

## Community Health Worker Grandfathering Frequently Asked Questions (FAQs)

### What is grandfathering?

In lieu of achieving competency as a community health worker (CHW) through participation in a foundational CHW training, competency may be achieved through demonstrated experience as a CHW. Certification will attest to an applicant's wealth of experience as it aligns to the foundational [Core Competencies of a CHW](#). This certification will not reflect attainment of any specialty skills an applicant has acquired through their experience or any additional training. In order to apply for the Certified Community Health Worker (CCHW) certification, applicants must provide documentation that demonstrates fulfillment of the specified experiential background required.

### What is a Community Health Worker?

As defined by the American Public Health Association (APHA), "a CHW is a frontline public health worker who is a trusted member of and/or has an unusually close understanding of the community served. This trusting relationship enables the CHW to serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery. A community health worker also builds individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support, and advocacy."

Common titles used by CHWs include:

Abuse Counselor	Health Coach/Educator
Access Worker	Health Insurance Counselor
Adult Case Manager	HIV Peer Advocate/Prevention Coordinator
Case/Care Coordinator	Home Care Worker/Visitor
Certified Recovery Specialist	Intake Specialist
Community Coordinator/Counselor	Lay Health Worker/Advisor
Community Health Educator/Representative	Maternal & Child Health Case Manager
Community Liaison/Organizer	Medical Representative
Community Outreach Manager/Worker	Mental Health Worker
Community Social Worker	Outreach Advocate/Educator/Worker
Discharge Planner	Parent Aide
Enrollment Specialist	Parent Liaison/Advocate
Family Advocate/Education Coordinator	Promotor/Promotor(a) de Salud
Family Support Worker	Roving Listener
Financial Counselor	Street Outreach Worker
Health Advisor/Advocate/Agent/Assistant	Youth Development Specialist/Worker

An applicant may fulfill the experiential requirements working/volunteering under a different title.

## What are the requirements to be grandfathered as a CHW?

Below is a comprehensive list of requirements that candidates must fulfill to be eligible for grandfathering as a CCHW:

- Must be 18 years of age or older,
- Have obtained a high school diploma/GED equivalent or higher,
- Must be a citizen or permanent resident of Indiana or a bordering state,
- Worked/volunteered 4,000 of hours providing CHW services within the past 5 years, and
- Provide three (3) letters of recommendation.

**Instructions for submitting proof of each of the above criteria can be found by accessing the CHW Certification Grandfathering Application Packet on INCHWA's [website](#).**

## What tasks are considered CHW services?

Because CHWs engage in a variety of tasks, there is no specific list of tasks that an individual must complete in order to be grandfathered as a CHW. Instead, INCHWA will use the [CHW Core Competencies](#) to guide our assessment of the tasks an applicant has performed in their various CHW roles.

## Why should I become grandfathered as a CCHW?

If you desire to further legitimize your role as a CHW and receive formal recognition for your competency achieved over years of serving as a CHW, you should become grandfathered as a CCHW. Obtaining your CHW certification may also give you a competitive edge in the job market. [Additionally, your certification means that your services as a CHW could be reimbursable by Medicaid if services are carried out as defined by Indiana Health Coverage Programs \(IHCP\).](#) Note: Certification as a CHW does not guarantee sustainable employment.

## Is there a fee to be grandfathered as a CHW?

A non-refundable Application Fee of \$100 must be submitted with the application. Payment includes a 1-year membership with the Indiana Community Health Workers Association (INCHWA) valued at \$40. Payment of fee does not guarantee certification. Instructions for submitting payment can be found by accessing the CHW Certification Grandfathering Application Packet on INCHWA's [website](#).

## How long will the grandfathering window last?

At this time the grandfathering window will be open until July 30, 2021. This window may be extended due to COVID-19 recovery.

## Where can I find directions to submit my application to be grandfathered as a CCHW?

You can find specific instructions and all the forms necessary to submit your application by requesting access to the CHW Certification Grandfathering Application Packet on INCHWA's [website](#).

### What will I receive if I am grandfathered as a CCHW?

As a grandfathered CCHW, you will receive your official Community Health Worker Certification. Additionally, you will receive a FREE 1-year membership with the Indiana Community Health Workers Association (INCHWA). As a member of INCHWA, you have access to the Member Portal where you will find CHW resources, opportunities for on-demand and live specialty trainings, and job postings. You will also receive a monthly Newsletter with exclusive information regarding the CHW workforce. And most importantly, you are represented in INCHWA's work to legitimize the workforce and advocate for the value of CHWs to employers within the healthcare and social services sectors.

### What if my application to become grandfathered as a CHW is rejected?

It is INCHWA's desire that all who meet the grandfathering requirements and wish to receive their CHW certification through the Grandfathering Process are successful in doing so. However, it is essential that fulfillment of the requirements for grandfathering are clearly documented in order for INCHWA to grant your certification. If your grandfathering application is denied, you will receive notification and an explanation of which part of your application did not fulfill the requirements. Applicants are welcome to remediate based upon feedback provided and resubmit. Applicants have 30 days from the date the rejection is communicated to remediate any issues and earn their CCHW certification.

Upon completion of remediation, you must resubmit:

- Remediated components of your application
- Remediation Fee (\$50)

### Why is INCHWA facilitating the Grandfathering Process?

In 2017, INCHWA was designated as the certifying body for CHWs in Indiana by the Indiana State Department of Health (ISDH). To ensure that CHW training is accessible to all Hoosiers, multiple INCHWA-approved Training Vendors exist so that CHWs in all parts of our state can become certified with quality, hands-on training. As the certifying body for CHW training, INCHWA also has the responsibility of overseeing the grandfathering process for existing, yet uncertified CHWs in Indiana.