

Certified Community Health Worker Training Verification Form

Requirement: Community Health Worker (CHW) applicants must complete and document a minimum of **30 hours of content specific training as follows:**

- Communication and Education: 4 hours
- Resources: 4 hours
- Advocacy: 4 hours
- Foundations of Health: 4 hours
- Professional Responsibility: 4 hours
- Electives (may relate to any of the performance domains): 10 hours

All training must have been completed with the last 5 years.

How to Document: The applicant completes the Training Verification Forms, attaches copies of eligible training documentation in the same order as listed on the form and uploads (for electronic, on-line application) or mails hard-copy, original forms to the FCB office.

Training documentation must provide the following information:

- Applicant's Name
- Title of course/training/educational event*
- Event sponsor/provider
- Delivery date(s)
- Number of Contact/Clock Hours

**If the event title does not clearly identify the instructional content, please attach an official description of the event, such as an agenda or syllabus.*

In the absence of complete documentation, contact the training provider and request they provide you with the additional information on their official letterhead: you may submit these letters as supporting documentation of successful completion of training requirements.

If you use college coursework for training credit, you must provide documentation for each entry as follows: (1) Make a photo copy of your transcript, number each course you are using to meet training requirement(s), print out the course description as published by the educational institution, write the number corresponding to the course on your transcript and the course name on the course description. Place this document in the appropriate order as is appears on this form.

How to Calculate Content-specific Training Hours:

College coursework is credited at the rate of 15 clock hours per 1 semester hour course.

Partial-day, Full-day and Multi-day training events are credited for instructional time only. Breaks are deducted from the total hours claimed. If the total credit hours are not listed on the certificate, attach a copy of the training agenda.

Conferences are credited for break-out session and plenary sessions only. Breaks are deducted from the total hours claimed. Please attach a copy of the conference program to your application.

TRAINING TOPICS BY DOMAIN

DOMAIN	TOPICS
Communication and Education (4 hours)	<ul style="list-style-type: none"> • Adult learning, teaching, instructional and/or presentation skills • Communication skills that are culturally and linguistically competent, including verbal, nonverbal communication and effective listening skills • Conflict resolution skills • Behavioral Change strategies
Resources (4 hours)	<ul style="list-style-type: none"> • Differences between various cultural/communities and health/social services systems • Accessing health/social services • Making formal and/or informal referrals/links to providers. • Building individual and community capacity to access health/social services. • Barriers to services and strategies to access care.
Advocacy (4 hours)	<ul style="list-style-type: none"> • Legal right and responsibilities. • Advocacy skills development.
Foundations of Health (4 hours)	<ul style="list-style-type: none"> • Basic health topics. <ul style="list-style-type: none"> ○ Social Determinates of health (outside factors that impact the health of the individual.) ○ Basic knowledge of primary risk factors and prevention. ○ Understand the basic structure of the healthcare delivery system. ○ Universal precautions/OSHA/personal protection-equipment. ○ Disease specifics are handled under specific training modules and are not part of the certification testing. • Data collection determine and respond appropriately to the participant's needs and strengths. • Outreach and education to community members.
Professional Responsibility (4 hours)	<ul style="list-style-type: none"> • Confidentiality • Documentation • Federal, state and local laws, rules and regulations. • Published codes of ethics and professional conduct. • Personal safety and self-care.

**Certified Community Health Worker
Training Verification Form (1 of 6)**

Training Topic: Communication and Education

Training Requirement: Minimum of 4 hours of training in topics directly related to Communication and Education.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only

**Certified Community Health Worker
Training Verification Form (2 of 6)**

Training Topic: Resources

Training Requirement: Minimum of 4 hours of training in topics directly related to Resources.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only

**Certified Community Health Worker
Training Verification Form (3 of 6)**

Training Topic: Advocacy

Training Requirement: Minimum of 4 hours of training in topics directly related to Advocacy.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only

**Certified Community Health Worker
Training Verification Form (4 of 6)**

Training Topic: Foundations of Health

Training Requirement: Minimum of 4 hours of training in topics directly related to Foundations of Health.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only

**Certified Community Health Worker
Training Verification Form (5 of 6)**

Training Topic: Professional Responsibility

Training Requirement: Minimum of 4 hours of training in topics directly related to Ethical and Professional Responsibility.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only

**Certified Community Health Worker
Training Verification Form (6 of 6)**

Training Topic: Electives

Training Requirement: Minimum of 10 hours of training in topics directly related to any of the CCHW performance domains.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only