



**Community Health Worker Training
Program Approval Application**

2021

COMMUNITY HEALTH WORKER TRAINING PROGRAM APPROVAL PROCESS

All training programs that prepare individuals as Certified Community Health Workers must be approved by the Board of Nursing (Board) in accordance with Section 4723.87, Ohio Revised Code, and Chapter 4723-26, Ohio Administrative Code (OAC).

Persons seeking Board approval as a Community Health Worker Training Program must submit to the Board a complete application accompanied by the \$300.00 fee paid by credit card utilizing the attached credit card authorization form. The Board provides the Community Health Worker Training Program application and information through its website: <https://nursing.ohio.gov>.

The Board reviews completed applications at its meetings to determine whether the application's documentation complies with the requirements as established in Chapter 4723-26, OAC. The applicant will be notified in writing concerning the Board's approval of the Community Health Worker Training Program following the Board meeting at which it was considered. The Board's approval of a Community Health Worker Training Program is valid for two years provided the program continues to meet the requirements set forth in Chapter 4723-26, OAC.

Board staff may conduct a site visit of a Community Health Worker Training Program prior to Board approval or at any time during the two year period for which a program is approved.

The Ohio Nurse Practice Act and the Administrative Rules adopted thereunder are available in their entirety for review on the Board's web site: <https://nursing.ohio.gov/>. A complete application includes submission of the General Information form, \$300.00 fee and other related documents that demonstrate the applicant program meets the requirements established in Chapter 4723-26, OAC.

The Application Form and Credit Card Authorization Form only must be emailed to fiscal@nursing.ohio.gov

A copy of the completed application and related documents listed below are to be submitted via the Drop Box method. The instructions to use the Drop Box method are included below. The contents will not be reviewed until a completed application is received and the fee is paid.

A completed application includes:

1. A completed Community Health Worker Program Approval Application Form.
2. The name and resume of the program administrator. The program administrator must meet the qualifications of Rule 4723-26-12(A), OAC;
3. A list of other licensed health care professionals providing classroom and clinical instruction, including resumes and professional license verifications, per Rule 4723-26-12(B)(4), OAC.
4. An organization chart for the program;
5. All program policies, as required in Rule 4723-26-12(C), OAC;
6. The program philosophy, program objectives or outcomes, course objectives or outcomes, teaching strategies, and core competencies or other evaluation methods, per Rule 4723-26-13(A)(1), OAC;
7. Include a curriculum plan showing the sequence of courses, laboratory experiences, and units of credit or number of clock hours allotted to theory and laboratory experiences, per Rule 4723-26-13(A)(2), OAC;

8. The program curriculum, aligned with the required content in Rule 4723-26-13(C), OAC. Please use the provided chart below, **Location of Curriculum content for Community Health Worker Training Program** to map the curriculum to the Rule requirements.
9. All checklists or evaluations that will be used to verify the student sufficient knowledge and understanding to competently provide the care and services of a community health worker including both nursing and non-nursing tasks, per Rule 4723-26-12(C)(4), OAC.

The Requirements for a Community Health Worker Training Program can be found at:
<http://codes.ohio.gov/oac/4723-26>.

LOCATION OF CURRICULUM CONTENT FOR COMMUNITY HEALTH WORKER (CHW) TRAINING PROGRAM

<p>Rule 4723-26-13, OAC, specifies the minimum curriculum for community health worker training programs. This content may be integrated, combined, or presented as separate courses.</p> <p>Rule 4723-26-13(A)(3), OAC: Curriculum content must include 100 hours of didactic classroom experience and 130 hours of clinical experience. Relevant laboratory experiences may be integrated into the curriculum.</p> <p>Rule 4723-26-13(B), OAC: As part of the classroom instruction required in paragraph (A) of this rule, related clinical and laboratory experiences shall provide a community health worker with an opportunity to practice cognitive, psychomotor, and affective skills in the performance of a variety of basic tasks and activities with individuals or groups across the life span. Portions of the relevant clinical experience shall be provided in a community setting similar to the settings in which a community health worker will provide services.</p>	<p>Identify the course(s) in the curriculum where this content is clearly and explicitly demonstrated:</p>
<p>(C) The standard minimum curriculum for community health workers shall include courses, content, and expected outcomes, relative to the defined role of the community health worker, in the following major areas:</p>	
<p>(1) Health care, including expected competencies in the areas of:</p>	
<p>(a) The physical, mental, emotional and spiritual impacts on health;</p>	
<p>(b) Basic anatomy and physiology of major body systems;</p>	
<p>(c) Substance use and affects on health;</p>	
<p>(d) Signs indicating a change in a client's health status;</p>	
<p>(e) Obtaining accurate vital signs;</p>	

(f) Basic cardiopulmonary resuscitation skills;	
(g) Medical terminology;	
(h) Documentation methods; and	
(i) Utilization of local health and referral systems.	
(2) Community resources, including expected competencies in the areas of:	
(a) Referral methods to assist various target population groups;	
(b) Utilization of community resources and their referral processes;	
(c) Utilization of resources related to entitlement programs;	
(d) Recognizing and reporting signs of family violence, abuse and neglect; and	
(e) Recognizing and making appropriate referral for signs of mental health and addiction problems	
(3) Communication skills, including expected competencies in the areas of:	
(a) Interpersonal communication skills;	
(b) Effective interview techniques;	
(c) Effective written communications to health care and service care providers; and	
(d) Utilization of appropriate telephone technique.	
(4) Individual and community advocacy, including expected competencies in the areas of:	

(a) Recognition of diversity, and the role of the community health worker in an interdisciplinary team;	
(b) Supporting development of self-care skills in various target population groups;	
(c) Utilization of skills to assure that different target population groups receive needed services; and	
(d) Methods of serving as a community liaison between different target population groups and local agencies and providers.	
(5) Health education, including expected competencies in the areas of:	
(a) Educating on healthy lifestyle choices, including nutrition, exercise, and stress management to reduce health risk factors;	
(b) Educating on adverse health consequences of smoking, drinking; and drugs of abuse;	
(c) Educating on the importance of oral health care across the lifespan;	
(d) Explaining basic prevention and wellness topics; and	
(e) Explaining age-appropriate safety and injury prevention techniques.	
(6) Service skills and responsibilities, including expected competencies in the areas of:	
(a) Protocols and policies regarding:	
(i) Confidentiality;	
(ii) Care coordination;	
(iii) Documentation;	
(iv) Submission of documentation for review by a supervisor; and	

(v) Release of client information.	
(b) Skills necessary to carry out an effective home visit, including:	
(i) Personal safety;	
(ii) Emotional dynamics;	
(iii) Setting appropriate boundaries with clients;	
(iv) Time management; and	
(v) Conflict management skills.	
(c) Performance of basic clerical, computing, and office skills necessary in the role of the community health worker.	
(D) The standard minimum curriculum for community health workers shall also educate students on needs throughout the span of a lifetime including the following:	
(1) Content related to the family during childbearing years, including expected competencies in the areas of:	
(a) Health education related to the childbearing years; and	
(b) A basic understanding of related anatomy, physiology, and appropriate health care.	
(2) Content related to the family during pregnancy, including expected competencies in the areas of:	
(a) Basic anatomy, physiology, and normal signs related to pregnancy;	
(b) Recognition of warning signs during pregnancy requiring immediate reporting to the registered nurse supervisor; and	
(c) Health education related to pregnancy, labor, and postpartum care.	

(3) Content related to the newborn, infant, and young child, including expected competencies in the areas of:	
(a) Routine infant feeding and newborn care;	
(b) Recognizing and reporting problems that can occur in early infancy;	
(c) Immunization schedules and information regarding referral to appropriate health care facilities and practitioners;	
(d) Basic methods to enhance typical child development; and	
(e) Identification of potential developmental delays.	
(4) Content related to adolescents including expected competencies in the areas of:	
(a) Age appropriate health education;	
(b) Acute and chronic illnesses including, but not limited to asthma, obesity, and eating disorders; and	
(c) High risk behaviors.	
(5) Content related to adults and seniors, including expected competencies in the areas of:	
(a) The aging process;	
(b) Prevention strategies;	
(c) Recommended screenings;	
(d) Top causes of morbidity and mortality by age group; and	
(e) Acute and chronic illnesses of adulthood including but not limited to heart disease, cancer, stroke, diabetes, and lung disease.	

(6) Content related to special health care and social needs of target population groups including:	
(a) Grandparents raising grandchildren;	
(b) Adults caring for aging parents; and	
(c) Children and adults with disabilities.	



Ohio Board of Nursing

Mike DeWine, Governor
Jon Husted, Lt. Governor

Marlene Anielski, Executive Director

Community Health Worker Training Program Application (2021)

Program Contact Information

Legal/Official Name of the Program _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ Fax Number _____

Email Address _____

Name of organization providing program _____

Address (If different from above) _____

City _____ State _____ Zip Code _____

Telephone Number _____ Fax Number _____

Email Address _____

Program Administrator Contact Information

Program Administrator _____

Telephone Number _____ Fax Number _____

Email Address _____

List all Sites for Clinical Experiences *(Attach a separate piece of paper as needed for additional listings):*

Name of Clinical Site _____

Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ Fax Number _____

Email Address _____

Attestation

The applicant has reviewed Chapter 4723-26, of the Ohio Administrative Code relating to requirements for the administration of a Community Health Worker Training Program and attests that the training program it proposes meets and will maintain these requirements. The information submitted in this application is true and accurate.

_____	_____
Name	Title
_____	_____
Signature	Date

Submission:

1. Submit this application and any supplemental documents via Drop Box
2. Submit a complete credit card authorization form and a copy of this application to fiscal@nursing.ohio.gov



Credit Card Authorization Form

Card Holder Name: _____

Address Associated with Credit Card: _____

Type of Card: _____ Master Card _____ Visa _____ Discover

Card Number: _____

Card Expiration Date: _____

CVV _____

Payment Amount: _____

Reason for Payment (Please Check Box):

Disqualifying Determination Request
Email this form to: disqualifying-offense-requests@nursing.ohio.gov

Community Health Worker Training Program
Email this form to: fiscal@nursing.ohio.gov

Dialysis Technician Training Program
Email this form to: fiscal@nursing.ohio.gov

Medication Aide Training Program
Email this form to: fiscal@nursing.ohio.gov

OBN Approver of CE
Email this form to: fiscal@nursing.ohio.gov

Your signature on this form authorizes use of the credit card shown for the amount listed to pay fees to the Ohio Board of Nursing.

Cardholder's Signature: _____

Date: _____

Instructions to use the Drop Box

The Ohio Board of Nursing require the documents be submitted electronically, via the Drop Box system.

Drop Box Instructions:

1. Click on the link: filedrop.cloudfs.ohio.gov
2. Click on the box labeled "Drop-Off."
3. For the prompt "Have you been given a Request Code?", answer No.
4. Enter your name, organization (name of Program), and your email address, and then click on "Send confirmation".
5. An email with a link to submit the documents will be sent to the email address that was entered in Step 4.
6. Click on the emailed link, and then click "Add one recipient"
7. Use email address: education@nursing.ohio.gov, Click "Add and Close." Select "Click to Add Files or Drag Them Here."
8. Select the file, or the compressed zip folder, containing the files to be dropped or dragged.
9. You will have to compress folders as Zip files in order for them to drop in the system. However, individual files should drop without being compressed into Zip files.
10. Click on "Drop-off Files".
11. Once files are dropped, email confirmation will be sent to you and the Education Unit. You will also receive an email confirmation when the dropped files have been retrieved.

Additional Notes:

1. Please ensure all files or folders are clearly labeled to identify the contents identified above. For example, label the file as "Organizational Chart." This will make the review process more efficient.
2. Remember that any folders submitted have to be compressed into a zip file prior to dropping.
3. If submitted correctly, an automated message will be sent to the email provided confirming the drop. An email will also be sent automatically to the Education Unit.

If you have any questions, contact the Education Unit at: education@nursing.ohio.gov.