



**Maryland Certified Community Health Worker (CCHW) Certificate
Expiration and Renewal Manual**

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I. Maryland CCHW Certificate Expiration and Renewal Key Points

The following key points summarize Maryland's CCHW expiration and renewal process. Be sure to read the entire document for all requirements and reach out to the MDH CHW team with any questions.

- A CHW **certificate is effective for two years** from the date issued.
- There is currently no fee to renew CHW certification.
- A CCHW should be prepared to **submit their renewal application 30 days prior to expiration.**
- **Renewal requirements** include:
 - Submission of a **renewal application** through 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.**
- All current Maryland CCHW renewal information and resources are available at <https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/CCHW-Certificate-Renewal.aspx>
- Contact the MDH CHW team at MDH.CHWApplications@Maryland.gov or 410-767-5971.

II. Expiration and Renewal Background

The [Code of Maryland Regulations \(COMAR\) 10.68.01, Certification of Community Health Workers](#), sets forth the regulations for certificate expiration and renewal for CCHWs in Maryland. The Maryland Department of Health (the Department) manages the certification process for Community Health Workers (CHW) in Maryland.

III. Certificate Expiration

A Maryland **CHW certificate is effective for 2 years from the date of issuance.** The issuance date and expiration date for a CHW certificate are listed on the certificate. See Section X for more information on how to confirm this information or obtain a duplicate certificate.

IV. Certification Renewal Requirements

To renew a CHW certification, a CCHW must submit to the Department:

1. A **renewal application** through the [Maryland OneStop](#) portal; and
2. Satisfactory documentation of **completion of 20 hours of a broad range of professional development activities** that include a **written explanation of acquired knowledge and/or skill application of duties**.

Note: There is currently no fee to renew CHW certification.

V. Notification of Certificate Expiration and Renewal

The Department will send a CCHW a renewal notice at least **90 calendar days before the certificate expires**. The notice will be sent to the CCHW's last known electronic or physical address. The notice will include the date on which the current certificate expires; any required renewal submission requirements; and the date by which the renewal application shall be received by the Department.

VI. Certificate Holder Change of Name or Contact Information

A CCHW must inform the Department of any changes to the certificate holder's name or contact information. Changes to a name or contact information may be submitted by:

- Email: MDH.CHWApplications@Maryland.gov;
- Phone: 410-767-5971; or
- Postal mail: Maryland Department of Health, Office of Population Health Improvement, CHW Certification Program, 201 West Preston Street, Room 406, Baltimore, MD 21201

VII. Renewal Application Timeline

Renewal applications should be submitted to the Department at least **30 days prior to the certificate expiration date** to ensure timely processing.

A certificate is not considered renewed until a renewal application has been completed, submitted, reviewed, and approved by the CHW Certification Team. Renewal applications received less than 30 calendar days prior to the certificate expiration date may not be processed prior to the expiration date.

VIII. Non-Renewal of a Certificate and Reinstatement of a Certificate Due to Non-Renewal

If a CCHW **fails to renew a certificate** prior to the expiration date, **the individual may no longer represent themselves to the public as a CCHW** until the certificate is reinstated.

An individual may apply for reinstatement of a certificate within 2 years after their certificate expires. An individual that wishes to apply for reinstatement of a certificate should contact the Department for reinstatement requirements at 410-767-5971 or MDH.CHWApplications@Maryland.gov.

If an individual does not reinstate an expired certificate within 2 years after the certificate expires, the individual may be eligible for the issuance of a new certificate by meeting the current certification requirements and submitting an application.

IX. Approval of Renewal Application

Upon approval of a renewal application by the MDH CHW Certification Team, the CCHW will be sent a new certificate which will be valid for two years from the date of issuance.

X. Obtaining a Copy of a CHW Certificate

A CCHW will need information from their current Maryland Department of Health issued certificate to complete the renewal process. **A CCHW may obtain a copy of a certificate by:**

- Download: The CCHW's Maryland [OneStop account](#);
- Email: MDH.CHWApplications@maryland.gov;
- Phone: 410-767-5971; or
- Postal mail written request: Maryland Department of Health, Office of Population Health Improvement, CHW Certification Program, 201 West Preston Street, Room 406, Baltimore, MD 21201

XI. Professional Development Activities Required for Renewal

The completion of twenty (20) hours of a broad range of professional development activities is required for certification renewal. Professional development activities are knowledge- and skill-building opportunities that CCHWs engage in throughout their certification period.

The Department does not pre-approve professional development activities however, **the professional development activities that a CCHW chooses to document for their renewal must align with the [Maryland's nine CHW core competencies](#) or health principles.**

Professional development activities may include webinars, conferences, workshops, trainings, or lectures. Activities for renewal can be completed in person or via distance learning / online.

All professional development activities must relate to one or more of the Maryland CHW core competencies or health principles. Specific 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

XII. Documentation of professional development activities

A CCHW will be asked to submit documentation of their professional development activities on a form provided by the Department or provide their professional development activities directly to the CCHW Renewal Application on [Maryland OneStop](#).

A CCHW may start their renewal application at any time in Maryland OneStop and update with completed professional development activities over time. However, a renewal application should only be submitted 30 days prior to the certification expiration date.

Download the Professional Development Activity Tracking Form [here](#). It can also be found on the renewal website, <https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/CCHW-Certificate-Renewal.aspx>.

A CCHW will be required to **document several details about the activity** and include a written explanation of acquired knowledge and/or skill application. The fields include:

- **Activity Date:** Date(s) the activity took place. If the activity occurred on multiple days, then each date should be listed.
- **Number of Activity Hours:** Instructional / educational hours of activity not to include travel time, breaks, meals, networking, or other non-educational components of the activity.
- **Activity Title:** Title or name of the activity as it appeared on the event agenda or promotional material.
- **Activity Sponsor:** Sponsoring or hosting organization or agency responsible for the activity.
- **Activity Location:** Either the physical location that the activity took place or the web/virtual address where activity was accessed.
- **Core competencies or health principle(s) that the activity addressed:** List each core competency or health principle that each activity addressed.
- **Explanation of acquired knowledge and/or skill application:** Brief narrative of what knowledge was acquired from participating in the activity and / or how the learned skills from the activity can be applied to their duties as a CCHW.

Contact the MDH CHW team with any questions regarding expiration or renewal of a CHW certificate at MDH.CHWApplications@Maryland.gov or 410-767-5971.