

Applying for MiCHWA CHW Certification through the Grandparenting Process

ALL APPLICANTS

1. To apply for grandparenting, CHW applicants must first join the MiCHWA CHW registry and provide online payment for the MiCHWA CHW registry membership fee (\$30 Annual Fee).
2. All applicants must complete all sections of the grandparenting application as they apply to the applicants' CHW experience or prior CHW training.
3. The applicants' CHW Profile should be up-to-date with current and previous CHW experience, and CHW training(s) completed.
4. Applicants may apply for grandparenting based on either CHW experience OR successful completion of a non-MiCHWA CHW training. Please see OPTION 1 and OPTION 2 below for further instructions.
5. MiCHWA review of the grandparenting application is contingent upon payment of a one-time \$50 processing fee. Applicants will be asked to provide online payment upon submission of the online grandparenting application.
6. If you have successfully completed the MiCHWA CHW Training Program and received a MiCHWA-signed Certificate of Completion, you **do not** complete a grandparenting application. You are automatically eligible for MiCHWA certification, please visit the link below for further instruction.

OPTION 1: CHW Experience

1. Grandparenting is dependent on proof of CHW experience (2,000 hours within the past ten [10] years) and proof of competency (supervisor/employer verification). Experience may be paid or volunteer.
2. All applicants must upload two letters recommendation letters. Each supervisor must also complete the core competency checklist, validating that you have achieved each of the CHW core competencies.

OPTION 2: Non-MiCHWA CHW Training

1. Non-MiCHWA CHW certification/training (in-state or out-of-state) may be accepted on a case-by-case basis, if education verification and an outline of the training program, or course syllabus, is provided.



- a. The CHW training must have a minimum of 100 training hours to be considered for grandparenting. The training must align with MiCHWA standards for CHW certification and the MiCHWA CHW Core Competencies.
- b. Training must adequately cover all eight [8] MiCHWA CHW Core Competencies. A brief description must be provided on the application to describe how the training covered each core competency.
- c. A certificate of completion or transcript must be uploaded to the application, in addition to the course syllabus or training program outline.

