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Community Health Worker Certificate Renewal

Community Health Worker Program
Office of Population Health Improvement

Spanish Interpretation Line

Call: 1 518-655-1514 PIN: 650 539 761#

October 7, 2026

CHW Certificate Renewal

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CHW Certification

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)**

CHW Certificate Renewal

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- **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 or latiqua.holley1@maryland.gov
  - Certificate is attached
  - Header: Congratulations!
- Your Maryland OneStop account
- Contacting the CHW Program at: MDH.CHWApplications@maryland.gov

  or 410-767-5971

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Visit the CHW Certificate Renewal Webpage

Maryland CCHW Renewal

Community Health Worker Certificate Renewal

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

- 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 before expiration**.
- A certificate renewal application **may be submitted up to two (2) years after the expiration date.**
- The time for an applicant to complete an application is approximately one (1) to two (2) hours.
- The time to determine if an application is complete is within 30 calendar days.
- The time to make a determination about an application is one (1) - 90 calendar days.

Renewal requirements include:

- Submission of a **Community Health Worker certificate renewal application** through the Maryland OneStop portal.
- Contact the CHW Team at 410-767-5971 or MDH.CHWApplications@Maryland.gov to request a paper application in English and other languages.
- Twenty (20) hours of professional development activities.

Examples of professional development activities include: courses, webinars, conferences, workshops, trainings, or lectures.

Required information for 20 hours of professional development:

- Activity title
- Activity date
- Activity hours
- Activity sponsor
- Activity location
- A written explanation of acquired knowledge and/or skill application of duties; and
- The CHW core competency or health principle associated with the activity.

A CCHW must notify the Department of any name or contact information changes.

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.**

Los requisitos para renovar incluyen:

- La entrega de una solicitud de renovación para el certificado de Promotores de Salud.
- **Veinte (20) horas de una amplia gama de actividades de desarrollo profesional.**

Ejemplos de actividades de desarrollo profesional incluyen: cursos, webinarios, conferencias, talleres, entrenamientos, o lecturas

Documentación de 20 horas de actividades de desarrollo profesional incluye:

- Título de la actividad
- Fecha de la actividad
- Cantidad de horas de la actividad
- Patrocinador de la actividad
- Ubicación de la actividad
- Una explicación escrita de los conocimientos adquiridos y/o la aplicación de las habilidades de los deberes; y
- La competencia central de los Promotores de Salud o el principio de salud asociado con la actividad.

Un CCHW debe notificar el **Departamento si el nombre o información de contacto cambia.**

Documentos Importantes para el Aplicación:

- Competencias básicas de los promotores de salud de Maryland
- Manual de vencimiento y renovación del Certificado de Maryland CCHW
- Hoja de Seguimiento de Actividades de Desarrollo Profesional para el Certificado de Maryland CCHW

Cosas de saber acerca de la renovación del Certificado vencimiento y renovación del Certificado de **CCHWs en Maryland:**

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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

- Twenty (20) hours of professional development activities
  - Self report

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Professional Development Activities

Examples of professional development activities include:

- Courses
- Webinars
- Conferences
- Workshops
- Trainings
- Lectures
- Other educational opportunities

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Seven Elements of Required Information on Professional Development

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

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Maryland 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

Professional Development Resources

Professional Development Resources webpage

- **Examples** of professional development options for certificate renewal and continued learning
- Most options are free or low-cost
- Most options can be done at any time
- Language options are listed

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CHW Professional Development Tracking Sheet

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

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:

_____

_____

Revised 5.9.2025

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Notification of CHW Certificate Renewal

- The Department sends a renewal notice 90 - 120 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 **120 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?

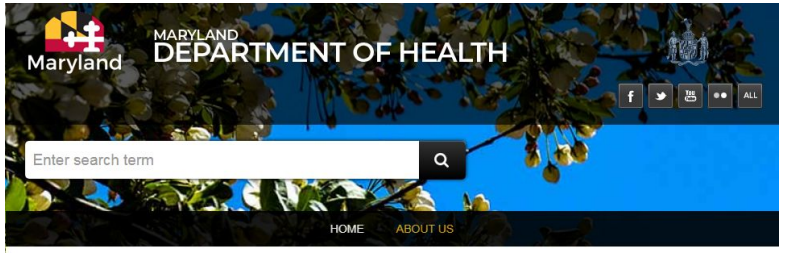
  At any time!

- Maryland One Stop 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

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Updating Name, Phone Number, and Address in Maryland 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

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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:
  - Manually enter Professional Development Activity directly into the application

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Maryland OneStop CCHW Certificate Renewal Application

Professional Development Activities

Examples of CHW professional development activities include courses, webinars, conferences, workshops, trainings, or lectures.

Enter professional development information in the fields below.

Activity Title*

Number of Activity Hours*

Activity Date(s)*

Activity Sponsor or Organization*

Activity Location*

Explanation of acquired knowledge and/or skill application of duties*

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Final Application Steps

- **Confirm** that the seven (7) required elements of information required for your 20 hours of professional development activities are included in your application.

- **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
    - latiqua.holley1@maryland.gov
    - cc: MDH.CHWApplications@maryland.gov

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If additional information is requested

- Emails requesting information list the specific information needed.

  <u>Updating an application</u>

  1. Navigate to **onestop.md.gov**
  2. Click on "*Login*" in the upper right corner.
  3. Click on "*My Dashboard*" in the upper right corner.
  4. Scroll down to the section titled "*My Action, Permits, & Registrations*."
  5. Click on your "*Certified Community Health Worker (CHW) Certification Renewal Application",* the blue hyperlink.
  6. Enter the the information requested.
  7. Complete the application, sign, and click 'Submit.'

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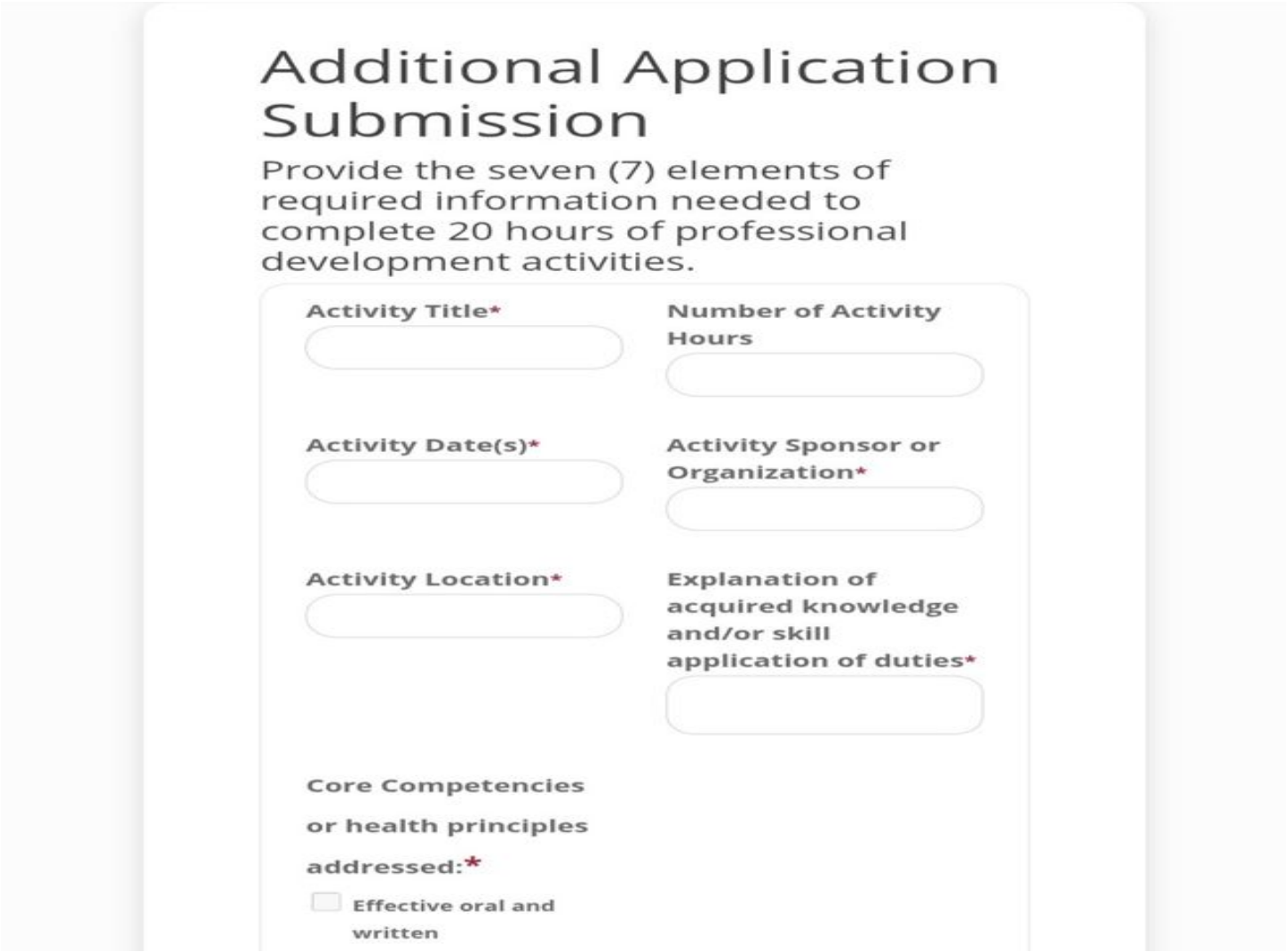
Request for more information cont.

Adding professional development information to the **Additional Application Submission** field.

- Activity Title
- Number of Activity Hours
- Activity Date(s)
- Activity Sponsor or Organization
- Activity Location
- CHW core competencies or health principle(s) addressed
- A brief explanation of acquired knowledge or skills learned for each activity listed

Request for more information cont.



Additional Application Submission

Provide the seven (7) elements of required information needed to complete 20 hours of professional development activities.

Activity Title*

Number of Activity Hours

Activity Date(s)*

Activity Sponsor or Organization*

Activity Location*

Explanation of acquired knowledge and/or skill application of duties*

Core Competencies or health principles addressed:*

- [ ] Effective oral and written

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Contact Information

We will help you with this process!

Contact the CHW Program for assistance

Email: MDH.CHWApplications@maryland.gov

Call: 410-767-5971

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CHW Certificate Renewal Resources

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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%c3%a1sicas-de-los-promotores-de-salud-de-Maryland-10.15.19.pdf

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CHW Certificate Renewal Webpages

Community Health Worker Certificate Renewal webpage (English)

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

Community Health Worker Certificate Renewal webpage (Spanish)

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

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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

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CHW Professional Development Tracking Sheet

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

https://health.maryland.gov/pophealth/Community-Health-Workers/Documents/CCHW%20Professional%20Development%20Activities%20Tracking%20Sheet.docx.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

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Professional Development Resources Webpage

This webpage has **examples** of free or low-cost professional development opportunities for CHW certificate renewal and continued learning.

https://health.maryland.gov/pophealth/Community-Health-Workers/Pages/Professional-Development-Resources.aspx

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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

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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.*

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CHW Program Staff and Contact Information

Kimberly Hiner
Director, Office of Population Health Improvement (OPHI)
Chair, State CHW Advisory Committee

Latiqua Holley
Acting Coordinator, CHW Program, OPHI
State CHW Advisory Committee Staff

Adrienne Taylor
Administrative Specialist, CHW Program, OPHI

Contact the CHW Program at:
MDH.CHWApplications@maryland.gov
410-767-5971

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Thank you!

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