



Community Health Worker (CHW) Certificate Renewal

Spanish Interpretation Line

Call: 252-424-0212; ; PIN: 474 013 852#

January 8, 2024

CHW Certificate Renewal

CHW Certification

- Voluntary and free of charge
- CHW certificates are **effective for 2 years**
- Certificates authorize the individual to represent themselves to the public as a **certified community health worker (CCHW)**
- **20 hours of professional development** required for certificate renewal

Where to Find the Original CHW Certificate

- Original notification of certification email from MDH.CHWApplications@maryland.gov
 - Certificate is attached
- Your Maryland OneStop account
- Contacting the CHW Program at:
MDH.CHWApplications@maryland.gov
or 410-767-5971

Visit the CHW Certificate Renewal Webpage

Maryland CCHW Renewal

Community Health Worker Certificate Renewal

Maryland Certified Community Health Worker (CCHW) Certificate Expiration and Renewal Key Points

The following key points summarize Maryland's CCHW expiration and renewal:

- A CHW certificate is effective for two years from the date issued.
- There is no fee for certification renewal.
- A CCHW should be prepared to submit their certificate renewal application 30 days prior to expiration.
- Renewal requirements include:
 - Submission of a community health worker certificate renewal application on the [Maryland OneStop](#) portal.
 - Documentation of 20 hours of a broad range of professional development activities.
 - A CCHW must notify the Department upon name or contact information change.

Important Application Documents:

- [Maryland CCHW Certificate Expiration and Renewal Manual](#)
- [Maryland CCHW Certificate Renewal Professional Development Activities Tracking Sheet](#)

Things to know about certification renewal for CCHWs in Maryland:

- CCHWs may begin a Certificate Renewal Application at any time.
- CCHWs may submit their online Certificate Renewal Application with the required documentation 30 days prior to their certificate expiration date.
- The Certificate Renewal Application is open on [Maryland OneStop](#) so that CCHWs may enter information and upload Professional Development Activities Tracking Sheet(s).

Renovación de CCHW en Maryland

Renovación de Certificación de los Promotores de Salud

Puntos clave de Vencimiento y Renovación del Certificado para Promotores de Salud Certificados de Maryland (CCHW)

Los siguientes puntos clave resume el procedimiento de vencimiento y renovación para Promotores de Salud (CCHW) de Maryland.

- El certificado de Promotores de Salud es efectivo para dos años desde la fecha emitida.
- No hay cobro para renovar la certificación.
- Un CCHW debe estar preparado para entregar su aplicación para renovar el certificado 30 días antes de la expiración.
- Las certificaciones de CHW son renovables hasta por dos (2) años después de la fecha de vencimiento.

CHW Certificate Renewal Requirements

- Submission of a CHW certificate renewal application
 - Maryland OneStop, or
 - Paper applications available on request in English and other languages
 - Email MDH.CHWApplications@maryland.gov or call 410-767-5971
- 20 hours of professional development activities
 - Self report

Professional Development Activities

Professional Development activities include:

- Employer-sponsored trainings
- Conferences
- Webinars
- Online trainings
- Maryland CHW meetings
- Community related meetings, committees, or workgroups that contain an educational component
- Other educational opportunities

Required Information about Professional Development

- Title
- Sponsor
- Location
- Date(s)
- Hours
- **Check** associated CHW core competency or health principle
- **Include** brief description of knowledge learned/skills acquired

Professional Development - CHW Core Competencies

1. Advocacy and community capacity building skills
2. Effective oral and written communication skills
3. Cultural competency
4. Understanding of ethics and confidentiality issues
5. Knowledge of local resources and system navigation
6. Care coordination support skills
7. Teaching skills to promote healthy behavior change
8. Outreach methods and strategies
9. Understanding of public health concepts and health literacy

Notification of CHW Certificate Renewal

The Department sends a renewal notice about 90 days before a CHW certificate expires

- To the last known electronic address

Notify our office if a renewal notice is not received within 60 days before the renewal date.

CHW Certificate Renewal Timeline

CHW certificate renewal applications:

- Can be submitted **90 days prior to the expiration date**
- Can be submitted **up to two (2) years AFTER the expiration date**

Allow 30 days for an application to be processed and a new certificate to be issued.

CHW Certificate Renewal Application

When can a CHW begin their renewal application?

At any time!

Maryland OneStop applications:

- Saved in Draft mode and can be updated at any time

Paper applications are available on request in English and other languages

Ready to Apply?

Click [APPLY HERE FOR CCHW CERTIFICATE RENEWAL](#) at the bottom of the MDH CHW Certification Renewal webpage



[APPLY HERE FOR CCHW CERTIFICATE RENEWAL](#)



Updating Name, Phone Number, and Address in OneStop

Updating your **name, phone number, and address:**

- Log into Maryland OneStop
- Go to “My Dashboard”
- Scroll to the bottom to “My Licenses, Permits, and Registrations”
- Click on your Certificate Number to open the Detailed View
- Click the green “Edit” button
- Enter your edits
- Click Save (top right corner)

Updating Your Email in Maryland OneStop

The Record Holder email is associated with the OneStop account.
To change the Record Holder Email:

- Log into OneStop
- Click on your name in the right hand corner
- Navigate to your Account Settings
- Change the email address

OneStop will send a verification email to the new email

- Click Verify Email
- Log into OneStop with the new email

Maryland OneStop CCHW Certificate Renewal Application

Certified Community Health Worker (CCHW) Certificate Renewal Application

Maryland Certified Community Health Worker (CCHW) Renewal Application

The CCHW certificate is effective for two (2) years from the date issued. The CCHW Renewal application may be submitted beginning 90 days before the certificate expiration date.

This application requires documentation of completion of 20 hours of a broad range of professional development activities that include

...

[Show more](#)



30 days prior and up to 2 years after expiration

Due Date



1 day - 90 days

Approval Time



1 - 2 hour

Completion Time



\$0.00

Application Fee

Maryland OneStop CCHW Certificate Renewal Application

CCHW Certificate Renewal Applicant Information

First Name *	Last Name *	Date of Birth ? MM/DD/YYYY
Phone *	Email *	Confirm Email *
Mailing Address * ?		
City *	State * Maryland	Zip Code *

Community Health Worker Certificate Information

If you are unsure of your CHW certificate number and/ or expiration date, you can locate the information at <https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/Verify-A-Certificate.aspx>.

Certificate Number * ?	Certificate Expiration Date *
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Maryland OneStop CCHW Certificate Renewal Application

Professional development activities can be submitted by:

- Uploading the Professional Development Tracking Sheet(s) to the application
- Manually enter Professional Development Activity directly into the application
- Or use both methods!

Maryland OneStop CCHW Certificate Renewal Application

Choose one or both options on how you would like to verify your Professional Development Activity*

- Upload the Professional Development Tracking sheet(s)
- Manually enter Professional Development Activity

Professional Development Activity Sheet*



Drop files here to upload

Individual File size limit is 32 MB

Total File size limit is 256 MB

Choose file

Professional Development Activity

Activity Title*

Number of Activity Hours*

Activity Date(s)*

Activity Sponsor or Organization*

CHW Professional Development Tracking Sheet

Individual Professional Development Activity Tracking Sheet (duplicate form for each activity)

Certified Community Health Worker (CCHW) Name: _____

Activity Title: _____

Activity Date(s): _____ Number of Activity Hours: _____

Activity Sponsor or Organization: _____

Activity Location: _____

Core competencies or health principles the activity addressed:

- Advocacy and community capacity building skills
- Effective oral and written communication skills
- Cultural competency
- Understanding of ethics and confidentiality issues
- Knowledge of local resources and system navigation
- Care coordination support skills
- Teaching skills to promote health behavior change
- Outreach methods and strategies
- Understanding of public health concepts and health literacy

Health principles addressed (specify): _____

Explain the knowledge you acquired from this activity and / or the skill application of duties:

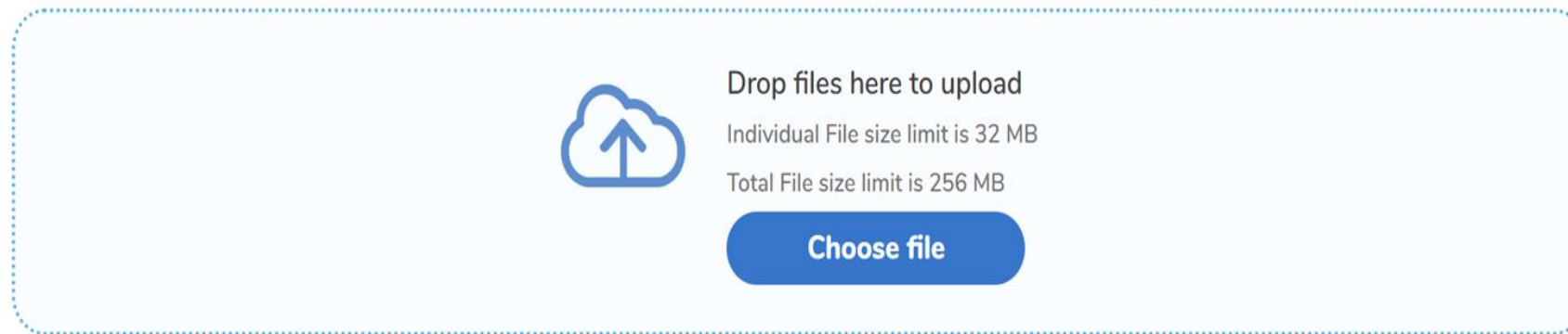
CCHW Signature: _____

Date: _____

Uploading a Professional Development Tracking Sheet

Professional Development Activity Tracking Sheets can be uploaded into the Maryland OneStop application

Professional Development Activity Sheet



Drop files here to upload
Individual File size limit is 32 MB
Total File size limit is 256 MB

[Choose file](#)

Professional Development

Manually
entering
professional
development
activity

Professional Development Activity

Activity Title	Number of Activity Hours
<input type="text"/>	<input type="text"/>
Activity Date(s)	Activity Sponsor or Organization
<input type="text"/>	<input type="text"/>
Activity Location	Explanation of acquired knowledge and/or skill application of duties
<input type="text"/>	<input type="text"/>
Core Competencies or health principles addressed:	
<input type="checkbox"/> Effective oral and written communication skills	
<input type="checkbox"/> Advocacy and community capacity building skills	
<input type="checkbox"/> Cultural competency	

Final Application Steps

Confirm 20 hours of professional development activities are included in your application

- Check the associated CHW core competency
- Provide a brief summary of knowledge or skills

- Tip: Click on uploaded documents to be sure they open the way you intend

Sign and date the application

Submit the application

After the Application is Submitted

You will receive:

- An email requesting additional information needed to complete the application from onestop.support@maryland.gov

OR

- A congratulations email that the application has been approved including a new CHW certificate effective for two years from MDH.CHWApplications@maryland.gov

If additional information is requested

- Notices requesting additional information from Maryland will list the specific information needed
- Log back into Maryland OneStop
 - Go to your Dashboard
 - Open your PENDING application,
 - Add the requested information
 - Click submit.

Contact Information

We will help you with this process!

- Contact the CHW Program for assistance
 - Email: MDH.CHWApplications@maryland.gov
 - Call: 410-767-5971

CHW Certificate Renewal Resources

Professional Development Resources

[CHW Professional Development Resources webpage](#)

- Includes examples of professional development options for CHWs
- Most options are free access or low-cost
- Language options are listed
- Can be used for professional development opportunities for certificate renewal and continued learning

CHW Certificate Renewal Webpages

Community Health Worker Certificate Renewal (English) webpage

<https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/CCHW-Certificate-Renewal.aspx>

Community Health Worker Certificate Renewal (Spanish) webpage

<https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/CCHW-Certificate-Renewal-Spanish.aspx>

CHW Certificate Expiration and Renewal Manual

MD Certified Community Health Worker Certificate Expiration and Renewal Manual (English)

<https://pophealth.health.maryland.gov/Community-Health-Workers/Documents/CCHW-Certificate-Expiration-and-Renewal-Manual-2020.pdf>

MD Certified Community Health Worker Certificate Expiration and Renewal Manual (Spanish)

https://health.maryland.gov/pophealth/Community-Health-Workers/Documents/CCHW%20Cert%20Renewal%20Spanish/CCHW-Certificate-Expiration-and-Renewal-Manual_ES.pdf

CHW Professional Development Tracking Sheet

MD Certified Community Health Worker Certificate Renewal Professional Development Activity Tracking Sheet (English)

<https://pophealth.health.maryland.gov/Community-Health-Workers/Documents/CCHW-Professional-Development-Activities-Tracking-Sheet-2020.pdf>

MD Certified Community Health Worker Certificate Renewal Professional Development Activity Tracking Sheet (Spanish)

https://health.maryland.gov/pophealth/Community-Health-Workers/Documents/CCHW%20Cert%20Renewal%20Spanish/CCHW-Professional-Development-Activities-Tracking-Sheet-2020_ES%207.18.22.pdf

Maryland CHW Core Competencies

Maryland CHW Core Competencies (English)

<https://health.maryland.gov/pophealth/Community-Health-Workers/Documents/Maryland-CHW-Core-Competencies.pdf>

Maryland CHW Core Core Competencies (Spanish)

<https://health.maryland.gov/pophealth/Community-Health-Workers/Documents/Competencias-b%a1sicas-de-los-promotores-de-salud-de-Maryland-10.15.19.pdf>

CHW Certificate Renewal Application

Maryland OneStop Certified Community Health Worker Certificate Renewal Application

<https://onestop.md.gov/forms/certified-community-health-worker-cchw-certificate-renewal-application-5e53f5292bd9090100de5698>

CHW Statute and Regulations

2018 Community Health Worker Act

(Health-General §§ 13-3701 - 3709)

<https://pophealth.health.maryland.gov/Community-Health-Workers/Documents/CHW-Code-13-37.pdf>

COMAR 10.68.01: Regulations for CHW certification and recertification

http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=10.68.01.*

CHW Program Staff and Contact Information

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Contact the CHW Program at:

410-767-5971

MDH.CHWApplications@maryland.gov

Thank you!