

Certified Kansas Community Health Worker Continuing Education Guide

Contact for More Information

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Description

The Kansas Community Health Worker (CHW) Certification Continuing Education (CE) Guide was developed in collaboration with the Kansas Department of Health and Environment (KDHE).

CEs or Continuing Education hours are also called Continuing Education Units in other organizations, documents, and forms. For the purposes of the Kansas CHW Certification, we will refer to them as CEs.

Each Certified CHW is required to complete a total of 20 hours of CE every two years after earning a Certification. The CE will help CHWs continue to learn to work in the field of community healthcare advocacy and further develop the CHW competencies and skills.

CHWs are required to obtain a variety of CE hours, enhancing as many of the CHW core competencies as possible. To review the Kansas CHW Core Competencies, click here: <https://kschw.org/wp-content/uploads/2022/06/KS-CHW-Core-Competencies-1.pdf>. The CE requirements are designed to develop communication skills, improve interaction strategies, and create connections to healthcare resources. Emphasis is placed on understanding health disparities, knowledge of professional legal accountability, ethical codes of conduct, and how cultural beliefs play a role in community health practices. Other topics include personal safety, social determinants of health, environmental issues, accurate documentation, basic presentation skills, and community advocacy.

Certified CHWs who successfully complete their 20 required CE hours will show that they demonstrate initiative and have an interest in improving health outcomes by connecting community members to local resources and creating a collaborative team approach to quality of care. The increased knowledge and skills obtained by continuously seeking CE may increase career options and create the potential for CHW advancement.

Continuing Education Policies

Communication Policy

The preferred method of communication with the Kansas CHW Coalition and/or coordinator is through email. You may leave a voice mail; however, a more detailed, rapid response is likely through email or text. You may expect a response within 1-2 business days.

Expectations of Certified CHW

CHWs are expected to maintain ethical and professional behavior. All communication should be respectful of other CHWs and their opinions. Profane language will not be tolerated. CHWs are encouraged to express opinions in a professional manner, supporting them with valid points.

Learning for adults is most effective when it is engaged, hands-on, and very active. For this approach to be successful, CHWs must understand and involve themselves in the learning process. CHWs should focus on their learning, share what they are learning, and expect to learn from others.

Late CE Reports are not accepted unless prior arrangements are made with the coordinator.

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Acknowledgments

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Evaluation

Certified CHWs will be evaluated on:

- ✓ Completion of the online CE Report Form referenced below
- ✓ Timeliness of submission of CE Form
- ✓ Demonstration of competencies in the CE forms

Additional Requirements

- Every Certified CHW is required to earn a total of 20 CE hours every two years from the date of Certification
- The Certificate(s) of Completion must be maintained by the Certified CHW and provided to KCHWC upon request. CHWs are NOT required to submit the Certificates of Completion with the CE report.
- There is no limit or maximum number of CE hours that a Certified CHW can earn.
- No more than 10 CE hours can be earned in any single individual Kansas CHW Core Competency area. CHWs must seek training in a variety of competencies. Please see the link above to review the Kansas CHW Core Competencies.
- Locations providing CE hours for Certified CHWs:
 - Kansas Community Health Worker Coalition
 - Mid-America Regional Council Government Training Institute
 - Heartland Conference on Health Equity and Patient-Centered Care
 - Kansas Community Health Worker Symposium
 - State Universities
 - Community or technical colleges
 - Missouri Department of Health & Senior Services
 - Other professional CHW organizations
 - Kansas TRAIN
 - Doula education
 - Kansas Breastfeeding Coalition or other breastfeeding education, conferences, or continuing education
 - Oral Health Kansas or other oral health education, conferences, or continuing education
 - Kansas City Regional Community Health Worker Collaborative
 - Wichita State University Center for Public Health Initiatives
 - Other public health and community health conferences offered at a state, local, regional, or national level
 - Many, many more

Required Training

- Six (6) of the CE hours must include ethics training and Health Insurance Portability and Accountability Act (HIPAA) training. See below for more information.

[HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT TRAINING](#)

This training is required once every two years for all Kansas Certified CHWs. Please submit the Certificate of Completion with the training hours. It is offered through the Missouri Department of Health and Senior Service Department here: <https://health.mo.gov/training/community-health-workers>

ETHICS TRAINING

This training will be required by the Mid-America Regional Council via their Government Training Institute. Stay up to date on current training and events offered through MARC here: <https://www.marc.org/training-and-events>.

ADDITIONAL REQUIRED HIPAA AND ETHICS TRAINING HOURS

The additional hours required for HIPAA and ethics training may be completed at a location of the CHW's choosing.

Optional Training, Conferences, and Organizations

HEARTLAND CONFERENCE ON HEALTH EQUITY AND PATIENT-CENTERED CARE

This conference is held annually in the Kansas City Metropolitan area. For more information on the date, location, and offerings, please visit <https://www.kcheartlandconference.com/>.

KANSAS CHW COALITION TRAINING

Stay up to date on all options for training through the Kansas CHW Coalition by visiting the events and announcements page on our website here: <https://kschw.org/announcements/> and join the Coalition distribution list on our website by clicking "Contact Us." Additional CE opportunities are available in the KCHWC LearnWorlds learning system here: <https://kschwcoalition.learnworlds.com/>.

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

The CHW section at the Missouri Department of Health and Senior Services offers several pre-recorded modules. Please see them here: <https://health.mo.gov/professionals/community-health-workers/modules.php>. Optional training includes the courses listed below and additional courses provided by the same organization:

- The CHW Train the Trainer Course
- COVID-19 course
- Preparing for the Unknown: A CHW's Guide to Pandemic Preparedness
- Understanding Diabetes: A Training for CHWs
- Understanding Hypertension: Training for CHWs
- Prevention of Domestic and Sexual Violence: A Healthcare Approach

Important Documents & CE Report Form Link

Each Certified CHW is required to complete their own documents and is required to complete one CE Report Form for each CE training, conference, or learning opportunity. For example, if a CHW attends a conference, the CHW will submit one (1) CE Report through the link below for the entire conference.

Please fill out the form completely. For more information, please read the instructions on the report form. Click here to access the online CE Report Form:

<https://forms.monday.com/forms/73781212e1de0c18564966d70771603b?r=use1>.

The CHW should keep a copy of the Certificate(s) of Completion, Confirmation of Registration, CE/CEU form, etc., and provide it to KCHWC upon request. CHWs are NOT required to submit the Certificates of Completion with the CE report. The records should be maintained for a minimum of 10 years.

Other information

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For questions about submitting CE forms, please contact alissa.rankin@wichita.edu.

Each individual Certified CHW has a different certification number and certification period. Certification dates can be verified here on the KCHWC CHW Registry: <https://kschw.org/chw-registry/>.