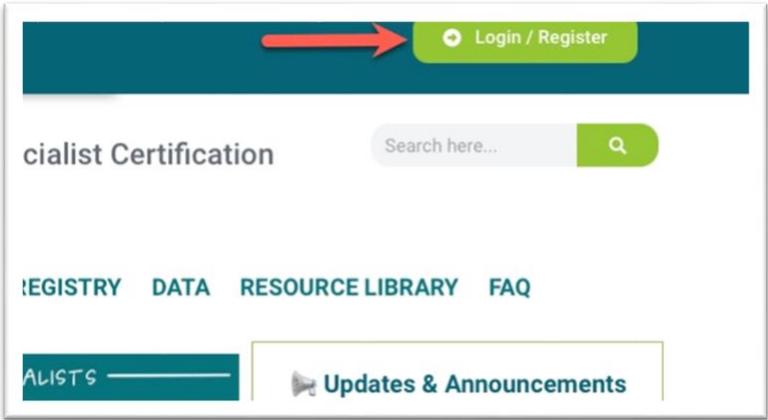


How to Apply for Renewal Fee Waiver

Step 1: Locate Our Website

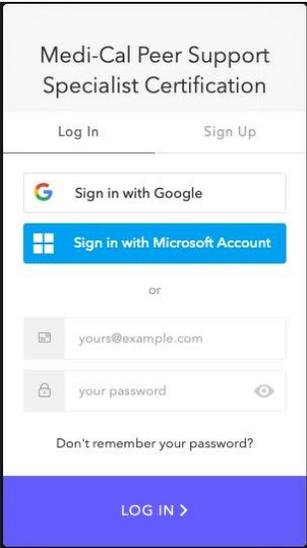
Select the Register/Login button from our website at www.capeercertification.org



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.



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.

The screenshot shows two application options side-by-side. On the left is the 'Certification Renewal Application' box, which contains text about renewing certification and a 'START RENEWAL' button. A red arrow points to this button. Below the text, it says 'Certification expired less than a year'. On the right is the 'Specialization Application' box, which contains congratulatory text and an 'APPLY' button. An 'OR' separator is between the two boxes.

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.

The screenshot shows a dashboard with two main status boxes. The left box is labeled 'Application Status' and shows 'Completed' in a green box with a document icon and 'Initial Certification' below it. Below this are 'DOWNLOAD PDF' and 'REVISE' buttons. The right box is labeled 'Certification Status' and shows 'Lapsed' in a grey box with a 'START RENEWAL' button below it. A red arrow points to the 'START RENEWAL' button. Below the 'Lapsed' box, it says 'Expires: 2025-05-06'. At the bottom, there are tabs for 'Peer Application', 'Funding', 'Training Entity', 'Notes', and 'Logs'. Below these is a section titled 'APPLICATION INFORMATION' with a 'Training provider' label and a 'TRAINING CERTIFICATE' button.

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:

Address: 1610 Arden Wy International Address? Address 2: Apt / Site 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.

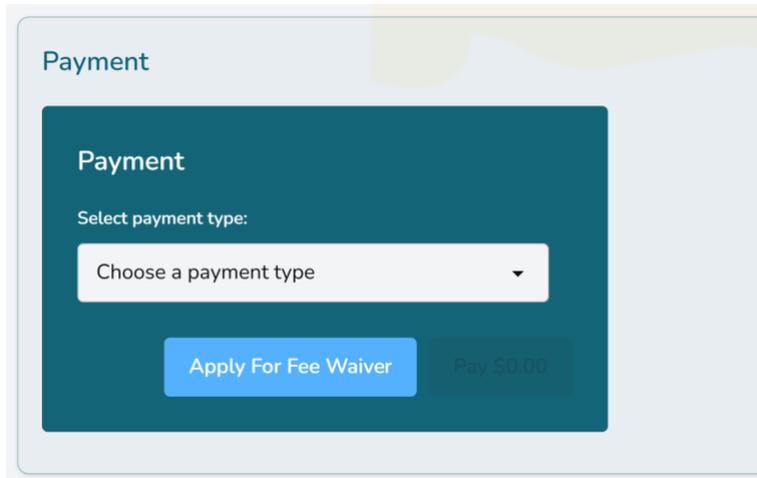
Yes, I agree to Code of Ethics for Peers

[Download the EDE](#)

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 prompted to choose a payment type. There will be two options to choose from.

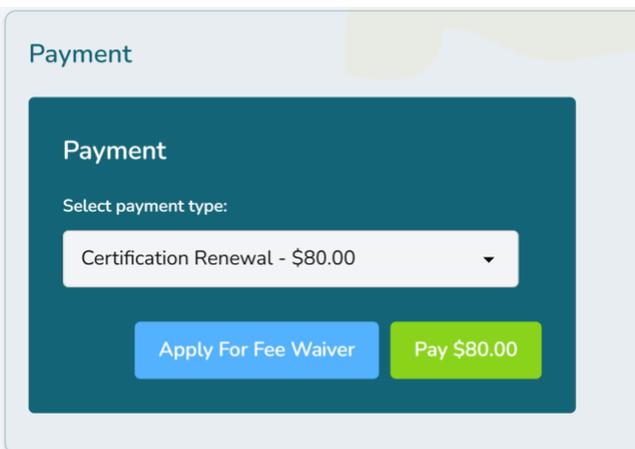


The screenshot shows a 'Payment' section with a dark teal background. At the top, the word 'Payment' is written in white. Below it, the text 'Select payment type:' is followed by a white dropdown menu containing the text 'Choose a payment type'. At the bottom of the teal area, there are two buttons: a blue button labeled 'Apply For Fee Waiver' and a grey button labeled 'Pay \$0.00'.

Step 8: Select Payment Type

Upon clicking “Choose a payment type”, two options will appear:

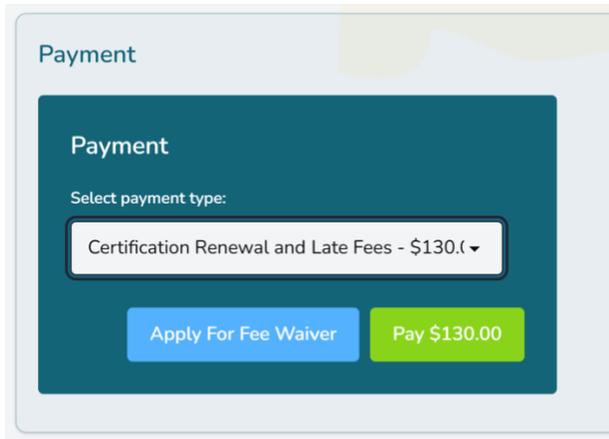
1. Certification Renewal – select this option if your certification is in *Active* status.



The screenshot shows the same 'Payment' section as in Step 6. The dropdown menu now displays 'Certification Renewal - \$80.00'. The buttons at the bottom are 'Apply For Fee Waiver' (blue) and 'Pay \$80.00' (green).

OR

2. Certification Renewal and Late Fees – select this option if your certification is in *Lapsed* status.



Payment

Payment

Select payment type:

Certification Renewal and Late Fees - \$130.00

Apply For Fee Waiver Pay \$130.00

NOTE: If your certification has lapsed and accrued a late fee, you must select this option to successfully renew. If the late fees are not selected, your renewal status will not update.

Once you select a payment type, click “Apply For Fee Waiver” to confirm your selection. Your fee waiver will automatically apply to your application for renewal.

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.