

FINAL DRAFT Proposed CHW Certification Training Program Accreditation Renewal Process

For review by State CHW Advisory Committee

CHW Training Program Accreditation Requirements

- [COMAR 10.68.02.03](#): Training Program Requirements
 - Provide a minimum of **100 hours of instruction**
 - **Verify** successful completion of an **additional supervised 40-hour practicum** by a student
 - **Employ** a **curriculum framework that incorporates, at a minimum, the Maryland CHW nine core competencies**
 - Include an **objective knowledge assessment**
- Application via google form and communication directly with CHW Coordinator
 - [Curriculum Framework Form](#)
 - [Objective Knowledge Assessment Form](#)
- [CHW Training Program Application Review Committee](#)
 - Four (4) members selected by the Secretary review applications to determine if they meet requirements
- [COMAR 10.68.02.05](#): Expiration and Renewal
 - Accreditation is effective for three years

CHW Certification Training Program Accreditation Renewal Process

MDH Process / Responsibilities:

- Send notice of accreditation renewal requirements to training programs
 - Notice sent at least 90 calendar days before the accreditation expires
 - Attach most recent training program Curriculum Framework and Objective Knowledge Assessment Forms
- Request applications be submitted at least eight (8) weeks prior to expiration
 - Application received less than 30 days before the expiration date may not be processed by the expiration date (COMAR)
- Review CHW Certification Training Program Accreditation Renewal applications
 - Convene the CHW Training Program Application Review Committee if a curriculum has been substantively modified
- Recommend qualifying application to the Secretary for accreditation renewal

Training Program Reaccreditation Process / Responsibilities:

- Review Curriculum Framework and Objective Knowledge Assessment Forms to determine if they are current and complete
- Complete the CHW Certification Training Program Accreditation Renewal Application (Google Form). Application fields:
 - **CHW Certification Training Program Accreditation Information**
 - Organization name
 - Training Program name
 - Address
 - Contact Information
 - **Curriculum Framework Form**
 - Confirm the current Curriculum Framework Form is current and correct; or
 - List the name of revised documents.
 - Send all revised documents to the Coordinator of the CHW Program Coordinator at least eight (8) weeks prior to the accreditation expiration date to allow for processing time
 - List textbook(s) if applicable
 - **Objective Knowledge Assessment Form:**
 - Confirm the current Curriculum Framework Form is current and correct; or
 - List the name of revised documents.
 - Send all revised documents to the Coordinator of the CHW Program Coordinator at least eight (8) weeks prior to the accreditation expiration date to allow for processing time
- **Optional questions:**
 - Does your organization offer professional development opportunities to CHWs in addition to the accredited curriculum?
 - Number of students graduated by year
 - Training modality (in person, virtual, hybrid)
 - Address and type of location(s) where the instructional component has been delivered
 - Requirements for an individual to be an instructor
 - Challenges
 - Successes
 - Cost if a CHW were to pay out of pocket to take the CHW certification training program

- Scholarships or financial aid available to students
- Share your comments with the CHW Program
- Other?