

Kentucky Office of Community Health Workers

CHW Certification Renewal Webinar

June 21, 2023



Purpose

Review the continuing education **requirements** for Certified Community Health Workers in Kentucky

Review and clarify the process to **obtain** and **document** continuing education units (CEUs)

Review the requirements and process for the annual CCHW certification renewal

Provide opportunity for questions and discussion regarding process improvement

Objectives

At the end of this training participants will be able to:

- State the number of CEUs required for CCHWs in Kentucky
- Define the difference between “approved” and “independent” CEUs and the requirements for each
- Provide examples of where to obtain CEUs
- State the 5 elements of good documentation and state the types of acceptable documentation
- Describe how to access the online application for renewal
- Articulate the requirements for annual CCHW certification renewal and process to obtain an extension

Why Continuing Education?



Continuing education is necessary for well-informed CHW practice



Continuing education maintains the up-to-date knowledge, tools, and resources to succeed as a Certified Community Health Worker in Kentucky



Continuing education builds upon the Core Competencies learned in Tier 1 training

CEU Requirements

🛡️ Certified Community Health Workers need to obtain **10 hours** of continuing education units (CEUs) every year



KOCHW APPROVED



INDEPENDENT



CEU REQUIREMENT

CEU Requirements (Continued)

Five hours of KOCHW approved is the **minimum** requirement

A CHW can obtain all 10 CEUs simply by attending KOCHW approved trainings

- This can include attending the quarterly KYACHW meetings and the annual conference in September.

Origin of Kentucky CCHW Continuing Education Requirements


The CCHW Continuing Education requirements were established based on research of established CHW programs and similar roles.

Proposed requirements were reviewed and approved by the CHW Advisory Workgroup and the Kentucky Association of Community Health Workers (KYACHW)



Kentucky Office of Community Health Workers Approved Trainings

For a training to be “approved,” a training organization must fill out the CEU Approval Application form, which is on the [KOCHW webpage](#).



The Kentucky Office of Community Health Workers staff will review the training to ensure that it is relevant to the CHW profession and meets the CHW Core Competencies



Approved training must provide certificates which include:

- Training organization name, title of training, date of training, and the name of the CHW

Independent Trainings

Independent trainings are those that have not gone through the review and approval process with the KOCHW.

Any independent training needs to be **relevant** to the CHW profession and related to the CHW Core Competencies

Documentation for independent trainings will be covered in a later slide

How do I know if a training is “KOCHW Approved?”

All approved trainings must include the following statement on their certificates:

- **“This training has been approved by the Kentucky Department for Public Health Office of Community Health Workers to provide X continuing education credits for Certified Community Health Workers.”**

How do I know if a training is “KOCHW Approved?”

- 🛡️ Check the KOCHW webpage!
- 🛡️ The list of approved trainings is updated frequently.
- 🛡️ <https://chfs.ky.gov/agencies/dph/dpqi/cdpb/Pages/chwp.aspx>

Continuing Education for Certified Community Health Workers (CCHW)

All CCHWs are required to earn 10 continuing education units (CEUs) each year. **At least** five of those hours must come from KOCHW-approved training. You may earn **up to** five hours from independent training.

For questions regarding CHW continuing education, please email our office at [CHW Certification](#).

Upcoming KOCHW-Approved Training Opportunities for CCHWs

Organization	Training Title	Date	CEUs
Kentucky Diabetes Prevention and Control Program and KOCHW	PQI Diabetes 101 for CHWs	Ongoing	1
Kentucky Homeplace	Community Health Worker Personal Protective Equipment	Ongoing	0.5
KDPH Immunization Branch	Vaccinate with Confidence	Ongoing	0.5
KDPH Chronic Disease Prevention Branch	Diabetes Nutrition for Community Health Workers	Ongoing	1
ThriveKY	State and Federal Policy Updates	May 2, June 6, July 11, August 1	1.5

Where Can I Find Independent CEUs?

Relevant trainings can be found from the following sources:

- [KOCHW Connection](#) emails (also KOCHW approved trainings)
- Local trainings offered in your community
- Trainings offered within your organization
- Trainings offered through CHW-related organizations such as the National Association of Community Health Workers (NACHW)

***This list is for example purposes only. The Kentucky Department for Public Health does not endorse any specific organization, training, or program**

Where Can I Find Independent CEUs? (Cont.)

Online training centers and organizational websites such as:*

- [KY TRAIN](#)
- [Centers for Disease Control and Prevention \(CDC\)](#)
- [Kentuckiana Health Collaborative](#)
- [Center for Health Care Strategies](#)
- [Region IV Public Health Training Center](#)
- [Kentucky Voices for Health](#)
- [Center for Medicare and Medicaid Services](#)
- Disease Related Associations (American Diabetes Association, American Lung Association, etc.)

Where have you found independent CEUs?

How do I keep track of all my CEUs?

Continuing Education Tracker Document

- Fill it out by hand or electronically as you go
- Keep your certificates with the tracker

A Folder (physical or electronic)

- Put all your documents in a folder
- You can organize as you go or when it is time to renew

Continuing Education Tracker

Continuing Education Tracker

Applicant Name: Tracey Sparks		Certification Number: KCCHW11801123	
Title of Training: KYACHW Meeting – Accompanying Refugee and Immigrant Clients		Training Organization: KYACHW	
Date(s) of Training: January 27, 2023			
KOCHW APPROVED <input checked="" type="checkbox"/>	# CEUs <u>1</u>	INDEPENDENT <input type="checkbox"/>	# OF HOURS: _____
CHW CORE COMPETENCIES ACHIEVED:			
What knowledge or skills did you gain because of this training? Check all that apply. Please refer to the CHW Certification Manual for additional information.			
<input checked="" type="checkbox"/> Communication		<input type="checkbox"/> Use of Public Health Concepts and Approaches	
<input checked="" type="checkbox"/> Organizational and Community Outreach		<input checked="" type="checkbox"/> Advocacy and Community Capacity Building	
<input checked="" type="checkbox"/> Care Coordination and System Navigation		<input checked="" type="checkbox"/> Health Coaching	
<input type="checkbox"/> Documentation, Reporting and Outcome Management		<input checked="" type="checkbox"/> Legal, Ethical and Professional Conduct	
Title of Training: CHW Regional Meeting – Kenlake		Training Organization: Kentucky Office of Community Health Workers	
Date(s) of Training: April 27, 2023			
KOCHW APPROVED <input checked="" type="checkbox"/>	# CEUs <u>3.5</u>	INDEPENDENT <input type="checkbox"/>	# OF <u>HOURS:</u> _____
CHW CORE COMPETENCIES ACHIEVED:			
What knowledge or skills did you gain because of this training? Check all that apply. Please refer to the CHW Certification Manual for additional information.			
<input checked="" type="checkbox"/> Communication		<input type="checkbox"/> Use of Public Health Concepts and Approaches	
<input checked="" type="checkbox"/> Organizational and Community Outreach		<input checked="" type="checkbox"/> Advocacy and Community Capacity Building	
<input checked="" type="checkbox"/> Care Coordination and System Navigation		<input type="checkbox"/> Health Coaching	
<input type="checkbox"/> Documentation, Reporting and Outcome Management		<input type="checkbox"/> Legal, Ethical and Professional Conduct	

NEW FOR 2023

 **Starting this October, Certified CHWs will no longer have to upload all CEU certificates when applying for renewal.**

 CHWs will continue to fill out the CEU Tracker for each training completed for CEUs to meet the 10 CEU requirement.

 The only certificates that **must** be uploaded are:

- Geriatric Health
- Oral Health
- Maternal and Child Health
- If you haven't sent your Mental Health First Aid certificate to the KOCHW you may upload it with your renewal application.

 **KEEP ALL OF YOUR CERTIFICATES**

- The KOCHW will perform audits in the winter of 2024.

CEU Documentation

- It is the responsibility of the CHW to maintain appropriate documentation for ALL continuing education
- Acceptable documentation includes:
 - certificates of completion OR**
 - letter or email from the training coordinator**
- Documentation should include:

CEU Documentation Checklist
1. CHW Name
2. Training Organization
3. Title of Training
4. Date of Training
5. CEU Statement or Length of Training

KDPH Approved Training Documentation Example

CEU Documentation Checklist	
1	Name of CCHW
2	Training Organization
3	Title of Training
4	Date of Training
5	CEU Statement



2 CATHOLIC CHARITIES OF LOUISVILLE, INC. | Welcome Empower Strengthen | KENTUCKY OFFICE FOR REFUGEES

CERTIFICATE OF COMPLETION

IS HEREBY GRANTED TO

1 **FIRSTNAME LASTNAME**

TO CERTIFY COMPLETION OF 3 hrs of CEUs from the

3 *Kentucky Refugee Health and Wellness Conference*






5 This training is approved by the Kentucky Department for Public Health Office of Community Health Workers to provide up to 3 continuing education units for Certified Community Health Workers.

Jennifer Ballard-Kang, PhD, CSW, MSSW

4 February 24, 2023

Date

Sample Letter or Email from an Independent Training

CEU Documentation Checklist	
1	Name of CCHW 
2	Training Organization 
3	Title of Training 
4	Date of Training 
5	Length of Training 



March 17, 2022

To Whom it May Concern,

1 Tracey Sparks (CCHW1234567) attended and completed **3** “Kentucky CHW Core Competency Overview” training on March 1st, 2022, which was provided by the Kentucky Department for Public Health Office of **2** Community Health Workers. The training was 1 hour, and attendees learned about each of the 8 Kentucky CHW Core Competencies and how they impact the role of a CHW.

Thank you,

5

Laura Eirich, MPH

Administrator

Kentucky Office of Community Health Workers

LauraA.Eirich@ky.gov |

Is This Acceptable Documentation?





Certification Renewal Requirements

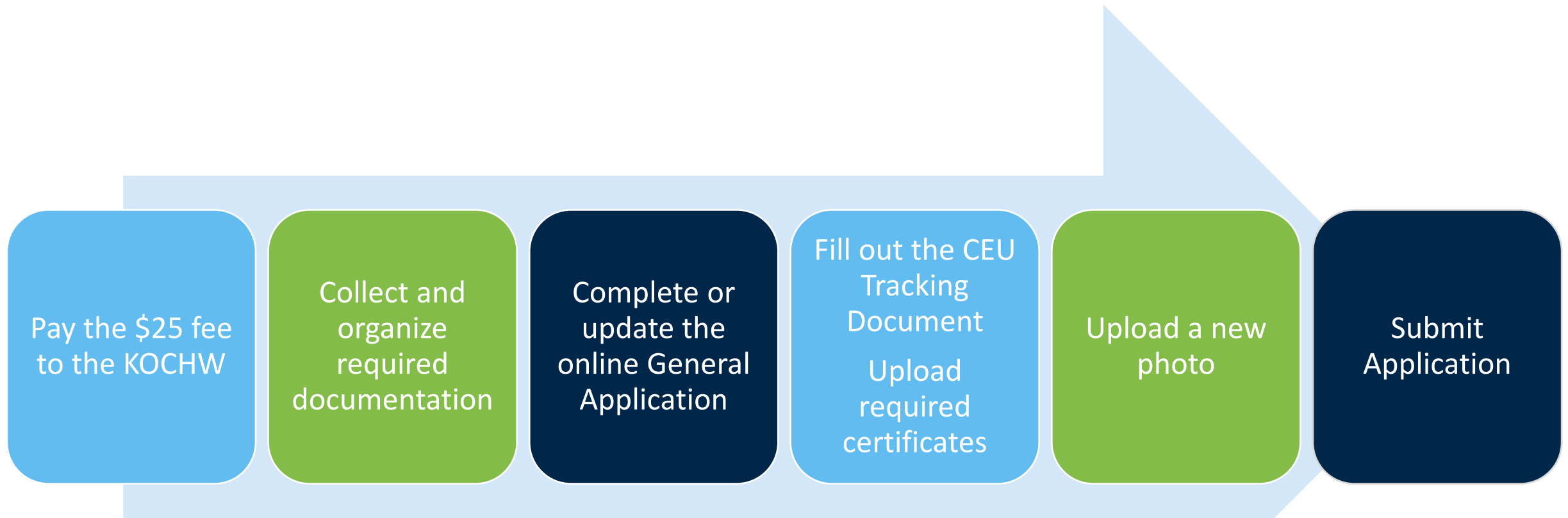
Kentucky
CHWs are
required to
renew
annually in
October.

- Current resident of Kentucky or currently working in Kentucky.
- Legal residency in the United States.
- Completed 10 credit hours of CHW continuing education every year.
- Submission of completed application, including required attachments.
 - **Completed application includes the general application, continuing education tracker, required certificates, and updated photo.**
- Submission of non-refundable \$25 renewal fee to the Kentucky Office of Community Health Workers <https://secure.kentucky.gov/formservices/DPH/CHW>

Renewal Schedule

-  The KOCHW will send one reminder to the email listed on your application and one letter in the mail to the address listed on your application in September each year.
-  **Renewal applications are only accepted from October 1 - 31**

Steps to Certification Renewal



Extensions

If an individual is unable to submit reapplication materials by October 31st, they may request an extension

Requests for an extension **must be received to the program email by October 31st** (chw.certification@ky.gov)

- KOCHW will review requests on a **case-by-case basis**
- KOCHW reserves the right to deny a request for an extension
- Extensions will be **no longer** than 60 days
- See page 9 of the CHW Certification Manual

CCHWs are still required to recertify the following October

Expirations

If an applicant does not communicate their need for an extension or submit their application by the deadline, their certificate will be considered expired.

- After a certificate expires, a CHW who wishes to be certified again will need to reapply for initial certification and pay the \$50 fee. See page 9 of the CHW Certification Manual

Audits

Starting this year:

- The KOCHW will randomly select 20-30 CHW applications for a file audit.

What does an “audit” mean?

- KOCHW staff will request documentation for each continuing education training that was listed on your “continuing education tracker.”
- KOCHW may ask for documentation from your first year of certification.
- You will have a specified amount of time to provide the documentation.
- Failure to provide sufficient documentation may result in the revocation of CEUs or Certification status (Page 9 of CHW Certification Manual)

Keep your documentation!!

Questions?



Kentucky Public Health
Prevent. Promote. Protect.



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KENTUCKY[®]
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AND FAMILY SERVICES

CHW Renewal Application Demonstration

Thank you!

Kentucky Office of Community Health Workers

Chw.certification@ky.gov



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CABINET FOR HEALTH
AND FAMILY SERVICES