



## Community Health Worker Certification Training Program Accreditation Application Objective Knowledge Assessment Form

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### **Objective Knowledge Assessment Form Overview and Instructions**

The Objective Knowledge Assessment Form is a required component of the community health worker (CHW) certification training program accreditation application. The purpose of this Form is for organizations to provide a complete description of how a proposed CHW certification training organization will determine a student's successful completion of the instructional and practicum components of the CHW training program. The Objective Knowledge Assessment Form should be uploaded to the Maryland OneStop application as a PDF fillable form. All other materials associated with this Form should be uploaded in a non-editable format (e.g., PDF, JPEG, PNG).

### **Section 1: Attendance and Other Requirements for Successful Completion of the Training Program**

Identify requirements for a student's successful completion of the training program including attendance; cumulative assessments, if applicable; and other assessments. Identify criteria for successfully meeting the requirements.

### **Section 2: Determination of Successful Completion of the Supervised Practicum**

Describe how the training organization will work with practicum partners to determine a student's successful completion of the practicum. Include how the practicum supervisor objectively determines a student's successful completion of the practicum. List and upload documents to the application used by the training organization and practicum partner for the practicum.

### **Section 3: Description of Successful Completion of All Requirements of the Training Program**

Describe how a student's successful completion of all requirements of the training program, including instructional and practicum components, are determined. **Include all assessments and other requirements listed in both the Curriculum Framework and the Objective Knowledge Assessment Forms.**

### **Section 4: Records Maintenance**

Describe the organization's system of maintaining student records. Include the length of time and where student records will be maintained.

## **Section 5: Materials Submitted with the Form**

**List the document titles and file names for all assessment materials described in Section 3 of this Form.**

In addition, upload all assessments to the Maryland OneStop application. Examples include, but are not limited to:

1. Objective knowledge assessment documents (e.g., course/module assessments/evaluations, cumulative assessment, other assessments).
2. Practicum assessment documents (e.g., student successful completion, student attendance, demonstration of skills associated with the CHW core competencies).

**List and upload a sample certificate of successful completion** from the training program which includes the or placeholders for the: training program name, training program address, training program accreditation number, student date of completion, and authorizing signature.

## **Section 1: Attendance and Other Requirements for Successful Completion of the Training Program**

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Indicate the criteria for successful completion of the training program requirements.

Requirement	Criteria for Successfully Meeting the Requirement
Minimum instruction attendance	
Minimum practicum attendance	
<input type="checkbox"/> Cumulative assessment, if applicable	
<input type="checkbox"/> Other	

## **Section 2: Determination of Successful Completion of the Supervised Practicum**

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Describe how the training program will work with practicum partner(s) to determine a student's successful completion of the practicum. Include how the practicum supervisor objectively determines a student's successful completion of the practicum. List and upload documents used by the training organization and practicum partner for the practicum in Section 5 of this Form.

### Section 3: Determination of Successful Completion of all Requirements of the Training Program

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Describe how a student's successful completion of all requirements of the training program, including instructional and practicum components, are determined. **List all assessments and other requirements described in both the Curriculum Framework Form and the Objective Knowledge Assessment Form.** Include the requirement(s) for each component and the overall minimum requirement(s) for students to successfully complete the training program.

### Section 4: Records Maintenance

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Describe the organization's system for maintaining student records. Include the length of time and where student records will be maintained.

## Section 5: Materials Submitted with the Form

**List the document titles and file names for all assessment materials described in Section 3 of this Form.** In addition, upload all assessments to the Maryland OneStop application. Examples include course/module assessments, cumulative assessments, and documents used by the practicum supervisor. Upload additional pages if needed.

List and upload a sample document of successful completion from the training program.

Document Title	File Name	Page Number (if applicable)