Community Health Worker (CHW) Certificate Renewal

Office of Population Health Improvement, CHW Program

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Certificate Renewal for Certified CHWs (CCHW)

CCHW Certificate Renewal

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CCHW Certification

- CHW certificates are **effective for 2 years**

- Certificates authorize the individual to **represent themselves to the public as a certified community health worker (CCHW)**

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CCHW Certificate Renewal Application

When can a CCHW begin their Certificate Renewal Application?

At any time!

Applications can be saved in draft mode in Maryland OneStop, 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**

- **Prepare all required materials**

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

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CCHW Renewal Application Documents

Maryland CCHW Certificate Expiration and Renewal Manual

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

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

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Key Points

CCHW Certificate Renewal

- **Voluntary**

- Free of charge

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

- **Allow 30 days of processing time** for a CCHW Certificate Renewal application

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Requirements

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

- Documentation of **20 hours of a broad range of professional development activities**

  - Check the associated CHW core competency or health principle

  - Include a brief description of knowledge learned or skills acquired

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Professional Development

The **broad range** of 20 hours of **professional development activities** include:

- Staff development or employer-sponsored training opportunities
- Conferences
- Webinars
- Online trainings
- Maryland Community Health Worker Association monthly meetings
- Community related meetings, committees, or workgroups that contain an educational component
- Other educational opportunities

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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

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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

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

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Maryland OneStop CCHW Certificate Renewal Application

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

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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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Maryland OneStop CCHW Certificate Renewal Application

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

- Entering professional development activity information directly into the Maryland OneStop application, OR

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

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Maryland OneStop CCHW Certificate Renewal Application

Choose one or both options on how you would 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

Individual File size limit is 32 MB

Total File size limit is 256 MB

Choose file

Professional Development Activity

Activity Title*

Number of Activity Hours*

Activity Date(s)*

Activity Sponsor or Organization*

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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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Uploading a Professional Development Tracking Sheet

Professional development activity tracking sheets can be uploaded into the Maryland OneStop application

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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Professional Development

Professional Development information can be entered directly into the Maryland OneStop application

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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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

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After the Application is Submitted

The CCHW 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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Applying for Reinstatement of an Expired Certificate

A CHW may apply for the reinstatement of a certificate up to two (2) years after the certificate expires.

Steps:

- Submit a CCHW Certificate Renewal Application

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

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Certificate Renewal for Certified CHWs

Notification of CCHW Certificate Renewal

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Notification of CCHW Certificate Renewal

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

- Notice will be sent to the last known electronic address

Notice will include:

- The date on which the current certificate expires

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CCHW Certificate Renewal - timeline

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

Submit CCHW certificate renewal application on Maryland OneStop

- Allow 30 days for an application to be processed and a new certificate to be issued

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CCHWs – Contact Information

It is important for CCHWs to notify the Department of any changes to their contact information!!

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

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Certification Renewal for Certified CHWs

Resources

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Where to Find the Original CHW Certificate

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

- Your Maryland OneStop account

- Contacting the CHW Program at: MDH.CHWApplications@maryland.gov

  or 410-767-5971

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CHW Certificate Renewal Resources

2018 Community Health Worker Act

(Health-General §§ 13-3701 - 3709)

https://pophealth.health.maryland.gov/Community-Health-Worker s/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=1 0.68.01.*

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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

Maryland CHW Core Competencies

https://health.maryland.gov/pophealth/Community-Health-Workers/Documents/Maryland-CHW-Core-Competencies.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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Resources
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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Questions ?

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Thank you!!

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