

## CCHW Application Support PDF

### What is included in this document:

- Page 1- Application Link, RICB Contact info, step-by-step guide link, requirements for applying
- Page 2- Final Application Checklist
- Page 3- Template for obtaining required documents from supervisor(s)
- Page 4: If you are unsure if your work or volunteer experience will qualify

### Application Link:

[https://www.ricertboard.org/sites/default/files/2023-07/RICB\\_CCHW\\_App\\_2023.pdf](https://www.ricertboard.org/sites/default/files/2023-07/RICB_CCHW_App_2023.pdf)

### RICB Contact Information for Additional Questions:

**Email:** [info@ricertboard.org](mailto:info@ricertboard.org)

**Phone:** 401-349-3822

### What we went over in the workshop (Step-by-Step, Detailed Tips)

→ [Follow along Printable Checklist Guide](#) (Click to Access)

### REQUIREMENTS:

For more in depth information on the requirements please review the downloadable application above.

**Community Health Worker Experience:** Six (6) months of full-time or 1000 hours of part-time work or volunteer experience as a community health worker.

**Current Volunteer/Job Description:** Copy of current community health worker volunteer/job description, obtained from current organization, and which must be signed by both the applicant and their immediate supervisor.

**On-The-Job Supervision:** 50 hours of on-the-job supervision of qualifying work experience in the community health worker domains.

**Education/Training:** 70 total hours of relevant education/training specific to the Community Health Worker domains.

**Portfolio:** Documentation and requirements of at least three (3) of the six (6) categories.

## CHW Final Application Check List:

### 1. Create a Folder

Create a folder on your desktop to keep all application documents organized.

### 2. Double Check Application Requirements - Make sure you have the following:

- **CHW Certificate** (must show completion of the 72-hour training)
- **Portfolio (3 total items out of 6):**
  - 1,000-word essay (required) – use a word check and choose only one letter prompt
  - Two additional portfolio documents of your choice (see pages 5–6 of application)
- **From Supervisor: Page 12 / Job Description Letter(s):**
  - Must be included for each job listed
  - If you have 1,000 hours at your current job, you only need to list that one position
  - If you held multiple roles at the same organization, your supervisor can include both roles in one letter
  - If using multiple jobs to meet 1,000 hours, each supervisor must provide a letter
- Each letter(s) must: (see page 4 on this document for example)
  - Be on official letterhead
  - Be signed by both you and your employer
  - Include:
    - Full-time or part-time status
    - Start and end date (or indicate current employment)
    - Position title
    - Average hours worked per week
    - Job duties relevant to a CHW role
- **Application Documents (Pages 8–14):**
  - Completed, notarized, and clearly scanned
  - Supervisor must complete page 12 (if confused, see example on [step-by-step guide](#))

### 3. Merge Documents (Optional but Recommended)

Combine all documents into one PDF to simplify submission.

Avoid sharing files through iCloud or shared folders, as they may not be accessible.

Do not send multiple emails with separate attachments. Submit one complete application in a single email.

Suggested tool: <https://pipefile.com/tools/pdf-merger>

### 4. Test Your Document Before Sending

- Email the PDF to yourself first
- Open and review to confirm all documents are included and clearly readable

### 5. Submit Application

Email your completed application to: [info@ricertboard.org](mailto:info@ricertboard.org)

### 6. After Submission

- Save a copy of your sent email for your records
- You should receive a response within 10 business days
- If you do not hear back, forward your original email and follow up
- Once approved, you will receive your certification as a PDF via email
- You can also verify your credential at: <https://www.ricertboard.org/>

## Send to Supervisor (Copy/Paste):

**Subject:** Request for Job Description Letter / Page 12 for CHW Certification

Hello,

I hope you're doing well.

I am currently applying for certification as a Community Health Worker (CHW). As part of the application requirements, I need to submit a job description letter verifying that I have completed at least 1,000 hours in a CHW role. I have attached a template for the job description letter for your reference, along with page 12 of the application that also needs to be completed. Would you be able to assist in completing these documents?

Thank you for your time and support.

 Page 12 CHW application (1).pdf

### Sample Job Description Letter

[Sample Organization Letterhead]  
Hope Community Wellness Center  
123 Main Street  
Providence, RI 02903  
(401) 555-1234  
Date: March 1, 2025  
Community Health Worker Job Description Letter

To Whom It May Concern,

This letter serves as a formal job description for Daria Lopez, who is currently employed as a Community Health Worker at Hope Community Wellness Center.

- Position Title: Community Health Worker
- Dates of Employment: January 10, 2022 – Present
- Employment Status: Part-Time
- Average Hours Worked per Week: 20 hours

Duties and Responsibilities:

- Provide health education and outreach to community members.
  - Assist clients with navigating healthcare and social service systems.
  - Support clients with appointment scheduling, follow-ups, and referrals.
  - Conduct community outreach and health promotion activities.
  - Document client interactions while maintaining confidentiality.
  - Collaborate with staff and community partners to address client needs.
- Community health services are a primary function of this position.

Signatures

I confirm that the above information accurately reflects the job duties and responsibilities of the employee listed.

Supervisor Signature: \_\_\_\_\_

Supervisor Name: Maria Santos

Supervisor Title: Program Manager

Date: \_\_\_\_\_

I acknowledge that this job description accurately reflects my role and responsibilities.

Applicant Signature: \_\_\_\_\_

Applicant Name: Daria Lopez

Date: \_\_\_\_\_

## Do my current or past roles qualify as CHW-related experience?

### Ask yourself: Do I carry out the majority of the following in my work (paid or volunteer)?

1. **Community Health Concepts**  
 Do I support clients by understanding how their environment, social conditions, housing, food access, transportation, and life circumstances impact their overall health and well-being?  
 Do I recognize social determinants of health and consider how these barriers affect outcomes?  
 Do I take a whole-person approach rather than focusing on just one issue?
2. **Advocacy and Capacity Building**  
 Do I advocate for clients when they face barriers to care or services?  
 Do I help clients build confidence in navigating systems such as healthcare, housing, or social services?  
 Do I encourage clients to ask questions, understand their rights, and take an active role in their care?  
 Do I focus on empowering clients toward long-term independence rather than short-term fixes?
3. **Care Coordination**  
 Do I assist clients with referrals and help connect them to appropriate services?  
 Do I help schedule appointments or guide clients through processes?  
 Do I follow up to ensure services were received and needs were met?  
 Do I communicate with providers or agencies (when appropriate) to support continuity of care?
4. **Health Literacy and Education**  
 Do I explain information in ways that are clear, simple, and tailored to the individual?  
 Do I check for understanding rather than assuming comprehension?  
 Do I provide practical guidance that clients can apply in their daily lives?  
 Do I help clients feel more confident in making informed health decisions?
5. **Safety and Self-Care**  
 Do I promote safe environments and practices for clients?  
 Do I recognize signs of risk or crisis and respond appropriately within my role?  
 Do I maintain professional boundaries while still being supportive?  
 Do I practice self-care and use supervision or support systems to manage stress and avoid burnout?
6. **Cultural Competency**  
 Do I respect and seek to understand different cultures, beliefs, languages, and lived experiences?  
 Do I avoid making assumptions and remain open to learning from clients?  
 Do I tailor my approach to meet clients where they are?  
 Do I ensure services and communication are inclusive and accessible?
7. **Professional Communication and Interpersonal Skills**  
 Do I actively listen and show empathy in my interactions?  
 Do I communicate clearly and respectfully with clients and team members?  
 Do I build trust and rapport over time?  
 Do I handle difficult conversations in a calm and professional manner?
8. **Ethical Responsibilities and Professionalism**  
 Do I protect client privacy and maintain confidentiality at all times?  
 Do I follow organizational policies and ethical guidelines?  
 Do I act with honesty, integrity, and accountability?  
 Do I recognize the limits of my role and seek guidance when needed?

If you answered “yes” to the majority of the domains, your experience may meet the 1,000-hour requirement for CHW-related work or volunteer experience. While acceptance is not guaranteed, the Rhode Island Certification Board recognizes that CHWs often hold a variety of job titles. The most important factor in determining eligibility is how closely your roles and responsibilities align with the CHW domains outlined in the application. If you are still unsure, you are encouraged to contact the Rhode Island Certification Board (RICB) directly for guidance. Email: [info@ricertboard.org](mailto:info@ricertboard.org) Phone: 401-349-3822