



## CHW/CHR CERTIFICATION CHECKLIST

Although the certification process is designed to be simple, there are still steps that need to be followed to ensure your application is submitted correctly. Follow the steps below to ensure your application is reviewed in a timely manner. *For questions about the certification process, go to: [chttps://chwsd.org/certification-faqs/](https://chwsd.org/certification-faqs/)*

- Application**  
Complete a short application to share contact and demographic information.
- Professional Reference**  
As a requirement for the CHW/CHR certification, please invite an individual that has supervised you or is currently supervising you to complete the reference. The supervisor will be sent an email and asked if you are in good standing as a CHW/CHR.
- Certification from Another State**  
Individuals who have been certified in another state may apply their certification from another state towards certification in South Dakota.
- Training Certificate**  
Individuals will upload their training certificate from an approved training program.
- Certification Payment**  
The cost for CHW/CHR certification is \$50 and can be paid via credit card through the Certemy app.
- Background Check**  
A background check and fingerprint screening are required for CHW/CHR certification. Individuals with a felony conviction within the past 10 years are not eligible to apply if the offense involved crimes against persons (such as murder, rape, assault, or similar offenses), financial crimes (including extortion, embezzlement, income tax evasion, insurance fraud, or similar offenses), any felony that placed the Medicare program or its beneficiaries at immediate risk (such as malpractice-related offenses), or any felony resulting in mandatory exclusion from Medicare, Medicaid, or any other federal healthcare program. If these offenses occurred more than 10 years ago, the Certification Committee may review the application on a case-by-case basis, and references will be required.

For any other felony not listed above, excluding child abuse or sexual abuse convictions, applicants with a conviction date within the past five (5) years may apply, however, must provide an employer reference explaining why the applicant should be approved for CHW/CHR certification. The Certification Committee will consider the nature of the offense along with the recommendations provided when determining whether to approve or deny the application. If the felony conviction occurred more than five (5) years prior to the application date, no additional action is required; however, CHWSD and the Certification Committee reserve the right to review any application containing a felony conviction and may request additional information or an employer reference regardless of when the conviction occurred. Applicants listed on the sex offender registry will not be approved for CHW/CHR certification.

Upload either a) the cover letter from the agency that conducted the background check stating the results of the background check; or b) a memorandum on letterhead from your organization stating the results of the background check.

- Fingerprint Check**  
Upload the results of the fingerprint check. A minimum of a "State Only" fingerprint is required. The CHW/CHR's organization may want to obtain a "State and FBI" fingerprint check.

For information to obtain fingerprints and the fees for either a “State Only” or “State and FBI” check, go to the following link: <https://atg.sd.gov/LawEnforcement/Identification/backgroundcheckrequirements.aspx>. Then send the fingerprint cards along with a \$30 check to: Office of the Attorney General Division of Criminal Investigation, 1302 E. Highway 14, Suite 5, Pierre, SD 57501

**Please list *your* organization as the organization to have the background check results returned to, NOT CHWSD.**

\*If you have had an employment fingerprint check within the last 12 months from the time of your application, you may upload the cover letter that your employer received.



**Final Review**

All applications will be reviewed and approved before the CHWSD issues a CHW/CHR Certificate to an individual.