

**PROMOTOR(A) OR COMMUNITY HEALTH WORKER
TRAINING AND CERTIFICATION PROGRAM
SPECIFICATION GUIDELINES FOR PHOTOGRAPHS**

Photographs must be submitted to the Texas Department of State Health Services in order to fulfill application or renewal requirements for certification as a promotor(a) or community health worker or as an instructor of promotores or community health workers. A recent color photograph for renewal purposes must be submitted.

Digital photographs should fulfill the same specifications and guidelines as standard photos (see guidelines below). Digital photos that are submitted in hard copy only without the accompanying electronic version should be printed as high quality photos on **glossy photo paper (not on matte paper, which interferes with scanning)**; i.e., look like a regularly processed photograph. All photographs are for use as identification and should:

- ☐ Be in **color**.
- ☐ Be in **jpeg (.jpg)** format when submitted electronically.
- ☐ Capture the **subject's frontal view** (per diagram), not profile nor slight profile; both ears would be showing in a frontal view.
- ☐ Be **clear**, not fuzzy, dark or with shadows; facial features should clearly stand out from background.
- ☐ Be sized no smaller than **2" x 2" square**.
- ☐ Be properly **labeled** with the **subject's full name**.
- ☐ Capture the subject against, preferably, a **plain, light background** (without objects in the background); subject's outline should not blend into the background.
- ☐ Assure the subject **does not wear caps or hats** so hair can be seen.
- ☐ Be a **recent** photograph of the subject (within the last six months). (**No Driver License Photo.**)
- ☐ Show the subject as they **normally look today on a day to day basis and show all their facial features with natural skin tones** (i.e., please do not submit "glamour shots").
- ☐ **Not be paper-clipped or stapled** when submitted as hard copy so it is not damaged.
- ☐ Be **verifiable** that the subject in the photograph is the person on the application.



For questions or clarification on the above guidelines, contact program staff at **(512) 467-6200**. You may e-mail your digital photographs to CHW@dshs.texas.gov

Hard copy photographs may be mailed with application or separately to: **Texas Department of State Health Services, Community Health Worker or Promotor(a) Certification, P.O. Box 149347, MC 1945, Austin, Texas 78714-9347.**