

The following are a list of Frequently Asked Questions to help guide the [Approved Training Program](#) Application process. This is a guide and will be updated to help facilitate the training approval process.

Frequently Asked Question

The following document provides FAQs on how to complete the Oregon Health Authority Traditional Health Work Training Program Application. These are some of the most common FAQs. Please contact Shaun Cook, OHA Program Analyst at shaun.f.cook@oha.oregon.gov

Where do I download the application for applying to be an approved curriculum/training program?

The link below on How to Become a Traditional Health Worker (THW) Training or Renewal Training Program. The hyperlink provides a Word document which allows you to type directly into the application.

[Click here for the training approval application](#)

I have downloaded the THW Approved Training application but have trouble typing in certain sections, what should I do?

Type directly into the Word document. If you have issues, please contact Shaun Cook at shaun.f.cook@oha.oregon.gov.

What is considered a complete application?

A complete signed application in PDF format, with all additional information included in PDF attachments.

Section 1.4 - should I check more than one box for the training offered?

Only one box should be checked for the respective curriculum. This indicates to the reviewers where to focus when reviewing. ***For example, if you are submitting for a PSS training, only check one specialist type. See below example.***

Example Below on how to select one box

Section 3: Training curriculum (*check one certification type only. Additional applications are necessary for each certificate type*)

3a: Please indicate training program type:

Community health worker

Personal health navigator

Peer wellness specialist type:

Adult addictions

Adult mental health

Family support specialist

Youth support specialist

Peer support specialist type:

Adult addictions

Adult mental health

Family support specialist

Youth support specialist

Note: If providing more than one Traditional Health Worker training you must submit a separate application and curriculum for each workforce type.

What is the definition of what is considered a Community Based Organization (CBO) per OHA?

The following definitions apply to OAR 410-180-0300 through 410-180-0380:

" (5) "Community-Based Organization (CBO)" means a public or private nonprofit organization that is representative of a community or significant segments of a community and engaged in meeting that community's needs in the areas of social, human, or health services.

If I am not a CBO do I need to provide a signed agreement from a CBO?

Yes, all organizations that are not a CBO will need to submit a signed agreement or letter. These agreements can be a letter of support, letter of commitment or a formal Memorandum of Understanding (MOU). It is required for the application to partner with a CBO in providing a THW training.

What items need to be attached under Section 3.

See the list of items in the application 4 of 25. These should be submitted as a PDF for easy access. Below is an application checklist. **Please label each attachment to match the list below. If attachments are not labeled, you will be asked to resubmit items to ensure that committee can easily find corresponding attachments.**

- 1.5 Prior THW training experience in the past three years.
- 2.3 Signed agreement with CBO, if necessary
- 2.8 Form for student feedback.
- 3a1 Training program syllabus and course materials
Course material should include a Table of Contents with page numbers corresponding to course materials. Materials should include instructors' manuals and student handbooks, organized by course; handouts and homework assignments; and lists of textbooks and other instructional materials used.
- 3b.1 Training program syllabus and list of materials, including doula reading list
- 3c: Attach the training program syllabus and list of materials
- 4.4 Sample examination and other examination materials of training offered
- 4.5 Copy of certificates of completion with lived experience or community experience designation and with completion of all instruction and assessment requirements as well as the OARs associated with Traditional Health Workers
- 4.6 Copy of certificates of attendance/participation without appropriate lived or community experience designation and/or completion of all instruction and assessment requirements

Where can I find the rubric used to evaluate and approve curriculums?

Please click here to download the rubric

[THW Training Program Approval Evaluation Rubric](#)

Note: It is highly recommended that you use this as a checklist to ensure all items are submitted and addressed.

Can I do online training only - self-paced with no in-person?

At this time, self-paced online trainings will not be approved. Any exception to this rule will be considered by the committee on an individual basis. The course will need to demonstrate how trainees are graduating and are able to demonstrate workforce readiness.

What information needs to be on the THW Oregon Health Authority Certificate of Completion?

The certificate of completion must have the following:

- Name of the person taking the training
- Date range of the training
- Specific THW worker type and/or sub worker type
- Number of hours of the training
- Signature of trainer (electronic is acceptable)
- Name of organization and any partner organizations
- The OARs associated with Traditional Health Workers