

Certified Missouri Peer Specialist Online Exam

Registration and Code for Launching the Exam:

Once Basic Training has been completed, the supervisor will be notified automatically by www.peerspecialist.org with the registration number and code that will allow the exam to be accessed. The number and code is assigned to a specific examinee who has met all qualifications of their training.

In most cases, exams will be graded within two weeks. The exam status is either a PASS or FAIL. No numerical scores are assigned to the exam. The supervisor will be notified electronically with the status of the exam on completion of the grading process.

Record of Certification:

If the person taking the exam has passed, the automatic notification of exam status will serve as the record of successful completion and can be placed in the appropriate agency personnel file. The successful completion of the exam will also be tracked on a file with www.peerspecialist.org.

Re-taking the Exam:

If the person taking the exam does not pass, the supervisor will be given instructions about retaking the exam. This re-take process is initiated when the supervisor requests reauthorization at least one week in advance of the planned retest date. The test can be taken up to three times within the first six months of employment.

Online Exam Process and Expectations

The email that the supervisor will receive from www.peerspecialist.org will contain detailed instructions about how to access and use the online exam.

It is expected that the supervisor will:

- Ensure that the Peer Specialist has the opportunity to take the online exam after the Peer Specialist Basic training and within six months of being hired.
- Ensure the person taking the exam has access to a private room that is monitored if taking the test individually or direct supervision at all times if taking the exam as a group.
- Ensure that the examinee understands that the exam is untimed.
- Ensure that the examinee is uninterrupted for the duration of the exam.
- Ensure that no resource material, training manuals, handouts or notes are used during the exam.
- Ensure that there is no discussion of test questions or answers during the exam.
- Ensure that there are no cell phones and/or pagers in the exam room.
- Ensure that no notes are taken of exam questions or responses.

- Ensure that the exam is taken in one sitting.
- Ensure that the exam is opened one time only for each examinee for the purposes of beginning the exam.
- Ensure that the examinees are supervised if a short break is needed and that there is no discussion of the exam and that notes or other aids are not referred to while examinee is on break.
- Supervisors shall provide assistance to any examinee who does not have experience with a keyboard to enter answers. It is expected that the person taking the exam can read the questions and compose responses without assistance. Assistance with determining the content of the answers is not allowed.

If for any reason the supervisor is unable to ensure any of the above, we will work with the supervisor and examinee to determine how these requirements for the exam can be met.

Please contact Rosie Anderson-Harper, Department of Mental Health, at rosie.anderson-harper@dmh.mo.gov