MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF CANCER AND CHRONIC DISEASE CONTROL
MISSOURI COMMUNITY HEALTH WORKER PROGRAM
INITIAL APPLICATION FOR CURRICULUM PROVIDER CERTIFICATION

Instructions for Initial Application for Curriculum Provider Certification

Please provide the information requested under each section below. Return this form and any additional materials to DHSS via mail: Department of Health and Senior Services, c/o Community Health Worker Program, 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

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 emphasizing education, and institutions of higher learning. Applications from other institutions will be rejected.

Total Number of In-Class Hours: The state requires at least 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.
Note: Applications that offer fewer than 100 hours of classroom instruction will be rejected.

Online Instruction: Provide a detailed description of how students are engaged through online and in-person meetings. Please describe how the 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 settings.
Note: It is recommended (but not required) that the majority of hours are delivered in a synchronous way (either virtually or in person).

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, CHW core competencies, and a clear mission statement and organizational goals that align with community health work.

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

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

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. Programs that have not yet offered the CHW course during their time as a certified curriculum provider can provide projections.
Note: 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 are not required to follow a traditional academic calendar.

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 describe core competencies, CHW role, and potential career opportunities. Describe the pathways for distribution of materials.

Program Content and Design

CHW Education and Teaching Philosophy: Please describe how the training program's teaching philosophy aligns with Missouri's CHW Core Competencies.

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

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

Learning Environment: Describe how the program provides a supportive, confidential, and safe learning environment for all participants. (Examples can include ADA compliant classrooms, accessibility tools for instructor use, interactive videos online, multi-platform operating systems, etc.)

Curriculum Used: Describe the curriculum used by the program.
Note: Programs must use a state-approved curriculum. For a curriculum to be state-approved, it must include 100 hours of classroom instruction, 60 hours of service learning, and use the second or third edition of The Foundations for Community Health Workers textbook. There are currently three state-approved curricula: 1) Curriculum provided directly by the Department of Health and Senior Services (chapter-by-chapter approach); 2) Core competency-based curriculum developed by Mid-America Regional Council; and 3) Pharmacy-based core competency curriculum. The state must review and approve other versions through a formal vetting process, and approval must be received before use.

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

Student Evaluation: Describe how students are evaluated for proficiency in CHW core competencies. These may include instructor evaluations, service learning evaluations, and peer evaluations.

Service Learning

Total Number of Service Learning Hours: Please list the total service learning hours required for CHWs taking the course.
Note: Training programs must require a minimum of 60 service learning hours for individuals to complete training (40 hours if the trainee is currently employed as a CHW).

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

Connection of Service Learning to Core Competencies: Describe how the program ensures service learning aligns with core competencies.

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 through the process, and other resources to help ensure success.

Trainers

Qualification of Trainers: Describe trainers, including the number of CHW trainers at the organization and the number of trainers available for each CHW class. Provide information about each trainer's credentials related to training CHWs: years working in the CHW (or related field), years of experience training CHWs, and the date each trainer completed the Train the Trainer course.