



Texas Department of State Health Services (DSHS)
Promotor(a)/Community Health Worker Training and Certification Program
Instructor Application for Certification Instructions
Application Checklist

Use the checklist below to ensure that your application is complete.

1. **Section I. Personal Information**
2. **Section II. Education/ State of Texas Professional License/Certificate**
3. **Section III. Current Employment or Volunteer Work** – Check N/A if you are not currently employed or performing volunteer work.
4. **Section IV. Competency Area(s)** – Check the competency areas under which you are applying to be certified.
5. **Section V. Training Program Affiliation/Plans If Instructor Application Is Approved.**
6. **Section VI. Resume is attached.**
7. **Section VII (1). Application Based on Completion of DSHS Certified Training**– If you completed a DSHS–approved instructor certification course of at least 160 hours.
 Copy of the course certificate of completion is enclosed with the application.

OR

- Section VII (2). Application Based on Experience** – Fill out if you have not completed a DSHS–approved instructor certification course of at least 160 hours and are applying under §146.7.c. regarding persons with experience training individuals who provide community health work services, including promotores or community health workers, and other health care paraprofessionals and professionals.
 - Application documents training experience within the previous six (6) years.
 - Application documents at least 1,000 hours experience providing instruction to promotores or community health workers and other health care paraprofessionals and professionals.
 - Application includes two examples of training you provided for each organization/agency.

8. Section VIII. Application Signature

- Application is signed and dated.

9. Color Photo

- Color photo was e-mailed to chw@dshs.state.tx.us

OR

- Color photo is enclosed with the application.

Keep a copy of all materials submitted for your records.