

Connecticut Community Health Worker Certification Portfolio Requirements

Note: Please do not use real names when referring to clients/Patients when providing these requirements

PORTFOLIO

A portfolio is a collection of personal and professional activities and achievements. This part of the requirement for the CCHW is highly personalized and no two applicants will submit the same documentation.

Path 1 (New CHW):— An applicant will fulfill this requirement by submitting documentation and requirements of at least three (3) of the seven (7) categories listed below. Applicants must choose three unique categories. Multiple submissions in one category will only count as fulfilling one (1) of the three (3) required.

Path 2 (Experienced CHW):— An applicant will fulfill this requirement by submitting documentation and requirements of at least three (3) of the seven (7) categories listed below. Applicants must choose three unique categories. Multiple submissions in one category will only count as fulfilling one (1) of the three (3) required

Supporting documentation can include reports, letters, PowerPoint presentations, transcripts, etc. The applicant should submit what they feel best supports and describes their experiences under their chosen categories. When selecting a category and submitting the documentation, the CHW should use the opportunity to highlight the value and commitment to not only the profession, but the community served.

1. **Community Experience & Involvement:** CHW's are usually involved in community activities. To fulfill this category, the applicant must submit at least two (2) letters from an organization(s) that the applicant has worked or volunteered with in one or more of the areas listed. The letters should clearly describe the applicant's role in at least one or more of the items listed below. When possible, letters should be on the organization's letterhead.
 - a. Leadership experience
 - b. Board participation
 - c. Social support and advocacy
 - d. Education
 - e. Policy development and promotion
 - f. Needs assessments
2. **Research Activities:** CHW's can be involved in a variety of research activities. To fulfill this category, the applicant must submit a summary of how they participated in the research activity and supporting documentation. Examples of research activities include:
 - a. Data collection – qualitative and quantitative
 - b. Focus groups – either facilitating or participating
 - c. Panels – either facilitating or participating
 - d. Surveys – developing, conducting and interpreting data
 - e. Community mapping/Community resources – activities that center around finding resources for the population served
 - f. Dissemination of research – publication and how it was disseminated is required
3. **College Level Courses/Advanced or Specialized Training:**

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Path 1: In addition to completing the required 90 hours of training, applicants can submit documentation and a summary of additional coursework. Acceptable forms of coursework include:

- a. College course – a degree does not need to be completed for the course to count
- b. Advanced or specialized training - trainings can be in multiple topic areas

Path 2: Applicants can submit documentation and a summary of any coursework. Acceptable forms of coursework include:

- a. CHW Core Competency Training
- b. College course – a degree does not need to be completed for the course to count
- c. Advanced or specialized training - trainings can be in multiple topic areas

**The above are possible considerations for Path 1 and Path 2 for the future Advisory Body to consider.*

4. **Community Publications, Presentations & Projects:** Applicants who have completed one or more of the following should submit documentation (i.e.: copy of completed brochure, event announcement, promotion materials) and a summary of their participation.

- a. Newsletters to the community
- b. Abstracts
- c. Poster Presentations
- d. Brochure development
- e. Curriculum and training development
- f. Facilitating trainings
- g. Resource guide development
- h. Community programming/workshops
- i. Promotion: TV, radio, social media, website management, etc.
- j. Community event organization and participation

5. **Statement of Professional Experience:** Respond to one of the following questions. Answers should be 500 – 1000 words (2-4 paragraphs).

- a. Describe a success story you have had in your role as a CHW.
- b. What resources (systems, agencies, etc.) have you helped people connect to?
- c. Describe your areas of expertise related to community health.
- d. Describe how you have applied training as a CHW to your professional life.
- e. Briefly describe your strengths and opportunities for improvement in your professional life.
- f. Describe your motivation to work in community health.

6. **Achievements/Awards:** Provide documentation and a summary of the award or achievement received – either locally or nationally. Examples that would fulfill this category include:

- a. Recognition from agency, community, advocacy, professional association, etc.
- b. Featured in or on TV, radio, print or social media for advancing community health

7. **Performance Evaluation:** Applicants can choose one or more of the areas listed below. Evaluations should highlight the applicant’s abilities as a CHW, and must be completed within

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two years prior to the application date.

- a. Copy of an agency or participant evaluation
- b. Statement from supervisor or colleague evaluating the CHW's performance
- c. Documentation of feedback received from the participant or community
- d. Demonstration of a capacity building project/activity

Note: This portfolio is adopted from the Rhode Island Certification Board