

# **Promotor(a) or Community Health Worker Training and Certification Program**

## **Guest Instructor Procedures**

**September 2016**

### **Background**

DSHS gathered stakeholder input as part of the 4-year review process for the administrative rules for the Promotor(a) or CHW Training and Certification Program. Several stakeholders, including members of the Promotor(a) or CHW Training and Certification Advisory Committee, recommended allowing qualified individuals with topic expertise (but who are not certified CHW instructors) to provide instruction for CHWs or CHW instructors within the DSHS certified hours allotted to the course. DSHS also gathered input from Advisory Committee members regarding the qualifications for a non-certified instructor (guest speaker/presenter) and allowable time or percentage of total instruction time to develop a proposed procedure. Input was gathered through Advisory Committee meetings as well as through workgroup meetings and a webinar specifically for all training sites.

Revised rules implemented in June 2015 state that “Curricula shall be provided by a certified instructor, unless otherwise approved by the department.” The Guest Instructor Procedures provide the criteria for the DSHS review process to approve DSHS-certified contact hours provided by a guest instructor.

### **Implementation**

The Promotor(a) or CHW Training and Certification Advisory Committee approved the Guest Instructor Procedures to be implemented as a pilot beginning January 1, 2016. The Advisory Committee reviewed implementation of the guest instructor procedures at the May 20, 2016 meeting and voted to continue implementation of the procedures beyond the pilot period.

## **Guest Instructor – Certification Course**

### **Criteria**

A certified training program may request approval from DSHS to include a guest speaker/presenter as part of DSHS-certified contact hours with documentation that the following requirements are met. The training program is responsible for ensuring the credentials and expertise of a guest instructor.

- The proposed guest instructor must meet at least two of the following qualifications:
  - Licensure or certification in field related to training topic, including CHW certification
  - Advanced degree in field related to training topic [Masters or Doctorate]
  - Publication [peer-reviewed journal] or research related to training topic
  - Current work (agency/employer/supervisor) related to training topic
  - Other unique qualifications, such as a unique life experience related to training topic [example – cancer survivor]

- The proposed guest instructor may provide no more than 2 hours of training per core competency (no more than 10% of total curriculum).
- A certified instructor must be available during the guest instructor's presentation to assist and/or answer questions as needed for in-person events and real time (synchronous) webinars. Examples might include being present/in attendance, logged into the webinar with the ability to see and answer questions, or available via email.
- Distance learning online self-paced modules or recorded webinars (asynchronous) taught by a guest instructor must include a means by which a certified instructor is available to respond to students' questions or inquiries about the guest instructor's presentation at a later time. Examples might include email, online forums or discussion boards.

A speaker who does not meet the guest instructor criteria may be included in certification training to provide non-DSHS certified contact hours.

## **Request for Approval**

### **New curriculum**

- At least 4 weeks prior to proposed training, email the Curriculum Submission Form, Request for Guest Instructor Approval Form, and the curriculum to [chw@dshs.state.tx.us](mailto:chw@dshs.state.tx.us) for review by DSHS, as per current requirements for approval of all DSHS-certified contact hours.

### **Previously approved curriculum**

- Email the Request for Guest Instructor Approval Form to [chw@dshs.state.tx.us](mailto:chw@dshs.state.tx.us) at least 7 business days before the scheduled training.

## **Guest Instructor – Continuing Education Course**

### **Criteria**

A certified training program may request approval from DSHS to include a guest speaker/presenter as part of DSHS-certified contact hours with documentation that the following requirements are met. The training program is responsible for ensuring the credentials and expertise of a guest instructor.

- The proposed guest instructor must meet at least two of the following qualifications:
  - Licensure or certification in field related to training topic, including CHW certification
  - Advanced degree in field related to training topic [Masters or Doctorate]
  - Publication [peer-reviewed journal] or research related to training topic
  - Current work (agency/employer/supervisor) related to training topic

- Other unique qualifications, such as a unique life experience related to training topic [example – cancer survivor]
- The guest instructor may provide no more than 2 hours of training per CE event.
  - For a multiple-day CE event, a guest instructor may provide no more than 2 hours of training each day of the CE event.
- A certified instructor must be available during the guest instructor's presentation to assist and/or answer questions as needed for in-person events and real time (synchronous) webinars. Examples might include being present/in attendance, logged into the webinar with the ability to see and answer questions, or available via email.
- Distance learning online self-paced modules or recorded webinars (asynchronous) taught by a guest instructor must include a means by which a certified instructor is available to respond to students' questions or inquiries about the guest instructor's presentation at a later time. Examples might include email, online forums or discussion boards.

A speaker who does not meet the guest instructor criteria may be included in certification training to provide non-DSHS certified contact hours.

## **Request for Approval**

### **New curriculum**

- At least 4 weeks prior to proposed training, email the Curriculum Submission Form, Request for Guest Instructor Approval Form, and the curriculum to [chw@dshs.state.tx.us](mailto:chw@dshs.state.tx.us) for review by DSHS, as per current requirements for approval of all DSHS-certified contact hours.

### **Previously approved curriculum**

- Email the Request for Guest Instructor Approval Form to [chw@dshs.state.tx.us](mailto:chw@dshs.state.tx.us) at least 7 business days before the scheduled training.

## Request for Guest Instructor Approval Form

Please email this form to [chw@dshs.state.tx.us](mailto:chw@dshs.state.tx.us) at least 7 business days before your scheduled event

Training Program of Record: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date and Location of Training Event (*indicate distance learning if applicable*): \_\_\_\_\_

Name of Curriculum: \_\_\_\_\_ Year Approved: \_\_\_\_\_

Certification Course: ☐ Continuing Education Course: ☐ Both: ☐

CHW education: ☐ Instructor education: ☐ Both: ☐

Name(s) & Certification Number of Certified CHW Instructor(s) who will be available to assist and/or answer questions as needed for in-person or real-time webinars: \_\_\_\_\_

Topic(s) or Modules to be taught by Guest Instructor: \_\_\_\_\_

Amount of time guest instructor will teach (*for a certification course- maximum allowable time is 2 hours per core competency- no more than 10% of total curriculum; for CEUs- maximum allowable time is 2 hours. For a multiple-day CE event, maximum allowable time is 2 hours each day of the CE event*): \_\_\_\_\_

Name(s) of Guest Instructor(s): \_\_\_\_\_

Guest Instructor Qualifications (*must meet at least two*): Please *duplicate section if requesting approval for more than one guest instructor*.

☐ Licensure or certification in field related to training topic, including as a CHW

License or certification type and number: \_\_\_\_\_

☐ Advanced degree (Master's or doctorate) in field related to training topic

Degree and Institution: \_\_\_\_\_

☐ Publication [peer-reviewed journal] or research related to training topic

Example: \_\_\_\_\_

☐ Current work (agency/employer/supervisor) related to training topic

Describe: \_\_\_\_\_

☐ Other unique qualifications, such as a unique life experience related to training topic (example – cancer survivor).

List specifics: \_\_\_\_\_