



# Community Health Worker (CHW) Certificate Renewal

July 7, 2023



## **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 <u>MDH.CHWApplications@maryland.gov</u>
  - Certificate is attached
- Your Maryland OneStop account
- Contacting the CHW Program at: <u>MDH.CHWApplications@maryland.gov</u> 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 process.

- 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 through the Maryland OneStop portal 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.

#### <u>Important Application Documents:</u>

- Maryland CCHW Certificate Expiration and Renewal Manual
- Maryland CCHW Certificate Renewal Professional Development Activity 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).

#### **English**:

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

#### Spanish:

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



### **CHW Certificate Renewal Requirements**

- Submission of a CHW certificate renewal application
  - Maryland OneStop
  - Paper application on request in English and other languages
- 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



### **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

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### **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



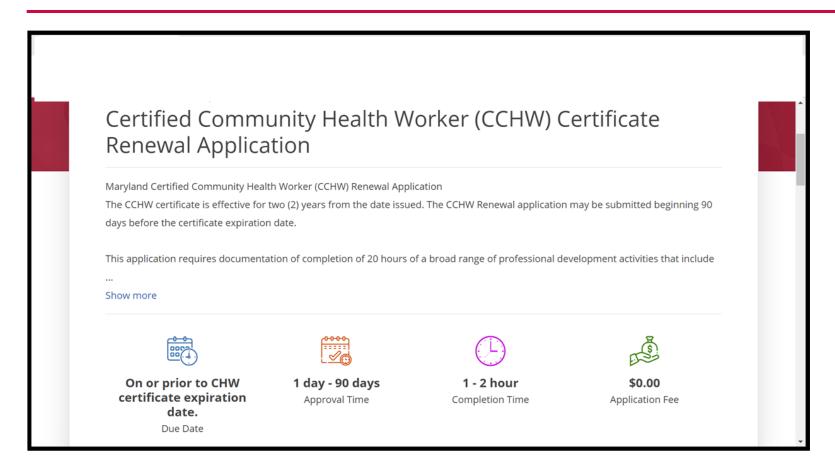


APPLY HERE FOR CCHW CERTIFICATE RENEWAL

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



#### Maryland OneStop CCHW Certificate Renewal Application



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



### **Updating Contact Information 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)



### Maryland OneStop CCHW Certificate Renewal Application

First Name *		Last Name *		Date of Birth ?	
				MM/DD/YYYY	
Phone *		Email *		Confirm Email *	
Mailing Address * ?					
City *		State *		Zip Code *	
		Maryland	<b>v</b> )		
Community Health Wo	ker Certi	ficate Information			
f you are unsure of your Cl attps://pophealth.health.ma				u can locate the information at erify-A-Certificate.aspx.	
Certificate Number * ?	)		Certificate Exp	oiration Date *	

CCHIM Cartificate Danguel Applicant



#### Maryland OneStop CCHW Certificate Renewal Application

Professional development activities can be submitted **EITHER** by:

 Uploading the Professional Development Tracking Sheet(s) to the application, OR

Manually enter Professional Development Activity



#### CHW Certificate Renewal

### **Maryland OneStop CCHW Certificate Renewal Application**

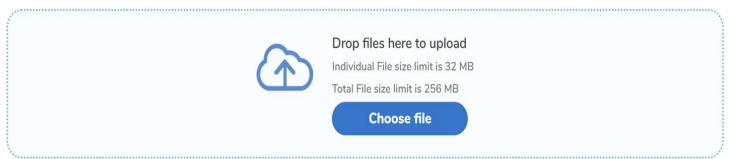
Choose one or both options on how you wou	ald like to verify your Professional Development Activity*
✓ Upload the Professional Development Tracking sheet	(s)
Manually enter Professional Development Activity	
Professional Development Activity Sheet*	
	Drop files here to upload
(个)	Individual File size limit is 32 MB
	Total File size limit is 256 MB
	Choose file
Professional Development Activit	ty
Activity Title*	Number of Activity Hours*
Activity Date(s)*	Activity Sponsor or Organization*



# Uploading a Professional Development Tracking Sheet

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

### Professional Development Activity Sheet





### **CHW Professional Development Tracking Sheet**

Individual Professional Development Activity To	racking 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 add		
<ul> <li>Advocacy and community capacity buil</li> <li>Effective oral and written communication</li> </ul>		
□ Cultural competency		
<ul><li>Understanding of ethics and confidenti</li><li>Knowledge of local resources and syste</li></ul>		
☐ Care coordination support skills	ciii ilavigatioii	
☐ Teaching skills to promote health beha	vior change	
□ Outreach methods and strategies		
<ul> <li>Understanding of public health concept</li> </ul>	ts and health literacy	



## **Professional Development**

Manually entering professional development activity

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 Compentencies or health principles addressed:	
Effective oral and written communication skills	
Advocacy and community capacity building skills	
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:

 Notice of additional information needed to complete the application

Or

 Notice the application has been approved including a new CHW certificate effective for two years



### **CHWs – Contact Information**

We will help you with this process!

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



#### **MDH CHW Contacts**

### **Kimberly Hiner**

Director, OPHI
Chair, State CHW Advisory Committee
<a href="mailto:Kimberly.Hiner@Maryland.gov">Kimberly.Hiner@Maryland.gov</a>

#### Tina Backe

Coordinator, CHW Program, OPHI State CHW Advisory Committee Staff 443-401-7531

tina.backe@Maryland.gov



## **CHW Certificate Renewal Resources**



### **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

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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



### **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 Certificate Renewal



