



STATE OF MISSOURI
 DEPARTMENT OF HEALTH AND SENIOR SERVICES
MISSOURI COMMUNITY HEALTH WORKER
APPLICATION FOR CURRICULUM PROVIDER CERTIFICATION

Instructions for a New Training Program Application

- Please provide the information requested under each section below. Return this form and any additional materials requested to DHSS via mail: Department of Health and Senior Services, c/o Tiffani Muessig, PO Box 570, Jefferson City, MO 65102 or Email: CHW@health.mo.gov.

Curriculum Provider Contact Information

Name of Applicant Program:

Address:

City:

State:

Zip Code:

Primary Contact:

Phone Number:

Email Address:

General Program Information

1. **Type of Institution:** Please describe the type of institution where the CHW training will be offered. Note, eligible institutions include non-profit organizations, health clinics, for profit organizations with an emphasis on education, and institution of higher learning. Applications from other institutions will automatically be rejected.

2. **Total Number of In-Class Hours:** The state requires a minimum of 100 hours of classroom instruction. This can include a combination of in-person and online instruction. Please include the total number of in-class hours. Applications that offer fewer than 100 hours of classroom instruction will automatically be rejected.

3. **Online Instruction:** Provide a detailed description of how students are engaged through online and in-person meetings. Please describe how program engages with students through synchronous (delivering materials in real-time) virtual or in-person settings AND asynchronous (materials completed independently) virtual or in-person setting. It is recommended (but not required) that the majority of hours are delivered in a synchronous way (either virtually or in person).

4. Program Description: Describe the broader program or institution, including the mission statement and how the program or institution can support the CHW workforce and ensure that the workforce continues to meet the values and decisions of CHWs. The program should demonstrate: an understanding of CHWs and their roles, an understanding of CHW core competencies, a clear mission statement and organizational goals that align with community health work and a culture of equity.

5. Training History: Describe the program or institution's training history for CHWs or other similar professionals. This includes training previously offered or that may be offered in the future.

6. Commitment to Health Equity: How is the program or institution committed to health equity? Discuss ways that the program or institution addresses diversity of participants, including how participants are recruited and marketing is carried out. Examples may include: composition of board, use of community advisory boards, description of characteristics or demographics of leadership, diversity of training program participants, or description of how community is represented within organizational structure.

7. Academic Credit: There are no requirements for programs to provide academic credit. Please describe whether it is possible for participants in the CHW course to receive academic credit. If academic credit is offered the institution should provide a clear path for a smooth transition to associates degree and the possibility of credit for prior learning.

8. Target Enrollment and Frequency of Course Offerings: Discuss the total annual target enrollment and expected number of times the CHW course will be offered each year. Programs that have previously offered CHW training can provide data from prior years. New programs can provide projections. It is recommended that organizations hold at least two classes per year with a minimum of 8 students. Courses should be offered year-round and not necessarily in alignment with an academic calendar.

9. Admission Policy: Describe the program's admission policy, including a sample application and criteria for admission evaluation. Please also describe any marketing tools used. Marketing materials should include description of core competencies, CHW role, and potential career opportunities. Describe the pathways for distribution of materials.

Program Content and Design

1. CHW Education and Teaching Philosophy: Please provide a detailed description of how the training program's teaching philosophy aligns with Missouri's CHW core competencies.

2. Interactive Learning Methods: Discuss ways that the course uses popular education and/or adult learning theory to ensure course material and instructions are tailored to CHWs and adult learners. Examples of interactive learning methods may include: student pair/group activities, online surveys, case studies, and facilitated discussions, peer evaluations, or role playing.

3. Participant Support: Describe how program provides support to address the needs of participants. This includes a description of expectations of instructors in providing different types of learning support and an outline of a plan to provide disability support services and accommodations, if necessary.

4. Learning Environment: What is the learning environment for trainees? Provide information about how the program provides a supportive, confidential, and safe learning environment for all participants. Examples for physical sites include: ADA compliant sites, adequate tools for instructors (e.g., flip charts and audio-visual equipment). Online resources for positive learning environment include: use of interactive video options, platforms that work on a variety of devices.

5. **Curriculum Used:** Program uses a state approved curriculum. For a curriculum to be state approved, it must include a total of 100 hours of instructor time, 60 hours of service learning, and use either the first or second edition of the Foundations of Community Health textbook. Two curriculums are currently approved by the state: 1) Curriculum provided directly from the Department of Health and Senior Services, or 2) Core competency based curriculum developed by Mid America Regional Council. Other versions of delivery would need to be approved by the state through a formal vetting process.

6. **Special Health Topics:** There are currently no requirements for programs to offer special health topics. Describe how students are evaluated for proficiency in core competencies. For those programs offering modules beyond standard curriculum, provide title of offering, length of offering, and learning objectives.

7. **Student Evaluation:** Description of how students are evaluated for proficiency in core competencies. These may include: instructor evaluations, service-learning evaluations, and peer evaluations.

Service Learning

1. **Total Number of Service Learning Hours:** Training programs must require a state minimum of 60 service learning hours for individuals to complete training (40 hours if the trainee is currently employed by CHWs). Please list the total number of hours required for CHWs taking a course. Applications that do not meet the minimum number of hours will not be considered.

2. **Service Learning Sites:** Provide a detailed description of the types of sites that CHW programs typically pursue. How are these sites selected? How are CHW trainees involved in the site selection process? It is strongly recommended that training organizations have a variety of partnerships and/or opportunities for service-learning in order to expand knowledge and experience of students.

3. Connection of Service Learning to Core Competencies: Describe how service learning requirements align with CHW core competencies

4. Support for Service Learning: Describe how the program supports CHWs in completing service learning requirements. This may include support in finding service learning sites, assistance throughout the process, and other resources to help ensure success.

Trainers

1. Qualification of Trainers: Provide a description of trainers, including the total number of CHW trainers at the organization and number of trainers that are available for each CHW class. Please provide information about each trainers credentials related to training CHWs: years working in the CHW (or related) field, years training CHWs, and record of completing state-approved Train the Trainer (beginning 2022- see <https://health.mo.gov/professionals/community-healthworkers/modules.php> for details about these offerings).