



# **Community Health Worker (CHW) Certificate Renewal**

Spanish Interpretation Line

Call: 706-927-8771; PIN: 212 650 991#

**February 5, 2024**

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# CHW Certificate Renewal

# CHW Certification

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- 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

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- Original notification of certification email from [MDH.CHWApplications@maryland.gov](mailto:MDH.CHWApplications@maryland.gov)
  - Certificate is attached
- Your Maryland OneStop account
- Contacting the CHW Program at:  
[MDH.CHWApplications@maryland.gov](mailto: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 their certificate 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\(s\)](#)

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**

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- 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](mailto:MDH.CHWApplications@maryland.gov) or call 410-767-5971
- 20 hours of professional development activities
  - Self report

# Professional Development Activities

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**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

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- 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**

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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**

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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**

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### **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

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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?

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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

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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

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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

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[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**

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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!

# 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: \_\_\_\_\_

# 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)\*

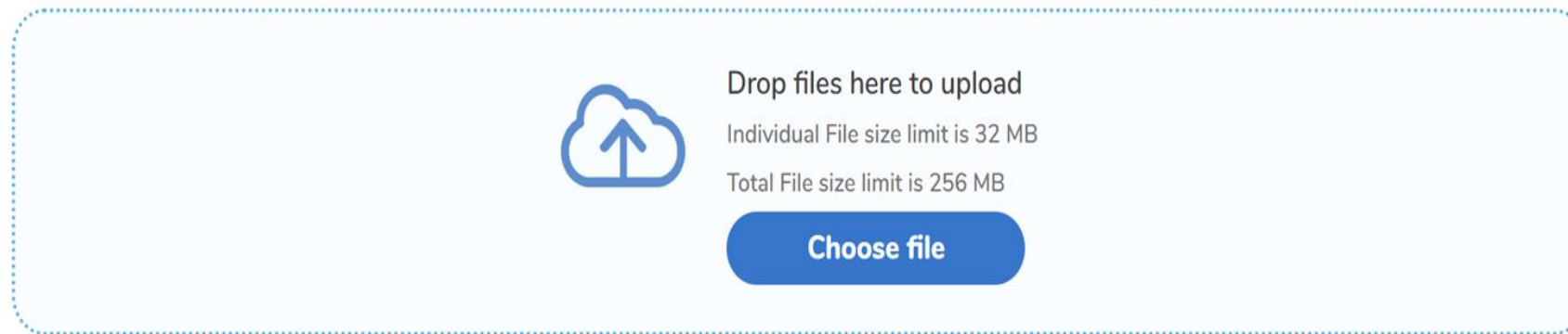
Activity Sponsor or Organization\*

## Uploading a Professional Development Tracking Sheet

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

### Professional Development Activity Sheet



A light blue rounded rectangular area with a dotted border. On the left is a blue icon of a cloud with an upward arrow. To the right of the icon, the text reads: "Drop files here to upload", "Individual File size limit is 32 MB", and "Total File size limit is 256 MB". Below this text is a blue button with the text "Choose file".

# Professional Development

Manually  
entering  
professional  
development  
activity

**Professional Development Activity**

<b>Activity Title</b>	<b>Number of Activity Hours</b>
<input type="text"/>	<input type="text"/>
<b>Activity Date(s)</b>	<b>Activity Sponsor or Organization</b>
<input type="text"/>	<input type="text"/>
<b>Activity Location</b>	<b>Explanation of acquired knowledge and/or skill application of duties</b>
<input type="text"/>	<input type="text"/>
<b>Core Competencies or health principles addressed:</b>	
<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

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**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

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You will receive:

- An email requesting additional information needed to complete the application from [onestop.support@maryland.gov](mailto: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](mailto:MDH.CHWApplications@maryland.gov)



## **If additional information is requested**

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- 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

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We will help you with this process!

- Contact the CHW Program for assistance
  - Email: [MDH.CHWApplications@maryland.gov](mailto:MDH.CHWApplications@maryland.gov)
  - Call: 410-767-5971

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# CHW Certificate Renewal Resources

## **Maryland CHW Core Competencies**

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### **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>

# Professional Development Resources

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## [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**

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**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**

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### **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](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**

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## **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](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)



## **CHW Certificate Renewal Application**

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### **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**

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### **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.\\*](http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=10.68.01.*)

## **CHW Program Staff and Contact Information**

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### **Kimberly Hiner**

Director, OPHI

Chair, State CHW Advisory Committee

### **Tina Backe**

Coordinator, CHW Program, OPHI

State CHW Advisory Committee Staff

### **Adrienne Taylor**

Administrative Specialist, CHW Program, OPHI

### **Contact the CHW Program at:**

410-767-5971

[MDH.CHWApplications@maryland.gov](mailto:MDH.CHWApplications@maryland.gov)

**Thank you!**