



Supporting the workforce of Indiana's CHWs as part of the health care delivery system.

Community Health Worker (CHW) Curriculum Recognition Overview *Effective 1/1/2025*

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Overview

INCHWA's recognition of your CHW training means:

- Public support for your training indicating that it aligns with both national and state standards for CHW training,
- Distribution of a Student Certificate by INCHWA to each student upon training completion and
- Include a \$40 INCHWA membership fee in your tuition fee, which will be forwarded to INCHWA for a 2-year INCHWA membership for each student.

Requirements

For your CHW training to be recognized by INCHWA, you must meet the criteria of the two-step process.

Part 1 – Training Vendor Approval Requirements

- Offer statewide training (via an online platform or by delivery from training facilities throughout the state),
- Provide one of the following:
 - Academic credit or have an agreement with an educational institution that provides academic credit upon completion of CHW training
 - Supporting evidence of quality in training development, presentation skills, and a commitment to developing CHWs' professional citizenship.
- Provide a pathway for both community members and traditional students (if an academic institution) to access your CHW training and
- Be actively engaged in advancing the CHW profession.
For CHW training developed without an agreement with an educational institution, a minimum of two developers/instructors is required. At least one of the developers must be an active Certified CHW with field experience.

Part 2 – Training Curriculum and Delivery Requirements

- Be a minimum of 40 training hours,
- Adhere to both national and state standards for CHWs,
- Provide exposure to organizations in the community where a CHW might work (This can be in the form of a capstone project or assignments providing the student exposure to community services and resources) and
- Be developed and taught by instructors with experience in training and community health work.
- Instructors must be certified CHWs with field experience as CHWs.

Recognition Process Details

The Certified CHW Training Recognition Process is two-fold.

- Part 1 – Evaluation of Training Vendors – Assessing dedication to the workforce and commitment to professional development certification.
- Part 2 – Curriculum Review Process – Evaluating content, teaching ethical guidelines, and presentation methods

Fees

- To be eligible to become an INCHWA Recognized Certified CHW Training Organization, your Training Organization must first purchase a Training Partner Membership (\$4,000 per year). **This fee is non-refundable, and payment does not guarantee recognition.**
- After membership is paid, an additional \$7,000 is due to activate the review process and upon submission of the Training Organization Assessment. This fee provides your Training Organization with three consulting hours. **It is non-refundable, and payment does not guarantee recognition.**
- A renewal process occurs every three years to ensure that new strategies, concepts, and technologies align with the profession's current best practices and policies. A fee of \$4,000 is required to activate the review process for changes that have occurred and update your curriculum.

Consulting Hours

You are entitled to 3 consulting hours with INCHWA as part of this fee. Your Training Organization is required to utilize at least 1.5 consulting hours. Content discussed during these consulting hours is left to the discretion of your Training Organization. INCHWA can offer consulting on the development of any of the following:

- Student Success Instrument (used to measure student characteristics to ensure they are a good fit for the CHW course),
- Course content, including the integration of:
 - Case studies,
 - Kinesthetic, auditory, and visual learning, and
 - Student learning resources,
- Assessments,
- Quality assessment procedures,
- Remediation for unsuccessful students and
- Completion of the CHW Training Development Matrix.

Consulting hours can be used until the application is approved. If, after 3 hours of consultation, your Training Organization feels unprepared to submit the CHW Training Development Assessment, INCHWA can offer additional consulting hours. Additional consulting sessions are \$250/hour.

Timeline

The recognition process may last 10-15 weeks, depending on how much time your Training Organization can dedicate to CHW training development. Once the application is submitted for final approval, INCHWA will need four weeks to complete the approval process. If changes are required to the application, each iteration will take two weeks to review.

Recognition Period

Recognition is valid for three years.

Let's Get Started!
Setup a Discovery Call by emailing
incommunityhealth@gmail.com