



Supporting the workforce of Indiana's CHWs as part of the health care delivery system.

Dear vendor:

Thank you for your interest in submitting your CHW curriculum to INCHWA for certification. We look forward to building a relationship with you to help advance the CHW profession through relevant healthcare strategies, education, advocacy, and a unified voice. The CHW Curriculum Certification Process is twofold.

1. In order to submit your CHW curriculum to be considered for certification, you must first meet specific eligibility requirements. To be eligible, a vendor must meet the following requirements:
 - There is an “on-ramp” for higher education offered to students.
 - There is a process in place for “grandfathering” existing CHWs.
 - There is a process for continued education in place by vendor or through their partners.
 - Vendor has experience delivering successful training to students.
 - There is a process for screening students to ensure they exhibit the characteristics of a successful CHW.
 - There is interactive learning during the course.
 - There are clear standards for testing students’ knowledge of the material.
 - CHW curriculum stays within the CHW Scope of Practice.

To show evidence of these requirements, you should submit your completed Application to Submit CHW Curriculum for Review to INCHWA at Attn: Certification Committee 520 N. Madison Ave Suite F Greenwood, IN 46142. You should also submit an electronic copy to CertAdmin@INCHWA.Org. A phone interview may be scheduled to address clarifying questions once your Application is received.

The review process may take up to 6 weeks.

2. After providing evidence of meeting these eligibility requirements, you will then receive an invitation to submit your CHW curriculum to be considered for certification.

Your CHW curriculum must meet national and state standards for CHW training outlined in the CHW Scope of Practice document. We recommend that you review this document and the Curriculum Submission Form, which provides a list of Learning Outcomes that must be met by your curriculum for certification.

1. You should submit 1 copy of your completed Curriculum Submission Form and 1 copy of your CHW Curriculum and any supporting documents (handouts, etc.) to INCHWA at Attn: Certification Committee 520 N. Madison Ave Suite F Greenwood, IN 46142. You should also submit 2 electronic copies of your Curriculum Submission Form- one Word File and one PDF File- and 2 electronic copies of your CHW Curriculum and any supporting documents (handouts, etc.)- one Word File and one PDF File- to CertAdmin@inchwa.org. Additional material may be requested as needed.

The review process may take up to 12 weeks.



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Applications/curriculum material may be submitted to INCHWA during the following Submission Months:

- February: Notification of decision mid-June
- May: Notification of decision mid-September
- August: Notification of decision mid-December

To support the review process, the following non-refundable fees are due at the requested time. See the fee schedule for 2017 below. Note that paying the scheduled non-refundable fees does not guarantee certification.

- Application Fee: \$1,750 due with Application to Submit CHW Curriculum for Review
- Review and Approval Fee: \$2,250 due with CHW Curriculum Submission Form

So that you may better understand the application and review process you will find an outline below:

1. Applicant receives Application Packet in mail. Enclosed you will find the following: Application Process, Application to Submit CHW Curriculum for Review, CHW Curriculum Submission Form, CHW Scope of Practice, Appeal Process, Recertification Process, INCHWA marketing material, and INCHWA Membership Information for students.
2. Complete Application to Submit CHW Curriculum for Review. Submit both electronically and via mail along with your Application Fee.
 - Your Application is reviewed by an INCHWA staff member for completeness and by the Board of Directors for decision of eligibility within 6 weeks of receipt. A phone interview may be scheduled with applicant to answer clarifying questions.
 - a. If deemed eligible, you will receive a letter inviting you to submit your CHW Curriculum for review.
 - b. If deemed ineligible, your Application and a letter explaining your ineligibility will be returned. There will be a follow-up call to address questions within 2 weeks. At this time you will have up to 3 months to submit further evidence of eligibility.
3. Once you have received your letter inviting you to submit your CHW curriculum for review, submit 10 copies of your completed Curriculum Submission Form, 10 copies of your CHW Curriculum, and 10 copies of your supporting textbook to INCHWA. Submit both electronically and via mail along with your Review and Approval Fee.
 - The First Round Reviewers (FRR) review your CHW Curriculum Submission Form and curriculum material within 4 weeks.
 - a. If the curriculum material is approved by the FRR, it will proceed to the next step of the review process.
 - b. If denied your hard copy curriculum and a letter explaining why the curriculum was denied certification will be returned. There will be a follow-up call to address questions within 2 weeks. At this time you will have up to 3 months to submit changes.
 - The Second Round Reviewers (SRR) review your CHW Curriculum Submission Form and curriculum material within 4 weeks.
 - a. If the curriculum material is approved by the SRR, it will proceed to the final step of the review process.

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- b. If denied your hard copy curriculum and a letter explaining why the curriculum was denied certification will be returned. There will be a follow-up call to address questions within 2 weeks. At this time you will have up to 3 months to submit changes.
- The Board of Directors reviews your CHW Curriculum Submission Form and curriculum material within 4 weeks.
 - a. If the curriculum material is approved by the Board of Directors, the INCHWA President will send a letter of congratulations to your organization notifying you that your CHW Curriculum is certified.
 - b. If denied your hard copy curriculum and a letter explaining why the curriculum was denied certification will be returned. There will be a follow-up call to address questions within 2 weeks. At this time you will have up to 3 months to submit changes.

We encourage open communication. Our goal is to see your curriculum serve as a leader in CHW education. Should you have questions or need help at any time please feel free to contact INCHWA at 317-721-1181 or incommunityhealth@gmail.com.

In health,

Margarita Hart
President of INCHWA