



CCHW Application

Certified Community
Health Worker

DIRECTIONS/CHECKLIST

- Official transcript sent directly from college/university to the RICB Office. High School Diploma/GED proof is needed if not sending an official transcript. While this is not required, if the applicant is able to send this verification, it helps RICB better understand the CHW workforce.
- Certificates of attendance for trainings. Only copies should be sent. Please keep the originals for your records.
- Portfolio selections (see pg. 9)
- All required documentation to support volunteer or paid experience (i.e. letters from former employers verifying employment, current job description, signed and dated by applicant and supervisor).
- Signed, dated and notarized Acknowledgements Page.
- Supervision form completed and signed by supervisor.
- Fee of \$125. May be paid by check/money order (payable to RICB) or with Visa, MasterCard or Discover. One-half of fee is refundable if application is denied. If an employer or organization is covering the cost of your application fee, they must include the applicants name with the payment. Failure to include the applicants name will result in delay in approval of the application.

If there are any problems with the application, you will be notified by email. Applications are open for a period of one year after the date of review. If an applicant fails to fulfill all certifications requirements within that year, the application will be closed, and no refund will be issued. Keep a photocopy of the entire application.

THE ROLE OF THE COMMUNITY HEALTH WORKER

Community Health Workers are frontline public health workers who are trusted members of the community they serve. This trusting relationship enables them to serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural responsiveness of service delivery.

Community Health Workers build individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as engagement, community education, social support and advocacy. Community Health Workers hold a unique position within an often rigid health care system in that they can be flexible and creative in responding to specific individual and community needs.

The unique strength of Community Health Workers is their ability to develop rapport with people and other community members due to shared culture, community residence, chronic condition, disability, language, and life experiences. They are also able to enhance the cultural and linguistic appropriateness of care and help to counteract factors such as social exclusion, poverty, and marginalization. An

important role of the Community Health Worker is to advocate for the socioeconomic, environmental, and political rights of individuals and their communities.

Community Health Workers often link people to needed health information and services. Community Health Workers address the social and environmental situations that interfere with an individual or community achieving optimal health and well-being. Community Health Worker's may have various titles as it is used as an umbrella term.

REQUIREMENTS FOR CCHW

EXPERIENCE: Six months of full-time experience or 1000 hours of experience specific to the domains within the past five years. Experience may be paid or volunteer.

- Volunteer and part-time experience is acceptable if it is provided under direct supervision. Actual time spent in a supervised internship, or practicum may be applied toward the employment requirement.
- Supervised work experience must be in the nine CCHW domains.
- Current job/volunteer description dated and signed by supervisor and applicant. This is provided to the applicant by the organization. RICB does not supply template job descriptions to applicants.

SUPERVISION: 50 hours specific to the domains. While a minimum number of hours per domain is not required, applicants and supervisors are encouraged to work towards supervision in all domains throughout the span of the CHW's work/volunteer experience.

EDUCATION: 70 hours of education relevant to the domains.

- Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and RICB approved distance education. There is no limit to the number of distance learning/online education that can be submitted.
- Three college credits are equivalent to 45 hours.
- Education, as defined above, applicant provides to others may also be used providing it is verified in writing by sponsoring school or agency.

PORTFOLIO: Submit all required documents for the Portfolio (details on pg. 9).

ACKNOWLEDGEMENTS: Signed, dated and notarized Acknowledgements must be submitted (pg. 17).

DOMAINS

1. Engagement Methods and Strategies
2. Individual and Community Assessment
3. Culturally and Linguistically Appropriate Responsiveness
4. Promote Health and Well-Being
5. Care Coordination and System Navigation
6. Public Health Concepts and Approaches
7. Advocacy and Community Capacity Building
8. Safety and Self-Care
9. Ethical Responsibilities and Professional Skills

FEE: \$125

CERTIFICATION TIME PERIOD

RICB certification encompasses two calendar years commencing on the date of application approval. Two dates, date of issue and valid through, will appear on the certificate along with a certification number.

APPEAL PROCESS

The purpose of appeal is to determine if RICB accurately, adequately and fairly reviewed applicant's file. A letter requesting an appeal must be made to RICB in writing within 30 days of the notification of the board's action. A person shall be considered notified three days after the relevant date of mailing. The written appeal will be sent to the Executive Committee who in turn will thoroughly review the entire application and materials to determine whether or not applicant should have been denied approval. Applicant will be notified in writing as to the findings of the Executive Committee.

RECERTIFICATION

To maintain the high standards of this professional practice and to assure continuing awareness of new knowledge in the field, RICB requires recertification every two years.

To be recertified as a CCHW, an individual must:

1. Hold a current and valid certificate issued by RICB;
2. Acquire 20 hours of RICB approved education, received within the two-year recertification cycle;
3. Verify that you have reviewed, read and will uphold by practice the RICB Code of Ethical Conduct for professional behavior;
4. Complete an application and pay the recertification fee.

SPECIALTY IN CARDIOVASCULAR HEALTH & DIABETES

CCHWs may obtain a "Specialty in Cardiovascular Health & Diabetes" by meeting the following requirements:

- Hold a current and valid CCHW credential
- Document three months (500 hours) of work experience within the past two years in the prevention and management of heart disease, stroke, hypertension, and diabetes
- Document 30 hours of education/training within the past two years specific to cardiovascular health and diabetes
- Training/certification in CPR/AED

The CCHW Specialty in Cardiovascular Health & Diabetes must be completed in addition to the CCHW application.

APPLICATION FOR CCHW *Please type or print only.*

Date: _____ Date of Birth: _____ Male Female Other

Name: _____ SSN: _____
Please print your name as it should appear on your certificate

Home Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____
(required)

Name on Transcript: _____
(if applicable)

RELEVANT CHW EXPERIENCE

Organization: _____ Position: _____

City: _____ Zip: _____

Dates providing services: _____ Hours per Week: _____
Ex: Mar 1, 2017-present

Immediate Supervisor: _____ Position: _____

Phone: _____ Email: _____

I hereby attest that the applicant is working in a position where a minimum of 51% of his/her time is spent as a Community Health Worker.

Supervisor's Signature

Why are you pursuing certification?
(required)

Have you ever received any disciplinary action from another certification or licensing authority? Yes No
If yes, provide full details on a separate sheet.

Have you ever been convicted of a felony violation in any state or federal law? Yes No
If yes, please explain in full on a separate sheet.

Race (check all that apply): American Indian or Alaska Native Black or African American Asian
 Native Hawaiian or Other Pacific Islander Latino Hispanic Caucasian Other: _____

What best describes your employment plans for the next 12 months (select one)? Increase hours Decrease hours Retire No change Seek career advancement Move to a different career Unknown

Fee of \$125 can be paid using one of the following:

Payment (circle one): Check Money Order VISA MasterCard Discover

Checks & Money Orders made payable to RICB

Number: _____ - _____ - _____ - _____

3-digit code: _____ Exp. Date: _____ Name on Card: _____

Billing address: _____

(If different than Home Address)

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

TO SUBMIT YOUR APPLICATION, CHOOSE ONE OF THE FOLLOWING:

Mail:

RICB

298 S. Progress Avenue

Harrisburg, PA 17109

Email:

info@ricertboard.org

Please allow 5-10 business days for review and processing of your application.

To confirm receipt of your application, or check on the status you must email

info@ricertboard.org.

PREVIOUS CHW EMPLOYMENT, IF APPLICABLE

Include letter (on company letterhead) from previous employer verifying your duties and dates employed.

Name of Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Your Title: _____ Hours per Week: _____

Dates Employed: _____ Immediate Supervisor: _____

Primary Responsibilities: _____

Name of Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Your Title: _____ Hours per Week: _____

Dates Employed: _____ Immediate Supervisor: _____

Primary Responsibilities: _____

Name of Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Your Title: _____ Hours per Week: _____

Dates Employed: _____ Immediate Supervisor: _____

Primary Responsibilities: _____

SUPERVISION

To Supervisor: Please complete this form indicating applicant's on-the-job supervision. This form is not intended to document applicant's total number of hours worked but rather the hours of on-the-job supervision you have provided the applicant. Supervision is a formal or informal process that is administrative, evaluative, and supportive. It can be provided by more than one person, it ensures quality of care, and extends over time. Supervision includes observation, mentoring, coaching, evaluating, inspiring, and creating an atmosphere that promotes self-motivation, learning, and professional development. In all aspects of the supervision process, ethical and diversity issues must be in the forefront.

Applicant's Name: _____

I hereby attest that a minimum of 50 hours of supervision in the domains have been attained by the above-named applicant.

CCHW DOMAINS

OF HOURS RECEIVED IN EACH

- | | |
|---|-------|
| 1. Engagement Methods and Strategies | _____ |
| 2. Individual and Community Assessment | _____ |
| 3. Culturally and Linguistically Appropriate Responsiveness | _____ |
| 4. Promote Health and Well-Being | _____ |
| 5. Care Coordination and System Navigation | _____ |
| 6. Public Health Concepts and Approaches | _____ |
| 7. Advocacy and Community Capacity Building | _____ |
| 8. Safety and Self-Care | _____ |
| 9. Ethical Responsibilities and Professional Skills | _____ |

TOTAL MUST BE AT LEAST 50 HOURS

Supervisor's Signature

Date

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.

An applicant will fulfill this requirement by submitting documentation and requirements of at least three (3) of the eight (8) 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 three (3) 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 impact as a CHW and the value added to the community served. 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: Applicants that complete coursework relevant to the CHW domains, in addition to the 70 hours, must submit documentation and a summary of the coursework. Coursework in this category must be completed within the last 10 years prior to the date of application. 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, but must total at least 6 hours

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. Resume/Curriculum Vitae (CV): Applicants may submit a resume or CV. Resumes should be professionally formatted. Applicants who need assistance with developing a resume/CV should speak with their supervisor or use other resources on resume/CV development. All the components listed below must be included (if they apply) and must include dates and locations.
 - a. Relevant work and/or volunteer experience
 - b. Relevant internships
 - c. Relevant skills (examples: computer, languages, etc.)
 - d. Highest level of education completed
 - e. Other professional certifications
 - f. Community engagement and fulfillment of community goals
8. 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 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. Capacity building

CODE OF ETHICAL CONDUCT

UNLAWFUL CONDUCT

Rule 1.1 Once certified, a certified professional shall not be convicted for any summary offense, misdemeanor, or felony relating to the individual's ability to provide substance abuse and other behavioral health services or that reflects conduct unbecoming a certified professional as determined by the organization.

SEXUAL MISCONDUCT

Rule 2.1 A certified professional shall, under no circumstances, engage in sexual/romantic activities or sexual/romantic contact with clients, whether such contact is consensual or forced.

Rule 2.2 A certified professional shall not engage in sexual/romantic activities or sexual/romantic contact with current or former clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation for potential harm to the client.

Rule 2.3 A certified professional shall not engage in sexual/romantic activities or sexual/romantic contact with former clients because of the potential harm to the client.

Rule 2.4 A certified professional shall not provide clinical services to individuals with whom they have had a prior sexual/romantic relationship.

FRAUD-RELATED CONDUCT

Rule 3.1 A certified professional shall not:

1. present or cause to be presented a false or fraudulent claim, or any proof in support of such claim, to be paid under any contract or certificate of insurance;
2. prepare, make, or subscribe to a false or fraudulent account, certificate, affidavit, proof of loss, or other document or writing, with knowledge that the same may be presented or used in support of a claim for payment under a policy of insurance; or
3. present or cause to be presented a false or fraudulent claim or benefit application, or any false or fraudulent
4. proof in support of such a claim or benefit application, or false or fraudulent information, which would affect a future claim or benefit application, or be paid under any employee benefit program;
5. seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behavior.

Rule 3.2 An individual shall not use misrepresentation in the procurement of certification or recertification, or assist another in the preparation or procurement of certification or recertification through misrepresentation. The term "misrepresentation" includes but is not limited to the misrepresentation of professional qualifications, education, certification, accreditation, affiliations, employment experience, the plagiarism of application and recertification materials, or the falsification of references.

- Rule 3.3** An individual shall not use a title designation, credential or license, firm name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist and to which they are not entitled.
- Rule 3.4** A certified professional shall not provide service under a false name or a name other than the name under which his or her certification or license is held.
- Rule 3.5** A certified professional shall not sign or issue, in their professional capacity, a document or a statement that the professional knows or should have known to contain a false or misleading statement.
- Rule 3.6** A certified professional shall not produce, publish, create, or partake in the creation of any false, fraudulent, deceptive, or misleading advertisement.
- Rule 3.7** A certified professional who participates in the writing, editing, or publication of professional papers, videos/films, pamphlets or books must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e. co-authors, researchers, etc.) used in creating their opinions/papers, books, etc. Additionally, any work that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the certified professional should seek permission from the author/creator of such materials. The use of copyrighted materials without first receiving author approval is against the law and, therefore, in violation of the Code of Ethical Conduct.

EXPLOITATION OF CLIENTS

- Rule 4.1** A certified professional shall not develop, implement, or maintain exploitative relationships with clients and/or family members of clients.
- Rule 4.2** A certified professional shall not misappropriate property from clients and/or family members of clients.
- Rule 4.3** A certified professional shall not enter into a relationship with a client which involves financial gain to the certified professional or a third party resulting from the promotion or the sale of services unrelated to the provision of services or of goods, property, or any psychoactive substance.
- Rule 4.4** A certified professional shall not promote to a client for their personal gain any treatment, procedure, product, or service.
- Rule 4.5** A certified professional shall not ask for nor accept gifts or favors from clients and/or family members of client.
- Rule 4.6** A certified professional shall not offer, give, or receive commissions, rebates, or any other forms of remuneration for a client referral.
- Rule 4.7** A certified professional shall not accept fees or gratuities for professional work from a person who is entitled to such services through an institution and/or agency by which the certified professional is employed.

PROFESSIONAL STANDARDS

- Rule 5.1** A certified professional shall not in any way participate in discrimination on the basis of race, color, sex, sexual orientation, age, religion, national origin, socio-economic status, political belief, psychiatric or psychological impairment, or physical disability.
- Rule 5.2** A certified professional who fails to seek therapy for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other physical health related adversity that interferes with their professional functioning shall be in violation of this rule. Where any such conditions exist and impede their ability to function competently, a certified professional must request inactive status of their credential for medical reasons for as long as necessary.
- Rule 5.3** A certified professional shall meet and comply with all terms, conditions, or limitations of a certification or license.
- Rule 5.4** A certified professional shall not engage in conduct that does not meet the generally accepted standards of practice.
- Rule 5.5** A certified professional shall not perform services outside of their area of training, expertise, competence, or scope of practice.
- Rule 5.6** A certified professional shall not reveal confidential information obtained as the result of a professional relationship, without the prior written consent from the recipient of services, except as authorized or required by law.
- Rule 5.7** The certified professional shall not permit publication of photographs, disclosure of client names or records, or the nature of services being provided without securing all requisite releases from the client, or parents or legal guardians of the clients.
- Rule 5.8** The certified professional shall not discontinue professional services to a client nor shall they abandon the client without facilitating an appropriate closure of professional services for the client.
- Rule 5.9** A certified professional shall not fail to obtain an appropriate consultation or make an appropriate referral when the client's problem is beyond their area of training, expertise, competence, or scope of service.
- Rule 5.10** A certified professional shall not engage in a personal, social or business relationship with a current or former client.

SAFETY & WELFARE

- Rule 6.1** A certified professional shall not administer to himself or herself any psychoactive substance to the extent or in such manner as to be dangerous or injurious to a recipient of services, to any other person, or to the extent that such use of any psychoactive substance impairs the ability of the professional to safely and competently provide services.
- Rule 6.2** All certified professionals are mandated child abuse reporters.

RECORD KEEPING

Rule 7.1 A certified professional shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into the client record in accordance with relevant regulatory and funding standards.

ASSISTING UNQUALIFIED/UNLICENSED PRACTICE

Rule 8.1 A certified professional shall not refer a client to a person that he/she knows or should have known is not qualified by training, experience, certification, or license to perform the delegated professional responsibility.

DISCIPLINE IN OTHER JURISDICTIONS

Rule 9.1 A certified professional holding a certification, license, or other authorization to practice issued by any certification authority or any state, province, territory, tribe, or federal government whose certification or license has been suspended, revoked, placed on probation, or other restriction or discipline shall promptly alert the Board of such disciplinary action.

COOPERATION WITH THE BOARD

Rule 10.1 A certified professional shall cooperate in any investigation conducted pursuant to this Code of Ethical Conduct and shall not interfere with an investigation or a disciplinary proceeding or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted, or completed. Interference attempts may include but are not limited to:

1. the willful misrepresentation of facts before the disciplining authority or its authorized representative;
2. the use of threats or harassment against, or an inducement to, any client or witness in an effort to prevent them from providing evidence in a disciplinary proceeding or any other legal action;
3. the use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a disciplinary proceeding or other
4. legal action from being filed, prosecuted or completed;
5. refusing to accept and/or respond to a letter of complaint, allowing a credential to lapse while an ethics complaint is pending, or attempting to resign a credential while an ethics complaint is pending. Violation of this rule under these circumstances will result in the immediate and indefinite suspension of the certified professional's credential until the ethical complaint is resolved.

Rule 10.2 A certified professional shall:

1. not make a false statement to the organization or any other disciplinary authority;
2. promptly alert colleagues informally to potentially unethical behavior so said colleague could take corrective action;
3. report violations of professional conduct of other certified professionals to the appropriate licensing/disciplinary authority when he/she knows or should have known

that another certified professional has violated ethical standards and has failed to take corrective action after informal intervention.

- Rule 10.3** A certified professional shall report any uncorrected violation of the Code of Ethical Conduct within 90 days of alleged violation. Failure to report a violation may be grounds for discipline.
- Rule 10.4** A certified professional with firsthand knowledge of the actions of a respondent or a complainant shall cooperate with the organization's investigation or disciplinary proceeding. Failure or an unwillingness to cooperate in the organizations investigation or disciplinary proceeding shall be grounds for disciplinary action.
- Rule 10.5** A certified professional shall not file a complaint or provide information to the organization, which he/she knows or should have known, is false or misleading.
- Rule 10.6** In submitting information to the organization, a certified professional shall comply with any requirements pertaining to the disclosure of client information established by the federal or state government.

***DO NOT RETURN THE CODE OF ETHICAL CONDUCT WITH YOUR COMPLETED APPLICATION.
PLEASE KEEP IT FOR YOUR RECORDS.***

CCHW APPLICATION ACKNOWLEDGEMENTS

This page must be completed and notarized and submitted with the application. Please initial each statement below:

___ I have read, and understood the RICB Code of Ethics.

___ I either live or work in Rhode Island at least 51% of the time.

___ I understand that one-half of fee is refundable if application is denied or cancelled prior to the issuance of the certification.

___ I understand that my application is open for a period of one year after the date of review. If I fail to fulfill all certification requirements within that year, the application will be closed and no refund will be issued.

___ I understand that if I request to have my application re-reviewed for another credential RICB offers prior to the issuance of the certification, I will incur a \$50 application change/review fee.

I hereby request that RICB grant the credential to me based on the following assurances and documentation:

___ I subscribe to and commit myself to professional conduct in keeping with the RICB Code of Ethical Conduct;

___ I hereby certify that the information given herein is true and complete to the best of my knowledge and belief. I also authorize any necessary investigation and the release of information relative to my certification. Falsification of any records or documents in my application will nullify this application and will result in denial or revocation of certification;

___ I consent to the release of information contained in my application and any other pertinent data submitted to or collected by RICB to officers, members, and staff of the aforementioned Board;

___ I consent to authorize RICB to gather information from third parties regarding continuing education and employment and understand that such communication shall be treated as confidential;

___ Allegations of ethical misconduct reported to RICB before, during, or after application for certification is made will be investigated by RICB and could result in the nullification of the application or denial or revocation of certification.

Applicant Signature: _____ **Date:** _____

On this the ___ day of _____, 201_, by me _____

a notary public, the undersigned officer, personally appeared: _____,

known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that she/he executed the same for the purposes therein contained. In witness whereof, I hereby set my hand and official seal. Sworn and subscribed before me this ___ day of _____, 201_.

Notary Public **SEAL:**