



**Conversations of CHW Certification
June 18th, 2020 Webinar
Q&As**

Important Links:

[MACHW CHW Certification Information](#)

[Massachusetts Office of CHWs](#)

[Board of Certification of CHWs](#)

[FAQ Document on Certification from Board of Certification](#)

[Massachusetts Application for CHW Certification](#)

[National Association of Community Health Workers: NACHW](#)

Q: Is there anyone I can connect with discuss the opportunities in this field, where potential job opportunities can be found and the average salary range for entry level applicants?

A: Yes! You can find CHW jobs posted on the [MACHW website](#) and you can contact the MACHW regional coordinators directly.

Q: Who determines if the work experience meets the 10 core competencies for the work experience pathway?

A: The Massachusetts Board of CHW Certification makes that determination when you apply.

Q: Where can I get my application notarized?

A: You can go to your local bank and they will do it for free. If you don't have a bank, you can go to any bank but they may charge you a small convenience fee, anywhere from \$3-\$5 dollars. You can also go to a health center and ask for the community liaison who is able to notarize your application or help you find someone who will.

Q: Who can we ask for professional reference letters?

A: The requirement for references is one supervisor and two additional professional individuals. For the two additional professional references, it could be two colleagues that are able to verify your work.

Q: Do the references need to be sealed? Or should we ask for a copy?

A: Yes, the references need to be sealed and a signature overlapping the seal of the envelope.

Q: When will I be able to apply for certification during the Training Pathway?

A: This has not yet been announced by the Board.

Q: If I am certified, when can I renew my certification?

A: The Board requires renewal every 2 years. However, because continuing education units for CHW certification are not yet approved, we do not know what the renewal process will look like.

Q: What kind of work is considered towards the 4000 hours for certification? As long as I have worked 4,000 hours you can just apply for the certification?

A: Maybe. Your 4000 hours of work should cover the [10 core competencies](#) to qualify for certification.

- To see what hours qualify for certification, review the 10 core competencies and the job or volunteer work you have completed over the past ten years.
- As long as your responsibilities and tasks fit in with the 10 core competencies you are able to use those hours towards your certification.
- Remember, it does NOT matter if your role/position/title was not "Community Health Worker." The certification is based on the [10 core competencies](#).
- You can count experiences from when you worked in any state
- 4000 hours of work for a full-time 40 hour work week is 100 weeks, or about 2-years of full-time 40 hours of work a week. Remember your 4000 hours count any way (full-time, part-time or volunteer) as long as they can be matched to the 10 core competencies.

Q: When is the deadline to apply for certification?

A: There is no deadline to apply, you can do so at any moment.

Q: Are there community funds to cover the fee for applying to certification?

A: The fee is \$35. We recommend employers cover this fee. Otherwise, please contact MACHW for availability of community funds.

Q: Can I apply for CHW Certification even if my job title is Patient Navigator/Care Coordinator/Peer Specialist/Recovery Coach?

A: CHWs are a profession that encompasses many different job titles. If you have 4000 work hours of experience within the 10 Core Competencies, you can apply for certification irrespective of the job title.

Q: I have a question that still needs to be answered.

A: Please contact Lissette Blondet at lblondet@machw.org or the regional coordinators: jamieberberena.chw@gmail.com or arelizobarbosamachw@gmail.com