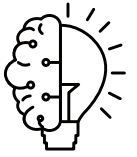


# APPLY TO BE A CERTIFIED COMMUNITY HEALTH WORKER



## 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

☎ (717) 540 4455  
Fax: 717-540-4458

🌐 [www.pacertboard.org](http://www.pacertboard.org)

🏠 298 S. Progress Avenue,  
Harrisburg, PA 17109



Updated October 2021  
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](http://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](http://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](mailto: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](http://www.pacertboard.org) for updates & additional information