



## How to become a certified community health worker in the state of Oregon

### *Extended directions*

1. Take an OHA approved training program.
2. Complete the training program requirements and receive CHW certificate of completion.
3. Apply with OHA.
4. Visit website <https://www.oregon.gov/oha/OEI/Pages/THW-CHW.aspx>
5. Fill out the application found on the link above.
  - a. Email, mail or fax completed application, CHW certificate and a clear copy of identification to [thw.program@state.or.us](mailto:thw.program@state.or.us) (*depends on the method you are using*).
  - b. **IMPORTANT:** If your training included the oral health session, you must check box “section 1.3”. Our CHW certificate states our training included the oral health session.
  - c. In section 1.1 make sure you select the right boxes you want to be public on the registry.
    - i. **Options:** email, phone, address and none (name only).
6. Applicants will receive an automatic reply confirmation from OHA with next steps.
7. Keep an eye out for an email from **ORCHARDS** formerly known as **CRIMS (the BCU site)**.
  - a. You only have 2 weeks to respond to background requests – or your case is closed.
  - b. You may need to look in your spam/junk folders.
8. Complete **Orchards Background Check Authorization and Self-Disclosure** as soon as you receive their email.

- a. \*\*\* When you are ready, complete all the questions, click the submit button to complete the authorization and disclosure.
  - b. \*\*\* You have 21 days from the date the agency submitted your background check request to complete this authorization and disclosure. However, the sooner you complete, the sooner your background check request will be completed.
  - c. \*\*\* You will need the following information to complete the check:
  - d. Application #
  - e. Last name (use the name you used in your application)
  - f. DOB
  - g. If you have any questions, please contact the OR BCU at 888-272-5545 or email [bcu.info@dhsosha.state.or.us](mailto:bcu.info@dhsosha.state.or.us).
9. A second email will be emailed to you by OHA “THW Program - Notice of Background Check”
- a. Soon, you will get emails from the Oregon Health Authority (OHA) Background Check Unit (BCU) 'ORCHARDS' system requesting that you provide information needed to complete the background check.
  - b. You have only two (2) weeks to respond - or your background check will be closed and your application may be denied. Please be on the lookout for these requests; you may need to look in your email spam/junk mail as well.
  - c. You can submit written explanations of your past history and current life changes, court documentation, treatment certificates, relapse prevention plans, work history, educational accomplishments, reference letters, updates regarding parole or probation, or any other documentation that you would like to submit.
10. Finally you will get an email “Traditional Health Worker Determination Notice”
- a. The email will have your determination letter attached
    - i. Approved - you can look up your name in their State THW [registry](#)
    - ii. Denied - you may re-apply at any time

- iii. If you have any questions, please contact them via [thw.program@dhsosha.state.or.us](mailto:thw.program@dhsosha.state.or.us)

## 11. Reminders

- a. You must renew your certification before your expiration date.
- b. You must submit your application to renew no less than 90 days before the expiration date.
- c. To renew, you need to complete your continuing education credits required by your certificate (20 credits every 3 years).