

# CCHW RECERTIFICATION GUIDE

Updated for Certifications Expiring AFTER January 1<sup>st</sup>, 2020

## Your helpful companion to the Rhode Island Certification Board (RICB) recertification process for Certified Community Health Workers

### 1. Prepare for recertification early!

- Mark your calendar with the date your current certification expires. Set a calendar reminder giving yourself at least 2 months to complete and submit your application for recertification.
- **Update:** CCHW recertification education requirements are now 20 hours relevant to community health **including 3 hours in ethics**.
- Speak with your supervisor to identify if your agency/organization has resources to help pay for the recertification fee.

### 2. Keep track of your continuing education!

- When you complete a training: make sure your certificate of completion has your **full name, date completed, training provider name, and total hours** printed on it. If any of that information is not present on the certificate, obtain a copy of the agenda or an email from the training provider that contains the missing information.
- Scan your certificate of completion and any supporting documentation to your computer as soon as possible, labeled with descriptive file names. Create a digital folder to store your PDFs and link to your Google Drive or other Cloud storage to ensure they will be backed-up.
- **Update:** RICB no longer requires you to submit proof of continuing education when you recertify, they have moved to an **audit system**. It is still very important to save your copies though- failure to present proof when audited could result in loss of certification! You will be contacted by RICB in either March or September after you recertify if you are selected for an audit.

### 3. Complete the application by mail or online!

- Go to <https://www.ricertboard.org/> and obtain a copy of the recertification application by scrolling down on the front page and finding the link for “**Recertification Application- Auditing Process.**” RICB uses the same recertification application for all of their certifications so you will *not* find it on the page devoted to CCHW.
- A fully completed application will include the recertification application page, the education and training page, and the payment information page. CCHW recertification does **not** require you to submit PDF's of continuing education certificates anymore.
- If submitting by mail: your fully completed application can be mailed to the address listed on the application and must be postmarked before the day your certification expires in order to avoid a lapse.
- If submitting online: your fully completed application can be emailed to [info@ricertboard.org](mailto:info@ricertboard.org)

- You will receive an email confirming your recertification in 5-10 days and your new paper certificate will be mailed to the home address listed on the application form. If you would like the form mailed elsewhere, you must contact RICB at [info@ricertboard.org](mailto:info@ricertboard.org)

### **Additional information if recertifying Certified Peer Recovery Specialist (CPRS) through RICB in addition to CCHW**

- If recertifying multiple certifications through RICB: the fee is calculated as the full amount for your first recertification, plus \$50 for each additional within the same cycle. If they both expire within the same timeframe, both can be recertified using the same application. Even if the certifications end on different timeframes and you submit separate recertification applications, as long as both were active simultaneously at some point within the last cycle the discounted rate still applies!
- If you completed continuing education that applies to both CCHW and CPRS domains, you may “double dip” and use the same training hours for both recertification requirements as long as the date of the training occurred in **both** active certification timeframes. Remember to still complete any extra continuing education requirements that a certification may have, such as the additional required hours of ethics training specific to CPRS recertification.