

Application Checklist

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

1. Application Information:

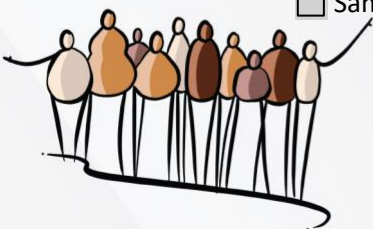
- Completed Training Provider Application form via online website.

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 information 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).
- 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 of marketing material.



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.

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

- Training content covering all 17 core competency areas with the course being a minimum of 80 training hours.
- CaMHSA [Curriculum Crosswalk document](#) (**separate PDF**).

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 covering core competencies for the specified area of specialization.
- Total instructional training hours being a minimum of the 40-hour requirement.
- CaMHSA Curriculum Crosswalk document (**separate PDF**).

