



Community Health Worker Advisory Body
 Training Vendor Applications
 Frequently Asked Questions

<p>When are applications accepted?</p>	<p>There are rolling submissions, you can apply at any time.</p>
<p>Is there a fee associated with the application</p>	<p>Yes, there is a \$300 fee and is due within 5 days of your online application submission. Checks can be mailed to the Office of Health Strategy, Community Health Worker Advisory Body, 450 Capitol Avenue, Hartford, CT 06134</p>
<p>What is the process for reviewing applications?</p>	<p>Applications will be reviewed for completeness within 10 business days. You will receive a letter through the web application portal indicating when your application is complete (Completeness Letter) and send to the CHWAB Review Committee.</p> <p>The application is then forwarded to the CHWAB Review Committee.</p> <p>The CHWAB Review Committee meets quarterly to review all applications. The next date for the Review Committee to meet will be in your Letter of Completeness.</p> <p>The Review Committee has 45 days to review the application.</p>

	<p>You will receive a letter through the Web Portal indicating if your application has been approved, If more information may be needed or if your application is denied.</p> <p>If more information is needed or your application you will receive a letter indicating specifically what is needed. You will have 30 days from receipt of that letter to submit the additional information through the Web Portal.</p> <p>If your application is Denied, you will receive a letter indicating specifically where your application was deficient. You can reapply at any time. There will be no additional fee for resubmittal with two submittals allowed in one year with no additional fee.</p>
How long is my Approval good for?	You will need to re-apply for approval every three years and the application fee is \$300.
Will my training program be listed as an approved vendor?	Yes, your program will be listed on the CT Department of Public Health’s website as an Approved Vendor.
Who can I contact if I have questions?	You can email OHS@ct.gov