

Georgia Mental Health Consumer Network CEU Verification and Fee Policy

Georgia Mental Health Consumer Network (GMHCN) is committed to upholding the professional standards set forth by the State of Georgia and the Centers for Medicare and Medicaid Services, pertaining to the credentialing and recertification process for Certified Peer Specialist Mental Health. In order to create a more efficient processing method pertaining to CEU verifications and CPS certification, GMHCN has adopted the following verification policy. The purpose of this policy is to provide guidelines for individuals seeking verification of Continuing Education Units (CEUs) earned through our organization and to outline the associated fees for processing such requests. This policy applies to all participants and agencies who employ participants who have completed courses, workshops, or training programs offered by our organization and require verification of their CEUs for professional development, certification, or licensing purposes.

- 1.) Requests must be submitted in writing using the organization's official request form, available online. The form must be completed in full and include full name, contact information, and the specific information requested.
 - a. GMHCN will accept and process the following requests:
 - i. CEU verification
 - ii. CPS certification status
 - iii. CPS replacement certificate
 - iv. Duplicate copies of training certificates
- 2.) GMHCN will process standard requests within 14 business days from the date of receipt.
 - a. Expedited processing is available for an additional fee, with requests processed within 3-5 business days.
 - i. Expedited service is subject to availability and must be requested at the time of submission.
- 3.) A standard fee will be charged for each request. This fee covers the costs of verifying, preparing, and delivering the verification documents.
 - a. CEU Verification: \$30
 - b. CPS Certification Verification: \$25
 - c. CPS Replacement Certificate: \$40
 - i. Includes legal name change
 - d. Duplicate copies of training certificates: \$5.00 per certificate
- 4.) For expedited processing, an additional fee of \$15 applies. This fee is in addition to the standard fee.

- 5.) All documents will be delivered electronically to the email address provided by the participant, except for the CPS Replacement Certificate for a name change, which requires signatures from DBHDD.
- 6.) If physical copies are requested, a shipping fee of \$10 will be charged for standard mail delivery. Additional charges may apply for expedited shipping or international delivery.
 - a. A printing and/or copying fee of \$5.00 per document will be charged.
- 7.) Payment must be made in full at the time of request submission. Accepted payment methods include PayPal and credit cards.
- 8.) All fees associated with requests are non-refundable, even if the request is cancelled* or if the verification cannot be provided due to incomplete or incorrect information.
- 9.) Requests may be cancelled within 48 hours of submission without penalty. After this period, the full fee will apply.
- 10.) The organization is committed to protecting the confidentiality of participant records. CEU verifications will only be released to the requesting individual or to third parties with the participant's written consent.

Disclaimer: Please note that the policies and instructions outlined herein are subject to change at any time without prior notice. It is your responsibility to stay informed of any updates or revisions. Continued adherence to the most current version of these policies is required.