



# THW PROGRAM

## Application Tips and FAQs

### Equity and Inclusion Division

The Traditional Health Worker (THW) Program is situated in the Equity and Inclusion Division of the Oregon Health Authority. We promote health equity, diversity and inclusion for all Oregonians. One of the ways we make that happen include certifying THWs. We invite you to apply and look forward to seeing your application!

### Need to Recertify?

Recertification applications require the completion of:

1. The CEU Requirements for each worker type
2. 1.5 hours of OHA Approved Oral health training
3. Three (3) hours of OHA approved suicide prevention training

If your certification has lapsed more than six months, you can complete a competency skills test. The test link found on our website and is administered by our community partners

You cannot use CEUs for more than one worker type \*\*Exception is the oral health and suicide prevention training

Please ensure that your Oral Health Certificate includes your name and hours

### Application Steps and Estimated Timeline

Total estimated time is 4 to 6 weeks

Applicant creates account in Health Workforce Registry and completes and submits application

up to  
**1**  
week

OHA THW Staff reviews application for completeness and submits a background check request to ORCHARDS BCU

up to  
**1**  
week

ORCHARDS BCU emails applicant information to give consent

up to  
**4**  
weeks

Background check is performed (If fingerprints are needed, OHA THW staff will email fingerprint letter)

Determination will be sent to OHA THW staff and they will email a determination letter to applicant

### Health Workforce Registry

<https://healthworkforceregistry.oregon.gov>

As of April 1, 2024 all THW applications need to be submitted in the registry. Emailed, mailed, or faxed applications will not be accepted (except for Spanish language applications). The Spanish online application is coming soon! As are other languages.

# Tips for a Quicker Background Check

Submitting the “weigh-test” documents during the background consent process is the most favorable for a quicker background check turnaround

If additional supplemental documents are needed by ORCHARDS BCU, you can upload them in the BCU portal or send the THW program an email and request an upload.

Use a computer or a laptop to give consent if it is not working on your phone

## THW Program

- Does not process background checks nor appeals
- Does not receive details of a background check
- Does not have access to background information
- Cannot submit consent for you

## BCU ORCHARDS

- Is a separate division with different staff
- Has separate portal
- Processes background check appeals

## Need to Know

- You only have seven days to log in the ORCHARDS BCU applicant portal and give consent to run your background check or they will close your application.
- Not everyone will need to get fingerprinted. Using a passport, having an out-of-state ID, or living outside the state typically prompt fingerprinting.
- If you need fingerprints, OHA THW staff will email you a letter with instructions.
- A “pass” or “fail” status will be sent to OHA by the BCU. A determination letter will be emailed to you by OHA THW staff.

## Need In-Person Assistance?

THW Drop-in Office Hours: Every Tuesday from 2:00pm to 3:00pm at 421 SW Oak St. Suite 750, Portland, OR 97204.

Not in Portland? Please email

[thw.program@odhsoha.oregon.gov](mailto:thw.program@odhsoha.oregon.gov) to schedule a virtual help session

## Contact Info

- Voicemail line
  - (971) 673-3353
- Address:
  - 421 SW Oak St., Suite 750 Portland, OR 97204
- Website
  - [www.oregon.gov/oha/EI](http://www.oregon.gov/oha/EI)
- [thw.program@odhsoha.oregon.gov](mailto:thw.program@odhsoha.oregon.gov)

TIP: The fastest way to receive a response is to send us an email

## Program Staff

- Mohamed Abdiasis. Program Manager
- Lily Sintim, THW Program Analyst
- Shaun Cook. THW Program Analyst
- Natalyn Begay, Tribal THW Program Analyst
- Jacki Stanley, Admin Support
- Lacey Decker, Admin Support
- Chakila Scott, Admin Support