



**Promotor(a)/Community Health Worker Training and Certification Program**  
**Requirements for Community Health Worker Certification and Renewal**

**CERTIFICATION REQUIREMENTS**

- Texas resident
  - Completion of an approved 160-hour competency-based Community Health Worker training program certified by DSHS
- OR
- Experience – At least 1000 cumulative hours of community health work services within the most recent six (6) years. Experience will be verified with the supervisor(s) noted in the application.
  - The following must be submitted to DSHS:
    - Signed and dated application with all information completed
    - Photo
    - Training certificate of completion (if applying based on completion of an approved 160-hour competency-based training program certified by DSHS)

Cost: There is no cost for certification.

**RENEWAL REQUIREMENTS**

- Texas resident
- 20 contact hours of continuing education every two years including the following.
- At least 10 hours must be DSHS certified hours from a training program approved by DSHS to provide continuing education credits for promotores or community health workers.
- OR
- At least 5 hours must be DSHS certified hours from a training program approved by DSHS to provide continuing education credits for promotores or community health workers **AND** up to 5 hours may be satisfied through continuing education counted toward the renewal of a promotor(a) or community health worker's Texas license /registration, or /certification in another health profession.
  - Up to 10 hours may be satisfied through verifiable independent self-study and participation in non-DSHS certified training that relates to one or more of the core competencies.

Cost: There is no cost for certificate renewal.

**EXPIRED CERTIFICATE**

You may renew your expired certificate by completing the required continuing education and submitting the Application for Certificate Renewal if your certificate has been expired for one year or less.

- Your renewed certificate will expire two years from the date the previous certificate expired.

You may not renew a certificate that has been expired for more than one year. You must submit a new application for certification for approval if you wish to regain your certification.



**Promotor(a)/Community Health Worker Training and Certification Program**  
**Requirements for Instructor Certification and Renewal**

**CERTIFICATION REQUIREMENTS**

- Texas Resident
- Completion of an approved 160-hour competency-based Instructor training program certified by DSHS  
OR
- Experience – At least 1000 cumulative hours in instructing or training individuals providing promotor(a) or community health work services, including promotores or community health workers and other health care paraprofessionals and professionals in the previous six years. Experience will be verified with the contact(s) noted in the application.
- The following must be submitted to DSHS
  - Signed and dated application with all information completed
    - If applying based on experience - Application must include two examples of instruction or training delivered by the applicant to individuals providing community health work services, including promotores, community health workers, and other health care paraprofessionals and professionals in the previous six years.
  - Photo
  - Resume
  - Training certificate of completion (if applying based on completion of an approved 160-hour competency-based training program certified by DSHS)

Cost: There is no cost for certification.

**RENEWAL REQUIREMENTS**

- Texas resident
- 20 contact hours of continuing education every two years
- At least 10 hours of continuing education must come from participation in a DSHS certified Instructor training program.  
OR
  - At least 5 hours of continuing education through participation in a DSHS certified Instructor training program **AND** up to 5 hours satisfied through continuing education counted toward the renewal of a Texas license or certification in another health profession.
- OR
- At least 5 hours of continuing education through participation in a DSHS certified Instructor training program **AND** up to 5 hours satisfied through instruction in DSHS certified training programs or promotores, community health workers, or instructors based on one hour of credit given for 2 clock hours actually taught.
  - The remaining 10 hours may come from training programs and instructors not certified by DSHS that relate to one or more of the core competencies or through other verifiable self study, such as reading materials, audio materials, audiovisual materials or a combination.

Cost: There is no cost for certificate renewal.

**EXPIRED CERTIFICATE**

You may renew your expired certificate by completing the required continuing education and submitting the Application for Certificate Renewal if your certificate has been expired for one year or less.

- Your renewed certificate will expire two years from the date the previous certificate expired.

You may not renew a certificate that has been expired for more than one year. You must submit a new application for certification for approval if you wish to regain your certification.



## Texas Department of State Health Services (DSHS)

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

#### Requirements for Training Program/Sponsoring Organization Certification and Renewal

##### CERTIFICATION REQUIREMENTS

Organizations located in Texas may apply to provide the following training for promotores, community health workers, and/or instructors:

- Certification course
  - Minimum of 160 hours of instruction and training
    - At least 20 clock hours in each of the following eight core competencies:
      - Communication skills
      - Interpersonal skills
      - Service Coordination skills
      - Capacity-building skills
      - Advocacy skills
      - Teaching skills
      - Organizational skills
      - Knowledge base on specific health issues
- Continuing Education
  - Focus on one or more of the eight core competencies
- Both – Certification course and Continuing Education

Cost: There is no cost for certification.

##### Additional Requirements

- Retain an accurate record of each person's attendance and participation for five years from the date of their completion of the training program.
- Evaluate training or the acquisition of knowledge and mastery of skills by the individual
- The following must be submitted to DSHS:
  - Signed and dated application with all information completed
  - List of certified instructors
  - Training Information – including registration and enrollment, cost, frequency, and language(s).
  - Sample attendance record
  - Evaluation methods
    - Pre/post test (if applicable)
    - Evaluation tool
  - Course Information by Competency Area
    - Course Syllabus
    - Learner centered objectives
    - Teaching methodology
    - Course/program activities
    - Teaching materials

##### RENEWAL REQUIREMENTS

A Training Program/Sponsoring Organization Certificate must be renewed every two years to provide updated information.

Cost: There is no cost for certificate renewal.