



CHW/CHR CERTIFICATION CHECKLIST

CERTIFICATION PROCESS

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.

ELIGIBILITY REQUIREMENTS

To become certified to be a CHW/CHR in South Dakota, you must be:

- 18 years old or older
- Have a high school diploma or GED

You are **not eligible** for certification if you:

- Are currently listed on a sex offender registry
- Have been convicted of any of the following felonies **within the past 10 years**:
 - Crimes against persons (such as murder, rape, assault, or similar offenses)
 - Financial crimes (such as extortion, embezzlement, income tax evasion, insurance fraud, or similar offenses)
 - Felonies that placed Medicare beneficiaries or the Medicare program at immediate risk
 - Felonies that resulted in mandatory exclusion from Medicare, Medicaid, or another federal healthcare program

If the conviction **occurred more than 10 years ago**:

- The Certification Committee may review your application on a case-by-case basis
- Additional references and supporting documentation may be required

Other Felony Convictions

For felony convictions not listed above (excluding child abuse or sexual abuse convictions).

If the conviction occurred **within the past five (5) years**:

- You may still apply
- You must submit an employer reference explaining why you should be approved for certification
- The Certification Committee will review the offense and employer recommendation when making a decision

If the conviction occurred **more than five (5) years ago**:

- No additional documentation is required
- However, the Certification Committee may request additional information or references during the review process

If you believe you meet the eligibility requirements, continue to the application checklist.

APPLICATION CHECKLIST

- ☐ **Application**
Complete a short application to share contact and demographic information. The application process is managed through a platform called Certemy. To start the application process, visit <https://chwsd.org/chw-and-chr-certification/> and select the CHW Certification if you are a CHW or the CHR Certification if you are a 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.
- ☐ **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.
- ☐ **Training Program Certificate**
Individuals will upload a copy of their training certificate from an approved training program. More information about approved training programs can be found at <https://chwsd.org/chw-training/>.
- ☐ **Certification Payment**
The cost for CHW/CHR certification is \$50 and can be paid through the Certemy app.
- ☐ **Background Check and Fingerprint Background Check Requirements**
Results of a completed background check and fingerprint background check are BOTH required for CHW and CHR certification.

Background Check

- ☐ **Upload One of the Following:**
 - A copy of the cover letter from the agency that conducted the background check showing the results; or
 - A memorandum on your organization's letterhead stating the results of the background check.
 - NOTE: If your employer and/or training program did not complete a background check, the results of your fingerprint background check can be submitted instead.

Fingerprint Background Check

A fingerprint background check is **also required** for CHW/CHR certification. There is a fee to complete a state-only fingerprint background check. Refer to the link below for the current fee amount.

What type of fingerprint check is required?

- A **state-only** fingerprint check is the minimum requirement
- Your employer may choose to obtain a **state and FBI** fingerprint check instead

- ☐ **How to complete the fingerprint background check:**

1. Review fingerprinting instructions and fees at: [South Dakota Background Check Requirements](#)
2. As a future CHW/CHR, you are responsible for locating and completing the required fingerprint-based background check through a local resource in your community or county. Please contact your local police station or sheriff's office to find out specific fingerprint background check details for your community.
3. List your organization (the CHW/CHR employer) as the organization to have the fingerprint background check results returned to, **NOT CHWSO**.

- ➡ 4. Submit your fingerprint cards and payments to the address below. (Some police stations and sheriff's offices may still require you to mail your fingerprint background check via USPS in an envelope with a stamp.)
- Office of the Attorney General Division of Criminal Investigation
1302 E. Hwy 1889, Suite 5
Pierre, SD 57501
5. The CHWSD understands that the Office of the Attorney General Division of Criminal Investigation's website is not the most user friendly; however, please review the website page in detail should you have additional questions regarding the fingerprint background check requirement. Additionally, your local police station or sheriff's office can provide you with additional details, instructions, and support to complete the fingerprint background check requirement.
6. Upload the results of your fingerprint background check within the certification application.

Previous employment fingerprint checks:

If you completed an employment-related fingerprint check within the last 12 months:

- You may upload the cover letter your employer received showing the fingerprint check results
- A new fingerprint check is not required

Important Notes:

- Employer and training program background checks **do NOT meet certification requirements** unless they include a **fingerprint-based criminal history check**
- If fingerprints were NOT collected as part of the background check, a **separate fingerprint-based background check must be completed** for certification



Final Review

All applications will be reviewed and approved before the CHWSD issues a CHW/CHR Certificate to an individual. Completed applications for certification will be reviewed and the applicants will receive a Notification of Certification within 20 business days.

For questions about the certification process, go to: <https://chwsd.org/certification-faqs/> or email certification@chwsd.org.