



APPLY TO BE A CERTIFIED COMMUNITY HEALTH WORKER



CERTIFICATION SPECIFICS

Fee: A payment of \$ 50.00 (personal check, credit card, or money order)

Certification period: Certification must be renewed **every 2 years** with 30 hours of new education/training hours from certified training programs

CONTACT THE PENNSYLVANIA CERTIFICATION BOARD

✉ info@pacertboard.org

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by the Health Federation
of Philadelphia

ABOUT

"A Community Health Worker (CHW) is a trusted individual who contributes to improved health outcomes in the community. CHWs serve the communities in which they reside or communities with which they may share ethnicity, language, socioeconomic status, or life experiences. The term "community health worker," includes but is not limited to other titles such as outreach worker, patient navigator and promotores de salud."

See www.pacertboard.org for a description of CHW roles and principles.

CERTIFICATION QUALIFICATIONS



Experience:

- A total of 1 year of F/T or 2000 hours P/T volunteer or paid employment as a CHW **within the last 5 years.**
- This can be from multiple employers
- Submit a job description for each position or a letter that documents that the applicant was employed through the dates submitted (either F/T or P/T) and a brief description of relevant duties
- Documents must be signed by the applicant *and* their supervisor

Supervision:

- **60 hours of relevant supervision** obtained during the work/volunteer experience(s).

Education/Training:

- **75 hours of education/training relevant to the field of community health work within the last 5 years.**
- **New education must be from a PCB approved training provider** (see below)
- Training must be documented
 - Ex: certificates of attendance with the name, title, and date of the training
- Don't have a certificate? Ask the training provider for a letter documenting attendance, **OR**
- A supervisor can record & sign a list of training(s) attended over the years
- Submit relevant transcripts
 - Ex: a 3 credit undergraduate course = 45 hours of education/training

WHAT TYPES OF TRAINING/EDUCATION COUNT?



Relevant domains include: community health concepts, advocacy and capacity building, care coordination, health literacy & education, safety and self-care, cultural competency, communication & interpersonal skills, ethical responsibilities and professionalism, etc. Degrees in community or public health **may** be considered for partial credit toward the required 75 hours of CHW education/training.

Note: As of July 2021, **new** education/training will only be valid if received from one of the **PCB accredited** CHW training programs. Relevant training received before July 2021 and within the last 5 years may still count towards training hours. See the latest list of accredited CHW training programs at www.pacertboard.org/cchw

TIPS

- Request a **pre-review** of education/training transcripts or job descriptions you aren't sure will qualify by emailing/faxing them to: info@pacertboard.org.
- Remember to submit transcripts and have job descriptions/training records **signed**.
- **Before** submitting an application, make sure the applicant meets each outlined requirement

See www.pacertboard.org for updates & additional information