

**Table 1: Minimum Requirements for a person to be eligible for CHW Certification**

**CERTIFICATION REQUIREMENTS**

<b>Track 1</b>	<b>Track 2</b>
1. Completion of an approved 160-hour competency-based Community Health Worker training program certified by the MSDH	1. Experience – At least 1000 cumulative hours of community health work services within the most recent six (6) years. Experience will be verified with the supervisor(s) noted in the application.
2. Signed and dated application with all information completed	2. Signed and dated application with all information completed
3. Photo; and criminal history records check	3. Photo; and criminal history records check
4. Training certificate of completion (if applying based on completion of an approved 160-hour competency-based training program certified by the MSDH	4. Training certificate of completion (if applying based on completion of an approved 160-hour competency-based training program certified by the MSDH
5. Cost: There is no cost for certification	5. Cost: There is no cost for certification

**RENEWAL REQUIREMENTS**

20 cumulative hours of continuing education every 2 years including the following:

- At least 10 hours must be MSDH certified hours from a training program approved by MSDH to provide continuing education credits for community health workers.

**OR**

- At least 5 hours must be MSDH certified hours from a training program approved by MSDH to provide continuing education credits for community health workers AND up to 5 hours may be satisfied through **verifiable** continuing education counted toward the renewal of a community health worker's Mississippi certification in another health profession. Site supervisors must submit evidence of continuing education hours on letterhead or other form as required.
- Up to 10 hours may be satisfied through **verifiable** independent self-study and participation in non-MSDH certified training that relates to one or more of the core competencies. Site supervisors must submit evidence of continuing education hours on letterhead or other form as required.
- There is no cost for certificate renewal.

**EXPIRED CERTIFICATES**

You may renew your expired certificate by completing the continuing education as outlined in the renewal requirements, and submitting the Application for Certificate Renewal if your certificate has been expired for one year or less.

- Your renewed certificate will expire two years from the date the previous certificate expired. You may not renew a certificate that has been expired for more than one year. You must submit a new application for certification for approval if you wish to regain your certification.

**Table 2: Minimum Requirements for Training Programs/Sponsoring Organizations seeking to become an Approved Training Site**

**CERTIFICATION REQUIREMENTS**

Organizations may apply to provide the following training for community health workers, and/or instructors:

- Certification Course
  - Minimum of 160 hours of instruction and training
    - At least 20 clock hours in each of the following eight core competencies:
      - Communication skills
      - Interpersonal skills
      - Service Coordination skills
      - Capacity-building skills
      - Advocacy skills
      - Teaching skills
      - Organizational skills
      - Knowledge base on specific health issues
- Continuing Education
  - Focus on one or more of the eight core competencies
- Both – Certification course and Continuing Education

Cost: There is no cost for training site certification.

**Additional Requirements**

- Retain an accurate record of each person's attendance and participation for five years from the date of their completion of the training program.
- Evaluate training or the acquisition of knowledge and mastery of skills by the individual.
- The following must be submitted to MSDH:
  - Signed and dated application with all information completed
  - List of certified instructors
  - Training Information – including registration and enrollment, costs, frequency, and language(s).
  - Sample attendance record
  - Evaluation methods
    - Pre/post test (if applicable)
    - Evaluation tool
  - Course Information by Competency Area
    - Course Syllabus
    - Learner centered objectives
    - Teaching methodology
    - Course/program activities
    - Teaching materials

**RENEWAL REQUIREMENTS**

A Training Program/Sponsoring Organization Certificate must be renewed every two years to provide updated information.

Cost: There is no cost for certificate renewal.

**Table 3: Minimum Requirements for Instructor Certification and Renewal**

**CERTIFICATION REQUIREMENTS**

- Completion of an approved 160-hour competency-based Instructor training program certified by the MSDH
- OR**
- Experience – At least 1000 cumulative hours in instructing or training individuals providing promoter(a) or community health work services, including promotores or community health workers and other health care paraprofessionals and professionals in the previous six years. Experience will be verified with the contact(s) noted in the application.
  - The following must be submitted to MSDH:
    - Signed and dated application with all information completed
      - If applying based on experience – Application must include two examples of instruction or training delivered by the applicant to individuals providing community health work services, including promotores, community health workers, and other health paraprofessionals in the previous six years.
    - Photo
    - Resume
    - Training certificate of completion (if applying based on completion of an approved 160-hour competency-based training program certified by MSDH).

Cost: There is no cost for certification

**RENEWAL REQUIREMENTS**

20 contact hours of continuing education every 2 years

- At least 10 hours must be continuing education must come from participation in a MSDH certified Instructor training program.

**OR**

- At least 5 hours continuing through participation in a MSDH certified Instructor training program **AND** up to 5 hours satisfied through continuing education counted toward the renewal of a Mississippi license or certification in another health profession.

**OR**

- At least 5 hours of continuing education through participation in a MSDH certified Instructor training program **AND** up to 5 hours satisfied through instruction in MSDH certified training programs or promotores, community health workers, or instructors based on one hour of credit given for 2 clock hours actually taught.
- The remaining 10 hours may come from training programs and instructors not certified by MSDH that relate to one or more of the core competencies or through other verifiable self study, such as reading materials, audio materials, audiovisual materials, or a combination.
- There is no cost for certificate renewal.

**EXPIRED CERTIFICATES**

You may renew your expired certificate by completing the continuing education and submitting the Application for Certificate Renewal if your certificate has been expired for one year or less.

- Your renewed certificate will expire two years from the date the previous certificate expired.

You may not renew a certificate that has been expired for more than one year. You must submit a new application for certification for approval if you wish to regain your certification.

**Timeline for Completion of CHW Certification Standards, Core Requirements, and Course Description**

Date	Activity	Deliverable
January 19, 2012 – February 16, 2012	Work with subcommittee to draft community health worker standards of practice, curriculum framework, and certification requirements for CHWs, Training Sites/Sponsoring Organizations, and Instructors	Draft Certification Templates for Applicants: CHWs, Site/Sponsoring Organization, and Instructors
February 17, 2012	Finalize Community Health Worker Certification requirements	Draft of Certification Standards and Core Requirements
March 2, 2012	Submit final draft of Certification Requirements for: CHW Applicants; Training Site/Sponsoring Organization Applicants; and Training Instructor Applicants to Mississippi State Department of Health Representatives for review and preparation for October Board meeting.	MSDH Drafts for Final Review
April 19 <sup>th</sup> -September 10, 2012	CHW Policy and Procedures Manual – research policy and procedures manuals from other states and assist MSDH in drafting a similar manual for Mississippi.	Draft Policy and Procedures Manual in preparation for October Board Meeting
August 31-September 10, 2012	MSDH Representatives submit Board Ready Drafts of all Certification Documents and Requirements [CHW Applicants; Training Site/Sponsoring Organization Applicants; and Training Instructor Applicants] to Mississippi State Board of Health for October meeting agenda.	Board Ready Drafts Submitted for October Meeting

**Components of the Credentialing Process**  
(a process of administrative procedures and documentation that one must meet to gain a credential)

Task	Description	Result	Responsible
1. Define the credential	<b>Certificate of Competency to Practice and/or Train</b> - shows completion of the training or education established in Mississippi	<b>Certified CHWs</b> <b>Certified Training/Sponsoring Organizations</b>	MSDH; MS State Board of Health
2. Determine who must get it	A. CHW Applicants <ul style="list-style-type: none"> <li>○ 18 years of age and older</li> <li>○ HS Diploma/GED Equivalent</li> <li>○ Background checks</li> </ul> B. Training Site/Organization C. Training Instructor	Eligible Applicants Eligible Training Sites/Sponsoring Organizations Eligible Instructors CHW Registries for applicants, training sites, instructors	MSDH; Office of Health Protection - Health Facilities Licensure and Certification
3. Determine how education and experience will be accounted for	A. Certification Course for Initial Instruction B. Continuing Education Training A and B. Both – Certification Course and Continuing Education	MSDH certified CHWs, Training Site/Sponsoring Organizations, and Instructors.	MSDH Approved Curriculum; MSDH Approved Training Sites/Sponsoring Organizations; and Site-Approved Training Instructors
4. Establish evaluation methods	Retain Record for 5 years Training Evaluation Submit Identified Records to MSDH <ul style="list-style-type: none"> <li>○ Signed and dated applications</li> <li>○ List of Certified Instructors</li> <li>○ Attendance Records</li> <li>○ Evaluation Methods (pre/post test)</li> <li>○ Evaluation tool</li> <li>○ Course Information by Competency Area               <ul style="list-style-type: none"> <li>○ Course Syllabus</li> <li>○ Learner Centered Objectives</li> <li>○ Teaching Methodology</li> <li>○ Course/Program Activities</li> <li>○ Teaching Materials</li> </ul> </li> </ul>	Verifiable records documenting the application process, dates, attendance, training tools, training evaluation outcomes, instructors, and course syllabus, objectives, activities, methods, materials, etc.	MSDH-established guidelines for record keeping, training, evaluating, and reporting.
5. Set fees	No cost at this time.	No cost at this time.	No cost at this time.
6. Determine how applications will be processed and by whom - procedures	A. CHW Applications B. Training Site/Sponsoring Organization Application C. Instructor Application	Registry of Applicants	MSDH-established guidelines
7. Accountability processes: complaints, disciplinary actions, revocation of certification	<b>See link to MSDH Nurse Aides standards as sample template and language for CHW accountability:</b> <a href="http://msdh.ms.gov/msdhsite/_static/resources/1757.pdf">http://msdh.ms.gov/msdhsite/_static/resources/1757.pdf</a>	<b>See link to MSDH Nurse Aides standards as sample template and language for CHW accountability:</b> <a href="http://msdh.ms.gov/msdhsite/_static/resources/1757.pdf">http://msdh.ms.gov/msdhsite/_static/resources/1757.pdf</a>	<b>See link to MSDH Nurse Aides standards as sample template and language for CHW accountability:</b> <a href="http://msdh.ms.gov/msdhsite/_static/resources/1757.pdf">http://msdh.ms.gov/msdhsite/_static/resources/1757.pdf</a>

**Components of CHW Credentialing Program  
Subcommittee Checklist**

Task	Description	Output
1. Definition of CHW	Provided	Defined Workforce
2. Define what type of credential will be given	Certification	MSDH Certificate
3. Who will be authorizing body	MSDH	Board Ready Draft of Proposed Standards
4. Who is eligible	HS Diploma or GED Equivalent Must be 18 years of age or older	Eligible Applicants: CHW applicants, Sites/Sponsoring Agencies, and Training Instructors
5. How to obtain the credential	Application Process and Protocols	160-hour curriculum
6. How to maintain and renew the credential	Initial application Renewal Certification (Continuing Education)	20 hours of continuing education every 2 years
7. How a credential may be taken away	Compliance and Accountability Processes	Expired Certificate Other as determined by MSDH

**Education and Training Requirements for the CHW Workforce  
(Competency Areas)**

Core Competencies based on Texas	Specialty Area Competency	Frequency/Length of Training Program and Components
1. Communication Skills		
2. Interpersonal Skills		
3. Service Coordination Skills		
4. Capacity Building Skills		
5. Advocacy Skills		
6. Teaching Skills		
7. Organizational Skills		
8. Knowledge Base of specific health issues		
<b>Core Competencies</b>		
1. The Community Health Role: Advocacy and Outreach		
2. Organization and Resources: Community and Personal Strategies		
3. Community Health Worker's Role in Teaching Capacity Building		
4. The Community Health Worker: Legal and Ethical Responsibilities		
5. The Community Health Worker: Coordination, Documentation, and Reporting		
6. Communication Skills and Cultural Competency		

## **CHW Definition**

*Community health workers are lay members of communities who work either for pay or as volunteers in association with the local health care system in both urban and rural environments and usually share ethnicity, language, socioeconomic status and life experiences with the community members they serve. They have been identified by many titles such as community health advisors, lay health advocates, “promotores(as),”<sup>1</sup> outreach educators, community health representatives, peer health promoters, and peer health educators. CHWs offer interpretation and translation services, provide culturally appropriate health education and information, assist people in receiving the care they need, give informal counseling and guidance on health behaviors, advocate for individual and community health needs, and may provide some direct services such as first aid and blood pressure screening.*

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<sup>1</sup> The terms *promotores* and *promotoras* are used in Mexico, Latin America, and Latino communities in the United States to describe advocates of the welfare of their own community who have the vocation, time, dedication, and experience to assist fellow community members in improving their health status and quality of life. Recently, the terms have been used interchangeably, despite some opposition, with the term community health workers.