



Certified Community Health Worker On-the-Job Supervision Verification Form

DIRECTIONS

This form allows for one qualified supervisor to document work and/or volunteer on-the-job supervision hours as required for the CCHW credential. Provide a separate form and instructions to each qualified supervisor who will document supervision for certification purposes. FCB has supervision documentation templates posted online that may be used if needed.

All information must be TYPED. Handwritten forms will be denied. This is a two-part form.

- Part One is completed by the applicant and provided to the qualified supervisor.
- Part Two is completed by the qualified supervisor and provided to FCB by mail, email or fax (see below).

Upon completion, please submit the form directly to the FCB. *On-the-Job Supervision Verification Forms* will not be accepted from the applicant.

Mail: Florida Certification Board
Attn: Certification Operations
1715 South Gadsden Street
Tallahassee FL 32301

Email: Certification Specialist's email or
admin_assist@flcertificationboard.org
Fax: 850-222-6247
Subject Line: On-the-Job Supervision (applicant name)

REQUIREMENT

Policy Standard	Supervision focuses on improved client care and improved job performance. The purpose of supervision is to teach community health workers how to promote client welfare and increase their skills and knowledge. Supervision for certification purposes can be individual, one-on-one supervision and/or observation of skills OR group supervision/case staffings. At least 50% of the hours of supervision must be individual, one-on-one supervision and/or observation skills. No more than 50% of the required hours of supervision may be in a group setting. See the <i>CCHW Candidate Guide: Application Process</i> for additional details and guidance.
CCHW Description	An entry-level credential for front-line health workers who, by virtue of their trusted status in the community, serve as a liaison, link and intermediary between health services and the community to facilitate access to services and improve the quality and cultural competence of service delivery.
Qualified Supervisor Definition	<p>A qualified supervisor must be current and fall within one of the following designations:</p> <ul style="list-style-type: none"> • A physician or physician's assistant licensed under Chapters 458 or 459, F.S. • A professional licensed under Chapters 490 or 491, F.S. • An Advanced Registered Nurse Practitioner licensed under Part 1 of Chapter 464, F.S. and meeting the Board of Nursing requirements for an ARNP designation. <p><i>(Continued on next page)</i></p>



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	<ul style="list-style-type: none">• A MCAP or CAP• Individual in a supervisory position who holds a minimum of a Bachelor's degree in any field. <p>A copy of the qualifying credential or license for the qualified supervisor must be attached.</p>
On-the-Job Supervision Requirement	<p>20 hours of on-the-job supervision of the applicant's performance of front-line health services in the community.</p> <p>A minimum of 4 hours of supervision per domain is required in the categories listed on page 2 of the <i>On-the-Job Supervision Verification Form</i>.</p> <p>For certification purposes, the FCB benchmarks reasonable and achievable supervision at the rate of 3 hours per week/156 hours per year.</p> <p>Eligible on-the-job supervision occurred within the last 5 years.</p>

PERFORMANCE DOMAIN CATEGORIES

Minimum of 4 hours must be completed in each performance domain listed below.

<p>COMMUNICATION AND EDUCATION: Supervision in this domain is directly related to observing and providing feedback to the community health worker in a manner that facilitates and improves communication skills, both verbal and non-verbal, effective listening, conflict resolution and instructional and/or presentation skills.</p>
<p>RESOURCES: Supervision in this domain is directly related to observing and providing feedback to the community health worker to develop skills on how to access various cultural/communities and health/social service systems, make formal and informal referrals to providers, and determine how to recognize and overcome barriers to services.</p>
<p>ADVOCACY: Supervision in this domain is directly related to observing and providing feedback to community health worker for the development of advocacy skills and increase knowledgeable regarding legal rights and responsibilities for the community.</p>
<p>FOUNDATIONS OF HEALTH: Supervision in this domain is directly related to observing and providing feedback to the community health worker to increase knowledge in basic health topics, data collection and outreach.</p>
<p>PROFESSIONAL RESPONSIBILITY: Supervision in this domain is directly related to observing and providing feedback to the community health worker to ensure that tasks across all domains are performed in a manner that follows generally accepted legal, ethical and professional standards.</p>



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SUPERVISOR REQUIRED DOCUMENTATION

A qualified supervisor must maintain documentation of supervision, copies of which may be requested by Certification Staff at any time. Documentation must include the following minimum information:

- a. Supervisee name, current position and credential sought.
- b. Date of supervision, start and end time of supervision, and number of supervision hours accrued.
- c. Supervisor name and title.
- d. Methods of supervision (individual, group, observation, review clinical documentation).
- e. Summary of supervision offered during session.
- f. Signature of both Supervisee and Supervisor

Documentation does not need to be submitted with this verification form. FCB has supervision documentation templates posted online that may be used if needed.



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All information must be typed. Handwritten forms will be denied.

Part 1: To be completed by the applicant prior to providing to the qualified supervisor for completion.

Applicant Information: Please list the position you held for which you are requesting documentation of on-the-job supervision by a qualified supervisor. Report employment dates in the following format: MM/DD/YYYY to MM/DD/YYYY. Use a separate form for each qualified supervisor documenting one-on-one on-the-job supervision.		
Applicant Name:		
Employer:		
Type of Position:	Full-Time	Part-Time
Position Title:		
Immediate Supervisor:		

Part 2: To be completed by the applicant's qualified supervisor only.

Section A: Qualified Supervisor Contact Information	
Last Name:	First Name:
Title:	Employer:
Email Address:	Business Phone:
Work Address:	
City:	State:
Zip Code:	County:

Section B: Supervision Attestation	
I am a qualified supervisor because I am:	
A physician or physician's assistant licensed under Chapters 458 or 459, F.S.	
A professional licensed under Chapters 490 or 491, F.S.	
A Psychiatric Advanced Registered Nurse Practitioner licensed under Part 1 of Chapter 464, F.S. and meeting the Board of Nursing requirements for a Psychiatric ARNP designation.	
A MCAP or CAP credentialed through the Florida Certification Board.	
Individual in a supervisory position who holds a minimum of a Bachelor's degree in any field	
<i>Copy of qualifying credential or license for the qualified supervisor is attached.</i>	Yes No



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Section B: Supervision Attestation Continued		
Domain Category – 20 hours of supervision is required; 4 hours of supervision is required for each domain	Individual Supervision Number of Hours	Group Supervision Number of Hours
COMMUNICATION AND EDUCATION		
RESOURCES		
ADVOCACY		
FOUNDATIONS OF HEALTH		
PROFESSIONAL RESPONSIBILITY		
TOTAL HOURS PER CATEGORY:		
TOTAL HOURS OF ON-THE-JOB SUPERVISION EARNED: (No more than 50% of the total required hours may be in a group setting)		

Type of Position Supervised	Full-Time Part-Time	Time period during which supervision was provided: From:	To:
<p>I have read and understand the on-the-job supervision requirements for Certified Community Health Worker (CCHW) certification. I provided the above on-the-job supervision to the applicant and maintain supervision records supporting my attestation according to agency protocol. I consent to an audit of such records if requested.</p> <p style="text-align: right;">Yes No</p>			
<p>As a qualified supervisor, do you have any concerns about the applicant's ability to competently perform as a Certified Community Health Worker?</p> <p style="text-align: right;">Yes* No</p> <p>*If yes, the FCB will contact you for additional information, which may result in non-acceptance of these on-the-job supervision hours to meet certification requirements.</p>			
<p>I provided on-the-job supervision of the applicant's community health related job performance.</p> <p style="text-align: right;">Yes No</p>			
<p>By my signature, I attest that the above material is true to the best of my knowledge.</p>			
<p>Qualified Supervisor's Signature <i>(FCB accepts manual and electronic signatures)</i></p>			<p>Date</p>