VIRGINIA
CERTIFICATION BOARD

TRAINING ENTITY APPROVAL
RENEWAL APPLICATION

CERTIFIED COMMUNITY HEALTH WORKER

CHW TRAINING APPROVAL INFORMATION

Virginia has established new requirements leading to certification as a Community Health Worker (CHW). **Certification is a completely voluntary process. Virginia has established title protection for persons working under the designation of 'Community Health Worker' who are not, and choose not to become certified**.

INSTRUCTIONS

This application is designed to; 1) expand the instructional capacity within Virginia through learning institutions and other community providers for persons seeking to become certified as Community Health Workers and, 2) assist the Virginia Certification Board in the review of curriculum that meets the core competency instruction standards that is part of the CHW certification process.

Instruction may be offered via classroom, online with an instructor/facilitator or online self-directed by the student. The application is formatted according to the seven core competency areas. Applicants are not required to apply for instruction for all seven areas.

1. If the course curriculum content has not changed, submit only pages two and three. If there have been any changes, follow steps two through four.

2. Attach the course curriculum for the core competency area(s) to be considered to meet certification instruction.

3. Complete the sections for each core competency area submitted. NOTE: You can reference responses to the application's questions in your attached/uploaded curriculum. Please be very specific where the reviewers may find responses to the questions, i.e. page number, heading, etc.

4. Complete the Faculty Experience Form for all instructors involved in presenting the curriculum submitted.

TO SUBMIT YOUR APPLICATION, CHOOSE <u>ONE</u> OF THE FOLLOWING:

- **EMAIL:** info@vacertboard.org *NOTE: Only PDFs are acceptable. VCB does not accept photos of applications.*
- **MAIL:** VCB: 298 S. Progress Avenue | Harrisburg, PA 17109

  To confirm receipt of your application, or check on the status, you must email info@vacertboard.org.

CHW TRAINING APPROVAL APPLICATION

TYPE OR PRINT LEGIBLY

Contact Name: _____   Email: _____

Direct Phone: _____

Organization: _____

Organization Address: _____

City: _____   State: _____   Zip: _____

Website: _____

Dates of Education Program: _____   Location: _____

Estimated Number of Learners: _____   **CHECK ONE:** □ Open to the public   □ Restricted to organization employees

MINIMUM HOURS RECOMMENDED PER CORE COMPETENCY DOMAIN	
Domain	**Hours**
Community Health Concepts and Approaches	10
Service Coordination and System Navigation	10
Health Promotion and Prevention	8
Advocacy, Outreach and Engagement	8
Communication	10
Cultural Humility and Responsiveness	8
Ethical Responsibilities and Professionalism	6
TOTAL	60

FOR ALL TRAINING ENTITIES:

I agree to adhere to VCB's requirements, terms, and conditions for CHW training approval. Failure to do so could result in cancellation of approval with VCB or the denial of education hours submitted for VCB approval. This agreement is effective for one-year from date of processing and receipt of payment. I understand the contact person above is the only person who is to submit training approval to VCB.

Signature: _____   Date: _____

FOR TRAINING ENTITIES WHOSE COURSE CONTENT HAS NOT CHANGED ONLY:

I attest that the documentation and references submitted for our original approval has not been altered or changed in any way. I acknowledge that failure to identify any changes could result in denial of this application.

Signature: _____   Date: _____

Select the category for the number of trainings your organization will submit for VCB approval. If you need additional trainings approved, the cost is $25/training until the end of the agreement year.

	NUMBER OF TRAININGS	FEE
□	1-3 Domains	$50
□	4-6 Domains	$75
□	All Domains (60-hour training)	$250

PAYMENT INFORMATION: FEE MUST ACCOMPANY APPLICATION

PAYMENT (CHECK ONE): □ Check □ Money Order □ VISA □ MasterCard □ Discover □ American Express

Checks & Money Orders made payable to VCB

Number: _____ - _____ - _____ - _____

Sec. Code: _____   Exp. Date: _____   Name on Card: _____

Billing address: _____

Email address for receipt *(credit card only)*: _____

DOMAIN 1: COMMUNITY HEALTH CONCEPTS AND APPROACHES – MINIMUM HOURS 10

SESSION TOPIC	SESSION CONTENT	HOURS
Wellness and prevention concepts.	▪ Define wellness, compare/contrast models, and definitions ▪ Define prevention	
Public Health concepts.	▪ Define public health and elements and concepts that shape it (i.e. communicable disease; environment – clean water and air, etc.; disease prevention through water fluoridation and immunizations)	
Impact of social determinants on health.	▪ Define and identify social determinants and their impact on health including but not limited to race, health equity, language, place, socioeconomic status, housing, etc.	
Population Health concepts.	▪ Define population health	
Introduction and importance of basic health education, health literacy.	▪ Describe appropriate levels of health education that can be provided by CHWs ▪ Describe health literacy and its impact on health	
Importance of multi-disciplinary teams, concepts of health care teams and the role of CHWs in teams.	▪ Discuss how teams may be shaped including focus areas, funder/grantor requirements, etc.	

TOTAL HOURS OF INSTRUCTION FOR DOMAIN: _____

Title of Course or Module: _____

Course Delivery (check all that apply): ☐ Classroom ☐ Online with Facilitator ☐ Online Self-Directed

Indicate session content to be delivered online and estimated hours of online content: _____

Indicate the source citations and references used in development and presentation of the curriculum for this domain:

List the specific learning objectives for each topic including referencing the topic's session content:

Describe the specific activities, including adult learning methodologies, that will be used to successfully engage learners with diverse learning styles:

Describe processes and/or tools used to evaluate learners' understanding of the curriculum including quizzes, tests, pre and posttests, etc.:

DOMAIN 2: SERVICE COORDINATION AND SYSTEM NAVIGATION – MINIMUM HOURS 10

SESSION TOPIC	SESSION CONTENT	HOURS
Wellness and prevention concepts.	• **Describe a summary of the** US health and human service delivery system(s) including hospitals, community-based sites, safety-net delivery sites (including behavioral and oral health)	
Clinical and non-clinical community linkages.	• Identify the role and importance of both clinical and non-clinical community linkages	
Define care coordination and its elements for successful care coordination.	• Define health literacy and its impact on achieving positive community member outcomes	
Making/coordinating effective referrals. Knowledge of community resources and bi-directional referrals.	• Define care coordination, its elements, and effective processes for making linkages/referrals between/among programs and community member(s)	

TOTAL HOURS OF INSTRUCTION FOR DOMAIN: _____

Title of Course or Module: _____

Course Delivery (check all that apply): ☐ Classroom ☐ Online with Facilitator ☐ Online Self-Directed

Indicate session content to be delivered online and estimated hours of online content: _____

Indicate the source citations and references used in development and presentation of the curriculum for this domain:

List the specific learning objectives for each topic including referencing the topic's session content:

Describe the specific activities, including adult learning methodologies, that will be used to successfully engage learners with diverse learning styles:

Describe processes and/or tools used to evaluate learners' understanding of the curriculum including quizzes, tests, pre and posttests, etc.:

DOMAIN 3: HEALTH PROMOTION AND PREVENTION – MINIMUM HOURS 8

SESSION TOPIC	SESSION CONTENT	HOURS
Concepts of person-centered care.	▪ Define person-centered care with an emphasis on holistic health and how to help patients set personal health goals, and strategies to achieve goals	
Supporting client self-management.	▪ Define client-role within community service delivery ▪ Understand what client self-management is and the role it plays in setting overall health goals for the client/community member	
Knowledge of Culturally and Linguistically Appropriate Services (CLAS) Standards.	▪ Define and describe Culturally and Linguistically Appropriate Services (CLAS) Standards.	
Chronic and other healthcare conditions	▪ Discuss the impact of chronic and other healthcare conditions in context of the whole person including oral health and behavioral health ▪ Discuss the impact of chronic healthcare conditions on community members and the healthcare system ▪ Define and understand co-occurring conditions ▪ Identify signs and symptoms of intimate partner violence	
Theory of Change	▪ Describe change theory models including the health belief model in understanding the role of CHWs	

TOTAL HOURS OF INSTRUCTION FOR DOMAIN: _____

Title of Course or Module: _____

Course Delivery (check all that apply): ☐ Classroom ☐ Online with Facilitator ☐ Online Self-Directed

Indicate session content to be delivered online and estimated hours of online content: _____

Indicate the source citations and references used in development and presentation of the curriculum for this domain:

List the specific learning objectives for each topic including referencing the topic's session content:

Describe the specific activities, including adult learning methodologies, that will be used to successfully engage learners

Describe processes and/or tools used to evaluate learners' understanding of the curriculum including quizzes, tests, pre and posttests, etc.:

DOMAIN 4: ADVOCACY, OUTREACH, AND ENGAGEMENT – MINIMUM HOURS 8

SESSION TOPIC	SESSION CONTENT	HOURS
Knowledge of the basic principles of community engagement, both on an individual and community level.	▪ Identify the principles, foundations of, and processes for achieving advocacy, outreach, and engagement at the individual and community levels.	
Empowerment and understanding of issues that impact communities, populations, and individuals.	▪ Discuss how policies impact communities including examples	
Advocating for client/community member.	▪ Describe community member rights and grievance processes	
Concepts of effective facilitation, networking and marketing (including social media).	▪ Discuss the concepts of effective facilitation and networking in community groups. ▪ Explore the use of social media in client engagement in health care.	

TOTAL HOURS OF INSTRUCTION FOR DOMAIN: _____

Title of Course or Module: _____

Course Delivery (check all that apply): ☐ Classroom ☐ Online with Facilitator ☐ Online Self-Directed

Indicate session content to be delivered online and estimated hours of online content: _____

Indicate the source citations and references used in development and presentation of the curriculum for this domain:

List the specific learning objectives for each topic including referencing the topic's session content:

Describe the specific activities, including adult learning methodologies, that will be used to successfully engage learners with diverse learning styles:

Describe processes and/or tools used to evaluate learners' understanding of the curriculum including quizzes, tests, pre and posttests, etc.:

DOMAIN 5: COMMUNICATION – MINIMUM HOURS 10

SESSION TOPIC	SESSION CONTENT	HOURS
Effective verbal and non-verbal communication.	▪ Explore methods and techniques of communication ▪	
Culturally appropriate communication.	Explore communication concepts including but not limited to: active listening, motivational interviewing, conflict resolution, and supportive body language	
Communication to a diverse audience (including but not limited to race, ethnicity, sexual orientation; etc.).	▪ Explore concepts and techniques of conflict and conflict resolution including but not limited to: inherent bias, negotiating and bargaining	
Motivational interviewing.	▪ Describe motivational interviewing its goals and techniques for conducting interviews	
Conflict resolution with internal and external partners and team members.	▪ Describe the techniques of conflict resolution	

TOTAL HOURS OF INSTRUCTION FOR DOMAIN: _____

Title of Course or Module: _____

Course Delivery (check all that apply): ☐ Classroom ☐ Online with Facilitator ☐ Online Self-Directed

Indicate session content to be delivered online and estimated hours of online content: _____

Indicate the source citations and references used in development and presentation of the curriculum for this domain:

List the specific learning objectives for each topic including referencing the topic's session content:

Describe the specific activities, including adult learning methodologies, that will be used to successfully engage learners with diverse learning styles:

Describe processes and/or tools used to evaluate learners' understanding of the curriculum including quizzes, tests, pre and posttests, etc.:

DOMAIN 6: CULTURAL HUMILITY AND RESPONSIVENESS – MINIMUM HOURS 8

SESSION TOPIC	SESSION CONTENT	HOURS
Understanding forms of bias including implicit bias	- Define the broad nature of "culture "and its relationship to the development of bias - Review the concept of implicit bias and how it impacts client-provider care	
Understanding health equity and social determinants that impact communities.	Define implied bias and its role in shaping barriers to providing care	
Diversity and its role in a client's community member's health	Trace the history and impact of prejudice and discrimination that influence the nature of the relationship between communities and service providers (structural racism)	
Trauma-informed care	Define trauma informed care and its elements/principles	

TOTAL HOURS OF INSTRUCTION FOR DOMAIN: _____

Title of Course or Module: _____

Course Delivery (check all that apply):   ☐ Classroom ☐ Online with Facilitator ☐ Online Self-Directed

Indicate session content to be delivered online and estimated hours of online content: _____

Indicate the source citations and references used in development and presentation of the curriculum for this domain:

List the specific learning objectives for each topic including referencing the topic's session content:

Describe the specific activities, including adult learning methodologies, that will be used to successfully engage learners with diverse learning styles:

Describe processes and/or tools used to evaluate learners' understanding of the curriculum including quizzes, tests, pre and posttests, etc.:

DOMAIN 7: ETHICAL RESPONSIBILITIES AND PROFESSIONALISM – MINIMUM HOURS 6

SESSION TOPIC	SESSION CONTENT	HOURS
Understanding of boundaries including self-care.	- Define ethic principle and examples of its application - Identify boundaries and situations where boundary setting may be needed - Identify and discuss internal and external resources for stress reduction and management - Describe the process of how the CHW establishes an effective relationship with clients including the developing of trust.	
HIPAA, client confidentiality and other applicable laws including those impacting persons with disabilities.	Define health protected information and the laws regulating it across health care sectors	
Mandatory reporting.	Identify that observations/information that require reporting	
Personal and community safety.	- Identify strategies for de-escalating anger - Identify safety concerns for conducting health outreach	
Professional development.	Discuss the values and importance of continuing education and professional identity	
Working as a member of a multidisciplinary team	- Describe the role of a CHW - Describe the roles and responsibilities of a multidisciplinary team including how the CHW becomes part of the team - Identify the potential tensions regarding clinical role team-members and history of hierarchical roles	
Role of professional associations in the promotion of professionalism within health and human service disciplines	- Identify the various professional health organizations - Discuss the importance of the awareness and participation in professional organizations.	

TOTAL HOURS OF INSTRUCTION FOR DOMAIN: _____

Title of Course or Module: _____

Course Delivery (check all that apply): ☐ Classroom ☐ Online with Facilitator ☐ Online Self-Directed

Indicate session content to be delivered online and estimated hours of online content: _____

Indicate the source citations and references used in development and presentation of the curriculum for this domain:

List the specific learning objectives for each topic including referencing the topic's session content:

Describe the specific activities, including adult learning methodologies, that will be used to successfully engage learners with diverse learning styles:

Describe processes and/or tools used to evaluate learners' understanding of the curriculum including quizzes, tests, pre and posttests, etc.:

COMMUNITY HEALTH WORKER CORE COMPETENCY FACULTY EXPERIENCE FORM

This form is to be completed by all faculty that may be involved in delivering educational content.

Contact Name: _____   Email: _____

Direct Phone: _____

Please describe past teaching assignments including course titles and levels taught (secondary, post-secondary, technical, etc.)

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Please describe work-related experience and how this experience is related to the proposed curriculum to be presented to learners.

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Describe how you have used various teaching methodologies and adult learning modalities in past instruction.

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REFERENCES

Please list two references, their affiliation, and their phone or email contact information

Contact Name: _____   Affiliation: _____

Direct Phone: _____   Email: _____

Contact Name: _____   Affiliation: _____

Direct Phone: _____   Email: _____

CHW PRACTICUM EVALUATION FORM

STUDENT INFORMATION

Name: _____   Phone: _____

Email: _____

SUPERVISOR INFORMATION

Name: _____   Phone: _____

Email: _____

Using the rating scale below, please check the student's level of performance on the following competencies as observed. Supervisor's should share evaluation with CHW student.

CORE COMPETENCY	EXPECTATIONS			
	NOT ASSESSED	BELOW	MET	EXCEEDED
Community Health Concepts and Approaches ■ Understands or demonstrates importance of prevention concepts, health education and the importance of social determinants of health and their impact on health. ■ Understands health literacy and its impact on health.				
Service Coordination and System Navigation ■ Understands the role and importance of both clinical and non-clinical community linkages, care coordination, its elements and effective processes for making linkages/referrals between/among programs and community member(s).				
Health Promotion and Prevention Concepts ■ Understands what person-centered care is and client self-management is and the role it plays in setting overall health goals for the client/community member. ■ Understands the impact of chronic and other healthcare conditions in context of the whole person including oral health and behavioral health. ■ Understands the role and impact of diverse cultural and language experiences on health.				
Advocacy, Outreach and Engagement ■ Understands or demonstrates concepts of advocacy, outreach and engagement to clients and client communities. ■ Understands or demonstrates importance of effective facilitation and networking in community groups.				
Communication ■ Demonstrates communication concepts including but not limited to: active listening, motivational interviewing, conflict resolution, and supportive body language.				
Cultural Humility and Responsiveness ■ Understands the concept of implicit bias, its relationship to culture and how it impacts client-provider care.				
Ethical Responsibilities and Professionalism ■ Understands or demonstrates importance of protecting client health information. ■ Understands or demonstrates setting of boundaries and situations where boundary setting may be needed. ■ Understands or demonstrates processes for de-escalating anger and identification importance of safety practices for conducting health outreach. ■ Understands the roles and responsibilities of a multidisciplinary team including how the CHW becomes part of the team.				

Indicate any strengths or areas of improvement needed for the student:

[ ]

Additional comments regarding the student's practicum:

[ ]

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____