![INCHWA - Indiana Community Health Workers Association - Building a Healthier Indiana]

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

Application to Submit CHW Curriculum for Review

In order to submit your CHW Curriculum for review, you must first submit proof of eligibility. To be eligible, a vendor must meet ALL of the following requirements:

1. There is an "on-ramp" for higher education offered to students.
2. There is a process in place for "grandfathering" existing CHWs.
3. There is a process for continued education in place by vendor or through their partners.
4. Vendor has experience delivering successful training to students.
5. There is a process for screening students to ensure they exhibit the characteristics of a successful CHW.
6. There is interactive learning during the course.
7. There are clear standards for testing students' knowledge of the material.
8. CHW curriculum stays within the CHW Scope of Practice.

These items will be further defined in the Application under **Course Requirements**.

Directions: Please complete the following Application to confirm proof of eligibility. Be as specific as possible and submit ALL attachments of supporting evidence. If you fail to submit ALL required attachments, INCHWA reserves the right to withhold review of your Application until all attachments are received.

Once you have completed your Application to Submit CHW Curriculum for Review:

1. Submit your Application, all attachments, and your non-refundable Application Fee of $1,750 by mail to:

    Attn: Certification Committee
    Indiana Community Health Workers Association
    520 N. Madison Ave Suite F
    Greenwood, IN 46142

2. Submit an additional copy of your Application and all attachments electronically to CertAdmin@inchwa.org

After submission you may be contacted to address clarifying questions. INCHWA will return a decision on your eligibility to submit CHW Curriculum up to 6 weeks after receipt of your Application and Application fee.

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Vendor Profile		
Name of Curriculum:		
Curriculum Contact Name:	Contact Phone:	Contact Email:
Address:		
City:	State:	Zip Code:
Director Name:	Director Phone:	Director Email:

Curriculum Development Profile
Name of Developer(s)*:   *Please submit resume(s) highlighting qualifications/relevant experience.
Date of Curriculum Development:
List the tools/materials (textbook, videos, PowerPoint, etc.) used in Curriculum Development:
Has the curriculum been used before?   ☐ No   ☐ Yes   If yes, when was it first utilized? _____   If yes, how long has the curriculum been utilized by your organization? _____
Please share any other important information about the development process that you would like us to know.

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Recruitment Profile
Demographics of Targeted Students: Will you be training individuals from outside of your organization? ☐   Yes ☐   No
Describe your Recruitment Process:
Do you require a background check for each student? ☐   Yes   If yes, who pays for it? _____ ☐   No
How do you remain in contact with students after they complete their certification course?
Describe the process for students to provide you with feedback concerning your training after they secure employment.

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Course Profile
Name of Course:
Name of Trainer(s):
Hours of Training: _____ Number of Sessions: _____
Cost of Training: _____ Are scholarship opportunities available? ☐ Yes ☐ No
Delivery Method: ☐ Face-to-face ☐ Online ☐ Other:
What learning materials are provided to students? ☐ Textbook ☐ Handouts ☐ Other: _____ Are these materials able to be utilized by students as a reference after the course has ended? ☐ Yes ☐ No

For each Course Requirement, please submit the corresponding requested Evidence of Requirement. Please also provide the name of the document you have submitted for each item. If you fail to submit ALL required attachments, INCHWA reserves the right to withhold review of your Application until all attachments are received.

Course Requirements	_For Reviewer Only_ **Check box if the Course Requirement to the left is met by Evidence on the right.**	**Evidence of Requirement**
1. There is an "on-ramp" for higher education offered to students. To meet this requirement, the vendor must submit a partnership agreement or MOU with all education partners who will offer credit hours for the completion of the CHW course.	☐	Please submit as attachments: ☐ Partnership agreement, MOU, etc. Document: _____ ☐ Education partner's contact information for verification of agreement Document: _____ ☐ Any additional documentation Document: _____

2. There is a process in place for "grandfathering" existing CHWs.
 	
To meet this requirement, a vendor must have in place:
  1. A process to validate that an individual functions as a CHW (i.e. hours of experience, letters of recommendation from clients and employers, resume, etc.)
  2. A process to evaluate experience and knowledge of practicing CHWs (i.e. exam, abbreviated training where skills are demonstrated, etc.)
	☐	Please submit as attachments:
		
		☐ Process to validate individual functions as a CHW
		Document: _____
		
		☐ Process to evaluate experience and knowledge of CHWs
		Document: _____
		
		☐ Evaluation tool(s)
		Document: _____
		
		☐ Any additional documentation

		Document: _____
3. There is a process for continued education in place by vendor or through their partners. To meet this requirement, a vendor must have in place a process of continuing education for CHWs including access to free or reduced price opportunities for a minimum of 15 CEUs every 2 years. It is the responsibility of the vendor to ensure that CEUs are met by a CHW to maintain certification as a certified CHW.	☐	Please submit as attachments: ☐ Continuing education process Document: _____ ☐ Current CEU offerings Document: _____ ☐ Process for ensuring CEUs are met Document: _____ ☐ Any additional documentation Document: _____
4. Vendor has experience delivering successful training to students. To meet this requirement, a vendor must display experience delivering successful training to students and have quality trainers in place.	☐	Please submit as attachments: ☐ Training programs previously offered Document: _____ ☐ Resumes of trainer(s) Document: _____ ☐ Evaluation tool for trainers Document: _____ ☐ Remediation plan for underperforming trainers Document: _____ ☐ Any additional documentation Document: _____

5. There is a process for screening students to ensure they exhibit the personal qualities and attributes of a successful CHW. To meet this requirement, a vendor must have in place a process for screening students to ensure they exhibit the personal qualities and attributes of a successful CHW: interpersonal warmth, trustworthiness, open-mindedness, objectivity, sensitivity, competence, commitment to social justice, good psychological health, and self-awareness and understanding.	☐	Please submit as attachments: ☐ Process for screening students to ensure that they exhibit the personal qualities and attributes of a successful CHW Document: _____ ☐ Screening instrument(s) Document: _____ ☐ Any additional documentation Document: _____
6. There is interactive learning during the course. To meet this requirement, at least 50% of training must include in-person activities and/or discussion. All remote training modules must include a quiz upon completion.	☐	Please submit as attachments: ☐ Breakdown of the number of face-to-face vs. remote training hours Document: _____ ☐ Breakdown of the number of lecture vs. activities/discussion hours Document: _____ ☐ Quizzes for online training modules Document: _____ ☐ Any additional documentation Document: _____
7. There are clear standards for testing students' knowledge of the material. To meet this requirement, a vendor must require that each student: ☐ Obtain a 90% or higher on a written or electronic closed book/note exam with a minimum of 75 questions composed mostly	☐	Please submit as attachments: ☐ A minimum of 3 different versions of testing instrument(s) to ensure test questions are not shared amongst students Document: _____ ☐ Process for accommodating students

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of case study/scenario-based questions □ Achieve 100% attendance for the in-person portion of training □ Complete an internship, externship, or capstone project		with disabilities Document: _____ □ Remediation process Document: _____ □ Attendance form Document: _____ □ Internship/externship/capstone requirements Document: _____ □ Process for supporting students during internship/externship/capstone project Document: _____ □ Any additional documentation Document: _____
8. CHW curriculum stays within the CHW Scope of Practice. To meet this requirement, CHW curriculum must remain within the CHW Scope of Practice and may not include any additional training beyond foundational CHW training.	□	Please submit as attachments: □ Robust outline of CHW curriculum with topics covered noting which sections are delivered in-person vs. online and which sections are lecture vs. in-person activities/discussion Document: _____ □ Any additional documentation Document: _____
For Staff Reviewer: Score = ____/8 Date Application Fee Received: _____ Reviewer's Signature: _____		

Signatures
I authorize the verification of the information provided on this form and understand that I may be contacted to answer clarifying questions. By initialing on each line, my organization agrees to the: _____ Process of review _____ Recertification terms _____ Remediation process if course requirements and/or CHW curriculum requires changes to meet INCHWA standards _____ Facilitation of an online course evaluation to all students on the final day of class administered by INCHWA _____ Enrollment of students in INCHWA membership and collect dues to send to INCHWA within 20 days of class completion

Signature of Vendor's Executive Staff:	Date:
Signature of Developer(s)	Date:

For Board of Directors:

☐ Eligible to submit CHW Curriculum
☐ Ineligible to submit CHW Curriculum: _____

Board Chair's signature: _____ Date:_____