**SC CHW Credentialing Council Policies and Procedures**


## I.      CREDENTIALING COUNCIL PURPOSE, REPORTING, MEMBERSHIP


**Purpose and Authority**

The Credentialing Council is responsible for the credentialing of training programs that shall be approved to offer state certification to Community Health Workers in South Carolina.

**Reporting**

The Credentialing Council will provide a semi-annual report on council activities to the SCCHWA Board of Directors and associated partners.

**Membership**

### Composition

The Credentialing Council shall be composed of no less than seven and no more than fifteen members. The Council shall have at least three members representing state government a role in Public Health, at least one representing private payer insurance, and at least one representing an MCO. Fifty-one percent of Council members shall be Community Health Workers. No Council member shall be an employee of the Association or spouse, child, parent, or sibling of an employee by blood or marriage.

### Appointment, Terms, Vacancies

Council members shall be appointed by the SCCHWA Board of Directors and serve a term of two years, and shall be eligible for re-appointment.

Any vacancy of a member or officer position on the Council created by the resignation, removal, or death of a Council member may be filled by a majority vote of the Board members. A Council member elected to fill such a vacancy shall serve for the unexpired term of the Council member replaced and shall be eligible for re-appointment.

**Resignation and Removal**

Any Member may resign at any time by filing a written notice of resignation with the Chair of the Credentialing Council and the Chair of SCCHWA. A Council member or officer may be removed from office with or without cause by a majority vote of the Board, following the guidelines for removal in the Association by-laws.

**Confidentiality**

All information concerning training programs, curricula, and materials associated with curricula are confidential. No curricula information may be released without written authorization from

the content's owner. Failure to maintain confidentiality may result in removal from the Credentialing Council.

**Conflict of Interest**

When applications are submitted for consideration of credentialing and a conflict (or appearance of conflict) exists, Council members must disclose conflicts and recuse themselves. Conflicts include business interests, personal interests, or paid/volunteer work for other organizations. Failure to disclose conflicts and recuse oneself may result in removal from the Credentialing Council.

## II.    COUNCIL MEETINGS

### Meetings

The Council shall meet at least four times a year, and it may set its own dates and times. Notice of regular meetings will be emailed 30 days before the meeting's date.

### Special Meetings for Review of Curriculum

The Chair may call special Council meetings to review training programs. Ten days before the meeting, both training program materials and meeting notices will be emailed.

### Quorum

A majority of the Council members (51% or more) in office shall constitute a quorum.

### Voting

Each Member shall have one (1) vote. Proxy voting shall not be permitted.

### Officers, Election, and Term

The officers of the Credentialing Council shall be Chair, Vice-Chair, and Secretary. A different member must hold each office. Officers shall serve one-year terms and may be re-appointed to additional one-year terms.

## III.    CREDENTIALING PROCESS

**Application Submission and Credential Council Response**

Applications for training program credentialing can be submitted online or by mail. A decision will be delivered within 90 days. A denial requires greater than 60% of the Credentialing Council to vote in opposition. Details on submission will also be available on the SCCHWA website. If a submission is not approved by the Council, an organization has two opportunities to re-submit without an additional payment.

### Immediate Exclusions

If an application has the following issues, it will not be considered by the Council:

1. Incomplete curriculum or training program (e.g. clearly missing sections)
2. Not all core competencies covered in coursework
3. Does not incorporate participatory learning (see definition below)
4. No position description for a qualified trainer
5. No position description for qualified preceptors
6. More than 20 hours of online coursework
7. Is shorter than the minimum length of coursework
8. No CHW in a leadership role delivering training

### Application Payment

Submission should include a payment of $700 to the South Carolina Community Health Worker Association. All online payments, checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Association shall be signed by the Executive Director or such officer(s) or agent(s) of the Association and in such a manner as shall from time to time be determined by resolution of the Board of Directors. In absence of a resolution, such instruments shall be signed by the Chair.

### Credentialing Approval Time Period, Annual Assessments and Audits

Once a training program is credentialed, the training program is approved to offer CHW certification for three years. Programs will be assessed on a yearly basis. Programs will be audited if a complaint is submitted to the Credentialing Council. More information on assessments schedules and audits can be found on the website.

## Required Curriculum Components

An application must include:

**A completed application form.**

**A curriculum** with a minimum of 80 hours of facilitated learning time and 80 hour of Field Placement that provides relevant, accurate, and the curriculum and field placement must adequately cover all the SC CHW core competencies.

**An index** that connects the SC Community Health Worker core competencies to the different components of the training program.

**An application process** that helps determine if the applicant meets the core qualities of a Community Health Worker and the CHW career is a good fit.

**A Participatory or Experiential Learning component** is required for all approved curricula, and within each module, it addresses the SC Community Health Worker core competencies. In general, participatory training actively involves and motivates learners by drawing upon their own experience and skills in solving problems, using examples and situations of interest to them in their daily lives, and using a variety of new, enjoyable, and often visual teaching methods. (Bradley, S. (1995). Participatory learning. Retrieved from https://www.ncbi.nlm.nih.gov/pubmed/12319520)

A **Field Placement component** is required for all SC Community Health Worker core competencies. Training programs are expected to submit a plan and assessment process for the Field Placement. Training programs are responsible for ensuring successful field placement completion for students.

A **plan** for ensuring that graduating students have at least an 80% attendance rate.

Approved training programs must demonstrate **qualifications of Trainers/Faculty**. Trainers must have educational and experiential qualifications to perform their assigned duties, must be knowledgeable in course content, and effective in teaching assigned subject. Principal faculty must be sufficient in number to meet the needs of enrolled students. In addition to the principal faculty, there must be sufficient instructional faculty to provide students with the necessary attention, instruction, and supervised field placement experiences to acquire the knowledge and competence required for entry into the profession. Instructors that are CHWs must have 2 years working in a CHW position. If instructors are not CHWs, they must have experience working in community health and co-teach with a CHW.

Approved training programs must demonstrate **qualifications of Preceptor**. Preceptors have to have at least two years of working in the scope of a Community Health Worker for two years.

After completing an approved training program, students are eligible to take the SC CHW exam to become certified as a Community Health Worker.

**Waiver of Curriculum Component**

Training programs may provide a written waiver request for specific components of their curriculum. The Credentialing Council will reviews these requests on a case-by-case basis. A denial of a waiver requires greater than 60% of the Credentialing Council to vote in opposition.

**Credentialing Council Curriculum Recommendations**

The SC Community Health Worker core competencies and training program submission process will be reviewed annually. Any updates will be shared with credentialed programs and other partner organizations. Previously approved curricula will be legacyed until their next Curriculum Recertification submission. Legislative or legal changes outside the scope of the Credentialing Council may require action in the interim.

**Removal of Credentials**

If, through an audit or an assessment, a program is found to have falsified components of their training program or failed to uphold the standards laid out in the training program credentialing process, the credential will be revoked.