



## California Association of Peer Supporters (CAPS) Academy Training Policies and Procedures

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| <b>Policy</b><br><br>The Medi-Cal Peer Support Specialist Certification exam and application Fee | <b>December 2025</b> |
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**PURPOSE:** The purpose of this policy is to ensure the California Association of Peer Supporters (CAPS) Academy has a process to pay for CAPS graduates fees acquired for the application of and taking of The Medi-Cal Peer Support Specialist Certification exam.

**POLICY:** CAPS Academy will pay for the cost of CalMHSA's fees for the Medi-Cal Peer Support Specialist Certification application and exam if a graduate has registered to take the exam within 60 days of obtaining their CAPS Academy certificate of completion. Graduates taking the exam after 60 days forfeit the use of CAPS Academy's pre-paid codes.

**PROCEDURE:** CAPS Academy Staff and students will adhere to the following protocol:

1. When requesting codes, the CAPS Academy graduate will take a screen shot of their Application Status: Pending Payment screen.
2. The Program Manager will then issue the pre-paid code for the application.
3. Once CalMHSA approves the graduate's application, the graduate will forward that email from CalMHSA to CAPS Program Manager.
4. CAPS Program Manager will then send the graduate a pre-paid code to use for the registration of the exam.
5. The graduate will send confirmation of exam payment to CAPS Program Manager.

Graduates taking the exam after 60 days of receiving the CAPS Academy certificate of completion will be responsible for the payment of their application and registration of the exam.

Individual exceptions may apply. To qualify for these exceptions, graduates must reach out to CAPS Program Manager. CAPS Program Manager and Director will determine if the student meets the eligibility for exceptions and will inform the student within 5 business days.

CAPS is not responsible for technical, connectivity, or device-related issues experienced by students during the exam. Codes will not be reissued for exams missed due to digital or technical difficulties. CAPS Academy will also not reissue codes for missed exam appointments.