

MiCHWA Community Health Worker (CHW) Certifications are renewed **every two [2] years** based on the date of registration. MiCHWA CHW Registry Membership must also be renewed annually (\$30 per year). To maintain certification with MiCHWA, CHWs must complete 20 Continuing Education Units (CEUs) of approved continuing education before the next renewal (**20 CEUs every two [2] years**). **One (1) hour** of instruction equals **one (1) CEU**. Please note that CEUs above the 20 required CEUs cannot be counted towards the next renewal period.

Guidelines for Approved Continuing Education:

- You must have a completed CEU Claim Form submitted for each CEU activity completed.
- You have the option to use the My Training page on the registry as a way to manage your CEU activities and to submit required documentation to MiCHWA. You will need to upload your CEU Claim Form with supporting documentation for each entry. *MiCHWA highly recommends that all certified CHWs also maintain hardcopies of CEU Claim Forms and CEU documentation. CEUs without proper documentation, at the time of certification renewal, will not be accepted.* Acceptable documentation may be a certificate of completion or attendance, a highlighted agenda or pamphlet detailing the workshop(s) you attended, a supervisor letter (on official letterhead) verifying your attendance and completion of the training event. The documentation should verify the number of training hours completed.
- If you want to show the CEU/training activity on your profile and track the activity as part of your CEUs, remember to input the information into both your CHW profile and the My Training page.
- Trainings activities/events must be at least **30 minutes** to count for CEUs (30 minutes = 0.5 CEU). Training hours must be actual education and instructional time. Lunch and breaks will not be accepted as CEUs.
- Training and education must be from an established organization.
- Training and education must relate to one or more of the MiCHWA Core Competencies listed below. A detailed description of the Core Competencies can be found here: [MiCHWA Curriculum Objectives](#).
 1. Role Advocacy and Outreach
 2. Organization and Resources: Community and Personal Strategies
 3. Teaching and Capacity Building
 4. Legal and Ethical Responsibilities
 5. Coordination, Documentation and Reporting
 6. Communication Skills and Cultural Competence
 7. Health Lifestyles
 8. Mental Health
- The CHW registry renewal fee must be received by MiCHWA before CEUs will be accepted for CHW certification renewal. This renewal fee must be renewed **annually** (\$30 per year) for CEUs to be accepted to maintain access to the MiCHWA CHW Registry and Certification.

If you have questions about continuing education and/or recertification, please contact the MiCHWA staff at info@michwa.org

