

How To Request Reasonable Accommodations

Table of Contents

Introduction 1

How To: 1

Introduction

In compliance with the Americans with Disabilities Act (ADA), Public Law 101-336, the California Mental Health Services Authority (CalMHSA) provides "reasonable accommodations" for applicants with impairments that may affect their ability to take the required examination for Medi-Cal Peer Support Specialist certification. This guide provides applicants with a step-by-step instruction process on how to request reasonable accommodations for their certification exam.

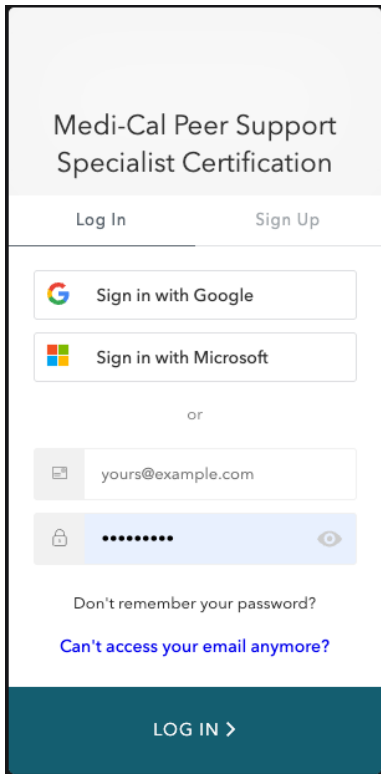
Please note: A completed [reasonable accommodations request form](#) must be filled out by you and your medical provider prior to requesting accommodations for the certification exam.

How To:

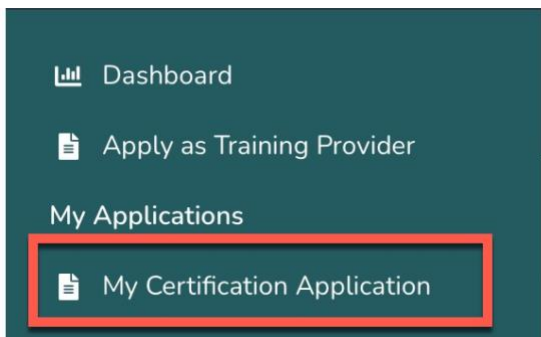
1. Navigate to www.capeercertification.org
2. Select the green Register/Login button



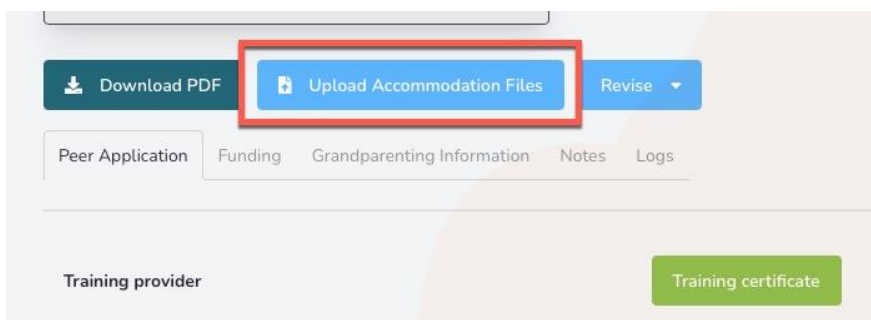
3. Sign into your account that has your active application. If you do not have an application on file, you will need to apply before submitting your request for reasonable accommodations.



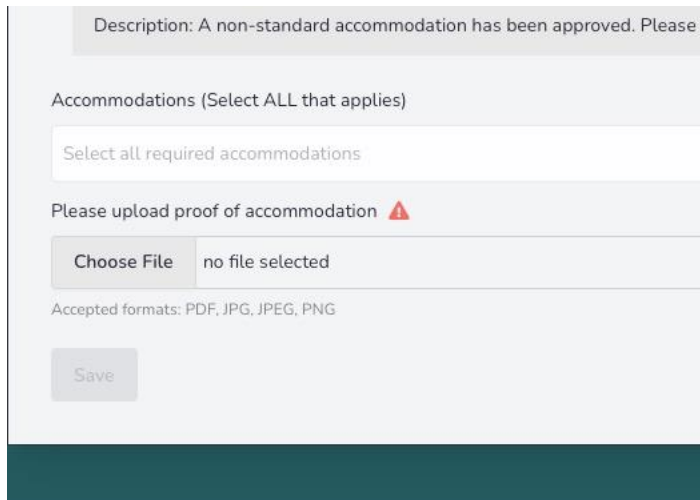
4. On the left side menu of your account, select "My Certification Application" to navigate to your application.



5. Select "Upload Accommodation Files" located beneath the application status



6. You will see a list of all reasonable accommodations offered by CalMHSA. Scroll to the bottom of the screen.



Description: A non-standard accommodation has been approved. Please r

Accommodations (Select ALL that applies)

Select all required accommodations

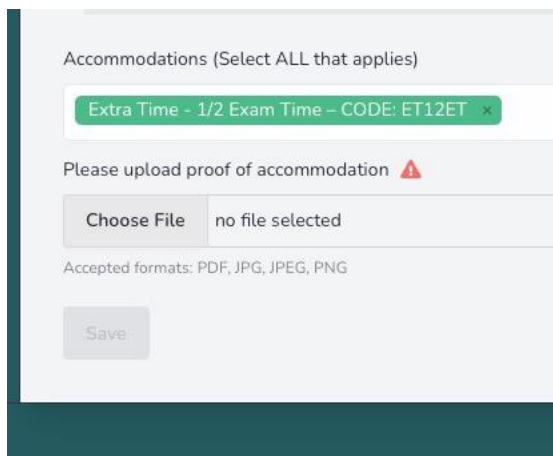
Please upload proof of accommodation ⚠

Choose File no file selected

Accepted formats: PDF, JPG, JPEG, PNG

Save

7. Under “Accommodations” select all reasonable accommodations that you are requesting. Refer to your completed accommodation file.



Accommodations (Select ALL that applies)

Extra Time - 1/2 Exam Time - CODE: ET12ET x

Please upload proof of accommodation ⚠

Choose File no file selected

Accepted formats: PDF, JPG, JPEG, PNG

Save

8. Verify that the accommodations you are requesting have been signed off by your medical provider. Please note, we can **only** accept/approve the accommodations that your medical provider has initialed. If you are adding accommodations that are not initialed by your provider on the form, they will be denied.
9. Select “Choose File” to upload your completed reasonable accommodations request form.

Accommodations (Select ALL that applies)

Extra Time - 1/2 Exam Time - CODE: ET12ET x Separate Rm & read aloud - CODE: SRRDMD x

Please upload proof of accommodation

accommodations.jpg x

Save

10. Click “Save” to submit your reasonable accommodations request.

11. Once submitted, our staff will be notified so we can begin the review process.

We will review the request and inform you of the next steps. To ensure accommodation is in place at the time of the exam, please do not schedule your exam until your reasonable accommodation request has been approved by CalMHSa. CalMHSa may take **up to 30 days** to process the request. Important: If you have scheduled your exam, please cancel the appointment until your accommodation has been approved as the accommodation must be in place prior to scheduling. To reschedule or cancel your exam appointment call 1-888-536-1460, Option 8 – For in person exam, you must cancel 48 hours before your exam appointment.

Note: To avoid any inconvenience or delay, we ask that you review the Comfort Aid List at <https://www.capeercertification.org/exam-comfort-aid-list> which details items that do NOT require an accommodation approval. If you see your request on the Comfort Aid List, we kindly request that you notify us immediately so we can remove the accommodation flag from your account.

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