



## **Community Health Worker Certification Training Program Accreditation**

### **Evidence of Successful Completion of CHW Certification Training Program 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 form requires the completion of specific information that provides evidence of how the CHW certification training program (training program) will determine a student's successful completion of the training program, including an objective knowledge assessment to measure a student's mastery of the CHW core competencies.

Training programs that have been training between October 1, 2018 and application date and have made changes to the objective knowledge assessment and other requirements for a student's successful completion of the training program must clearly identify the changes in this form.

The form consists of the following sections.

#### **Section 1: Training Program Objective Knowledge Assessment Formats and Criteria**

##### **Assessment Formats and Description**

List and describe all applicable assessment formats employed to measure a student's successful completion of the instruction, supervised practicum, and other required components of the training program.

##### **Pass or Fail Criteria for Assessment**

Identify criteria for assessing if a student passes or fails the assessment (e.g., minimum grade).

**Describe how assessments are calculated.**

## **Section 2: Other Requirements for Successful Completion of Training Program**

Identify the applicable requirements for a student's successful completion of the training program including attendance, participation, assignment completion, demonstration of skills that align with program objectives, and other related requirements. Identify criteria for successfully meeting these requirements.

## **Section 3: Determination of Successful Completion of Training Program**

Describe how a student's successful completion is determined and how the training program and student will work with internal and external partners to determine if a student has met criteria for successful completion.

## **Section 4: Records Maintenance**

Describe the organization's system of maintaining accurate student records.

## **Section 5: Materials Submitted for this Form**

List all assessment materials with their document titles, file names and page numbers that will be uploaded to the application with this form. In addition to uploading the form, submit supplemental documentation including but not limited to:

1. Objective knowledge assessment documents (e.g., sample final exam and other final exam materials).  
*Note:* Course or module specific exam materials will be submitted with the Curriculum Framework Form and should not be resubmitted with this form.
2. Assessment form(s) for tracking attendance, participation, and practicum competency demonstration.
3. Scoring tool or rubric that identify the criteria relevant to an assignment or learning outcome.
4. Sample certificate of successful completion of accredited training program.
5. Sample student release of information form to allow training program to release student information.
6. Other materials to determine a student's successful completion of training program.

**Additional Notes:** Provide any clarifying information regarding assessment of successful completion. For example, the role of the student's self-assessment in the determination of successful completion of the program may be included.

## **Section 1: Training Program Objective Knowledge Assessment Formats and Criteria**

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List and describe the knowledge assessment formats used to determine a student's successful completion of the training program. Identify the pass or fail criteria for the assessment.

<b>Assessment Format(s) and Description</b>	<b>Pass or Fail Criteria for the Assessment</b>
<b>Instructional assessment</b> - list and describe	
<b>Practicum assessment</b> - list and describe	
<b>Other</b> - specify and describe	

Describe how a final assessment, including a summary analysis of the series of courses and/or modules, is calculated.

## **Section 2: Other Requirements for Successful Completion of Training Program**

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Choose all applicable requirements and indicate the associated criteria for successful completion of the training program.

<b>Requirements</b>	<b>Criteria for Successfully Meeting Requirements</b>
<b>Minimum instruction attendance</b>	
<b>Minimum practicum attendance</b>	
<b>Assignment completion</b> (instruction, practicum, other)	
<b>Participation</b> (instruction, practicum, other)	
<b>Other. Specify.</b>	

### **Section 3: Determination of Successful Completion of Training Program**

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**Describe how a student's successful completion of all requirements of the training program, including instructional and practicum, are determined.**

**Describe how the training program will work with practicum and instructional partners to ensure adherence to the training program requirements to ensure a student's successful completion of the training program.**



**Additional Notes:**