How To Change Your Email Address on Your Certification Application

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Introduction

CalMHSA uses email to communicate about the certification process. For this reason, it's important to make sure your record is up to date.

Follow the steps below to make changes to your email address on your application for certification and **prior** to receiving your approval for scheduling the certification exam.

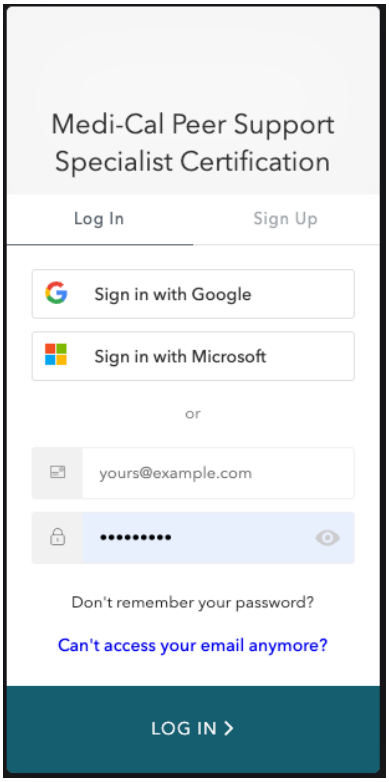
Important!! Your email address on file at the time of exam approval is used when scheduling or rescheduling your exam. Therefore, it must match the records on file to avoid delays in scheduling. If you need to change your email address ***after exam approval,*** please email peercertification@calmhsa.org to request the change.

How To:

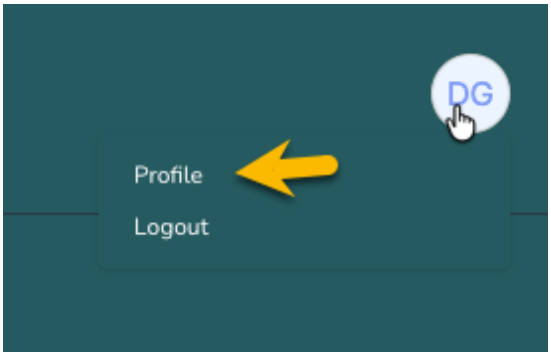
1. Navigate to www.capeercertification.org

2. Select the green Register/Login button

3. At the login screen, log in with your current email and password. If you need to reset your password, see How to: Reset Your Password instructions.



4. On the top right of the Dashboard, hover over your initials and select Profile.

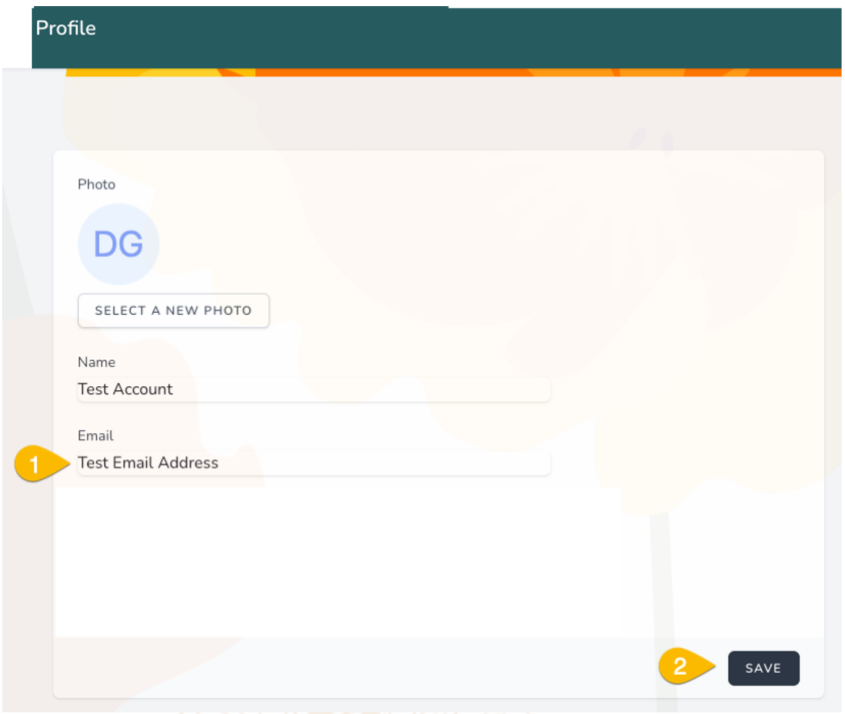


5. On the Profile screen:

    1) Enter your new email address under Email

    2) Select SAVE

    3) Do not log out until you receive verification email



6. In a different browser tab, check your email address for the verification email.
7. Click the link in the email to verify.
8. Once you verify your email, you will receive another email to create a new password, or you can log in with your previous password.
9. Log out of the portal and log back in with your new email and current password.

For additional support, please email PeerCertification@calmhsa.org.