Community Health Worker (CHW) Certificate Renewal

Office of Population Health Improvement, CHW Program

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Certificate Renewal for Certified CHWs

CHW Certification in Maryland

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CHW Certification in Maryland

CHWs in Maryland may apply for certification:

- **Based on experience**
  - Applications may be submitted until June 30, 2021.
- Based on the completion of an **accredited CHW certification training program**
  - Applications may be submitted at any time

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Maryland CHW Core Competencies

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

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 health behavior change

8. Outreach methods and strategies

9. Understanding of public health concepts and health literacy

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After a CHW Certificate is Issued

- CHW certificates are **effective for 2 years** from the date issued

- Certificates authorize the individual to **represent themselves to the public as a certified community health worker (CCHW)** for the dates listed on the certificate

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Certification Renewal for Certified CHWs

CCHW Certificate Renewal

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CCHW Certificate Renewal Application

When can a CCHW begin their Certificate Renewal Application?

NOW !!

Applications can be saved in draft mode and updated at any time.

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Visit the CCHW 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**.

Important Application Documents:

- **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)

- **Read all website content**

- Download or print the materials

- **Read each document before proceeding**

- Prepare all required materials and forms

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

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Important CCHW Renewal Application – Resources Documents

Maryland CCHW Certificate Expiration and Renewal Manual

- Certification renewal requirements
- Renewal application timeline
- Approval of CCHW renewal applications
- and more

[Maryland Certified Community Health Worker (CCHW) Certificate Expirations and Renewal Manual](#)

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Important CCHW Renewal Application Documents and Resources

Maryland CCHW Certificate Renewal – Professional Development Activity Tracking Sheet

- Used to track the professional development activities
- Can be uploaded directly to the Certificate Renewal Application

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

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CCHW Certificate Renewal – Key Points

CCHW Certificate Renewal is:

- **Voluntary**

- **Free of charge**

- **Application should be received 30 days prior to the expiration date**

- **Effective for two (2) years** from the date of issuance

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CCHW Certificate Renewal – Requirements

- Submission of a complete **application on Maryland OneStop**
  - Paper application available upon request

- Documentation of **20 hours of a broad range of professional development activities** on the nine CHW core competencies or health principles

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CCHW Certificate Renewal – Requirements

Examples of acceptable professional development activities include:

- Staff development or employer-sponsored training opportunities, including but not limited to, an educational program planned by an agency to assist employees in becoming knowledgeable and competent in fulfilling role expectations within that agency

- Conferences

- Webinars

- Online trainings

- Attendance at Maryland Community Health Worker Association monthly meetings

- Community related meetings, committees or workgroups that contain an educational component

- Other educational opportunities or trainings

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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:** _____

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Professional Development Tracking Sheet - Components

Activity Date: If the activity occurred on multiple days, then list each date.

Number of Activity Hours: See the Renewal Application Manual for hours accepted/activity

Activity Title: Title or name of the activity as it appeared on the event agenda or promotional material

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Professional Development Tracking Sheet - Components

Activity Sponsor: List the sponsoring or hosting organization or agency responsible for the activity

Activity Location: List the physical location that the activity took place in, or the web / virtual address where the activity was accessed

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CCHW Certificate Renewal Application - Professional Development Tracking Sheet

Core competencies or health principles addressed:

- List each core competency or health principle that each activity addressed

- Provide a brief narrative of what knowledge or skill application was acquired from the activity and/or how the learned skills from the activity can be applied to your duties as a CCHW
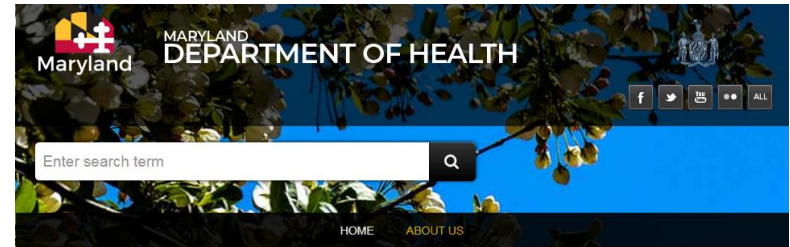
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Maryland OneStop CCHW Certificate Renewal Application

Professional Development Activities can be submitted EITHER by:

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

- Entering professional development activity information in the Professional Development Activity fields directly in the application

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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

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

Maryland OneStop CCHW Certificate Renewal Application

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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Where to Find the Original CHW Certificate

- Original notification of certification email from MDH.CHWApplications@maryland.gov

  - Certificate is attached

- Maryland OneStop CHW certification application

- Contacting our office at: MDH.CHWApplications@maryland.gov

  or 410-767-5971

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CCHW Certificate Renewal Application - Professional Development

There are two ways to enter the Professional Development activity in Maryland OneStop:

Upload the Professional Development Activity Tracking Sheet

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

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CCHW Certificate Renewal Application -
Professional Development

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

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CCHW Certificate Renewal Application - Final Steps

- Confirm 20 hours of professional development activities are included in your application
  - Tip: Click on uploaded documents to be sure they open the way you intend

- Optional Information sections

- Sign and date the application

- Click "Submit"

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CCHW Certificate Renewal Application - What happens after the application is submitted?

The CCHW applicant will receive:

- Notice of additional information needed to complete their application

Or

- Notification the CCHW renewal application has been approved including a new certificate effective for two years

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Certificate Renewal for Certified CHWs

CCHW Certificate Renewal - Timeline

Notification of CCHW Certificate Renewal

The Department will send CCHWs a renewal notice at least 90 days before their certificate expires

- Notice will be sent to the last known electronic or physical address

Notice will include:

- The date on which the current certificate expires
- Required renewal submission requirements
- Date by which the renewal application should be submitted

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CCHW Certificate Renewal

CCHWs should notify our office if a renewal notice is not received within 60 days before the renewal date

CCHWs should **be prepared to submit CCHW certificate renewal application on Maryland OneStop 30 days prior to the expiration date**

- Applications received later than 30 days prior to the expiration date may not be processed by the original expiration date

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When to Submit the CCHW Certificate Renewal Application ?

CHW certificate renewal applications should be submitted after receipt of the renewal notice and prior to 30 days before the certificate expiration date.

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CCHWs – Contact Information

Important for CCHWs to notify the Department of any changes to their contact information!!

- Email: MDH.CHWApplications@maryland.gov or
- Call: 410-767-5971

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CCHW Certificate Renewal Application

What happens if a CCHW doesn't apply for certificate renewal before the expiration date?

If the CCHW applies before 2 years after the certificate expires, they must:

- Complete the renewal application process

- Provide documentation of 20 hours of professional development within 2 years preceding renewal date

- Renewal will be effective for 2 years from the original expiration date

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Certification Renewal for Certified CHWs

Certificate Renewal Resources

CHW Certificate Renewal Resources

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 Certificate Renewal Resources

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

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CHW Certificate Renewal Resources

MD Certified Community Health Worker Certificate Expiration and Renewal Manual

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

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

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

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CHW Certificate Renewal Resources

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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We are here to help!

Maryland CHW Certification Team

E-mail us: MDH.CHWApplications@Maryland.gov

Call us: 410-767-5971

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