

How to: Upload your Training Certificate

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Introduction

This guide explains how to upload your training certificate of completion to your application.

To qualify to take the certification exam, your training must meet the following requirements:

- 80-hour course covering the 17 core competencies
- Completed through a CalMHSA-approved training provider

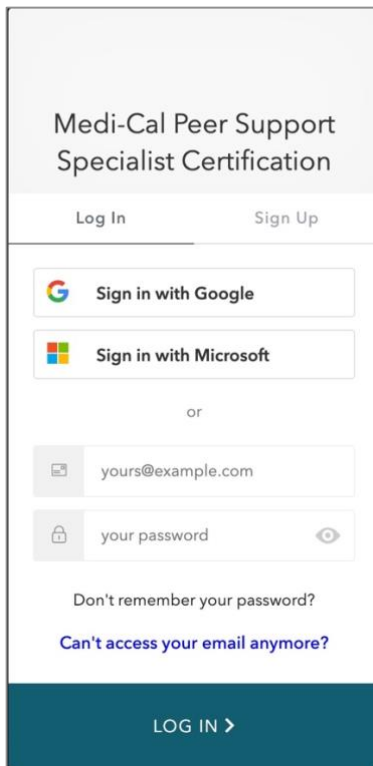
Instructions for uploading your certificate are below.

Navigate to your Account

1. Navigate to www.capeercertification.org
2. Select the green Register/Login button at the top of the page



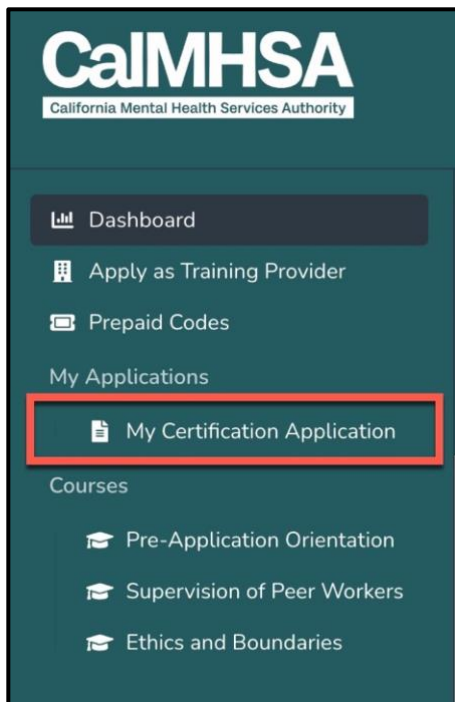
3. Login with the email and password combination you created when you first registered.

The image shows a login page for the Medi-Cal Peer Support Specialist Certification. At the top, the title "Medi-Cal Peer Support Specialist Certification" is displayed. Below the title are two links: "Log In" and "Sign Up". The "Log In" link is underlined. There are two social login buttons: "Sign in with Google" and "Sign in with Microsoft". Below these is a separator "or". Then there are two input fields: one for email (placeholder "yours@example.com") and one for password (placeholder "your password" with a toggle icon). Below the password field are two links: "Don't remember your password?" and "Can't access your email anymore?". At the bottom is a large blue button labeled "LOG IN >".

Note: if you do not have access to the original email address on file, select the “Can’t access your email anymore?” option to [reset your password](#) and then [update your email](#) on file.

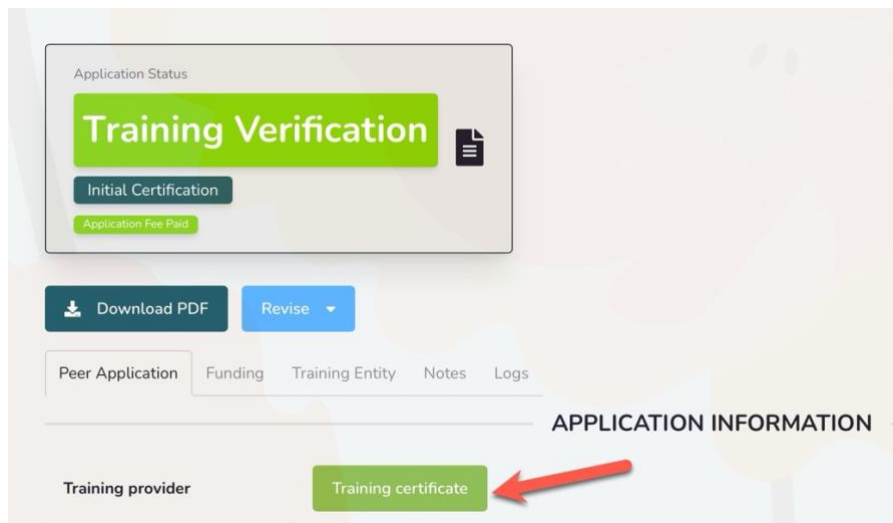
View your Application

4. When logged in, select “My Certification Application” on the left-side menu of your dashboard under “My Applications”.

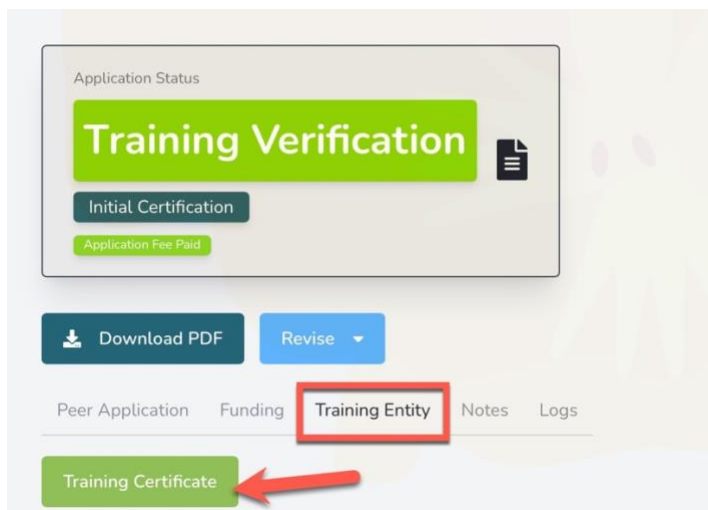


Upload your Training Certificate of Completion

5. Select the green button that reads “training certificate” on your application.



- a. Alternatively, you can select “Training Entity” from your application, and then select the green button that reads “Training Certificate”.



6. Select the name of the training agency you've completed your training with. You may have to scroll down to list to find your provider.

a. Please note that clicking on the "visit website" link will take you out of the application and direct you to the vendor's website.

The 'Training Entity' form displays a list of agencies with contact information and 'Visit Website' links. The agencies listed are:

- Sacramento Valley Peer Specialists** (Selected): (951) 617-8018, admin@sacramentovalle.org
- San Bernardino Peer Support Academy**: (916) 427-6561, info@sanbernardinope.org
- San Diego Peer Certification Academy**: (619) 971-2106, contact@sandiegopeercenter.org
- Santa Clara Valley Peer Services**: (408) 789-3763, contact@santacларavalle.org
- SoCal Peer Support Network**: (661) 317-9756, info@socialpeersupport.org

Below the agency list is a 'Language of Curriculum' section with radio buttons for English (selected), Spanish, and Other. A note asks 'Which language was the training curriculum delivered in?'. At the bottom, there is a 'Training Certificate' button, a 'Done scrolling (Enter)' button, a 'Close' button, and a 'Submit Training Entity Information' button.

7. Select the language in which your training was given from the options listed.

8. Select "upload file" and select the file from your device.

Training Entity

admin@sacramentovalle.org
Visit Website

info@sanbernardinope.org
Visit Website

contact@sandiegopeerceer.org
Visit Website

Santa Clara Valley Peer Services
 (408) 789-3763
 contact@santacalaravalle.org
 Visit Website

SoCal Peer Support Network
 (661) 317-9756
 info@socialpeerstupport.org
 Visit Website

Language of Curriculum
☒ English
☐ Spanish
☐ Other

Which language was the training curriculum delivered in?

Training Certificate
 Upload your completed training certificate from this organization.

Please upload a picture of your completed training certificate

upload certificate.jpg

Close Submit Training Entity Information

9. Click the blue button that reads “Submit Training Information” to complete your submission.

Application Status

Training Verification
Initial Certification

Funding / Voucher Status
Approved
 Funding / Voucher ID(s): SZFPej1eUWGq

Download PDF Request for Accommodations Revise

Peer Application Funding Training Entity Notes Logs

APPLICATION INFORMATION

Training provider Training certificate

10. You can verify that your submission was successful by looking at your application status. You can see your certificate was added successfully by clicking “Training certificate” to view your upload. You will also receive an email confirming receipt of your submission.

Training Entity X

Selected Training Entity
Your selected training provider information.

[Change](#)

NAME Sacramento Valley Peer Specialists	PHONE (951) 617-8018
EMAIL admin@sacramentovalley.org	WEBSITE https://sacramentovalleypeer.org/
LANGUAGE OF CURRICULUM English	

Training Certificate
Upload your completed training certificate from this organization.

Please upload a picture of your completed training certificate

[View File](#) X

[Close](#)

11. Once your application is submitted, please allow up to 30 days for your application to be reviewed and processed. Applications are reviewed in the order received. You will receive an email updated on the status of your application once it has been processed by the team.

Note: The appearance of your dashboard may vary slightly based on browser, system updates, user permissions, or account settings. If another window opens, you may need to select the download icon to download PDF.