. Select the '**Pay $300**' button to complete payment via **credit card.**

12. If you plan to use a **bulk purchase agreement**, notify our team so we can assist you with the process.

Upload Training Curriculum

13. Once payment is received (**within 72 hours of application submission**), our team will provide you a **Dropbox link** to upload your training curriculum to the email provided in the application.