**R380. Health and Human Services, Administration.**

**R380-350. Community Health Worker Certification.**

**R380-350-1. Authority and Purpose.**

(1) Sections 26B-1-202 and 26B-2-502 authorize this rule.

(2) This rule establishes the state certification standards for community health workers by:

(a) defining the 300 hours of community involvement;

(b) establishing a procedure to notify each state certified community health worker when the certification is due for renewal;

(c) establishing a renewal process for the certification;

(d) establishing continuing education requirements; and

(e) establishing standards of professional conduct.

**R380-350-2. Definitions.**

(1) "Applicant" means an individual applying to be a state certified community health worker.

(2) "Capacity building" has the same meaning as provided in Section 26B-2-501.

(3) "Community health worker" has the same meaning as provided in Section 26B-2-501.

(4) "Core-skill education" has the same meaning as provided in Section 26B-2-501.

(5) "Core-skill training" has the same meaning as provided in Section 26B-2-501.

(6) "Department" means the Utah Department of Health and Human Services.

(7) "State certified" has the same meaning as provided in Section 26B-2-501.

**R380-350-3. Community Involvement.**

(1) A community health worker seeking to become a state certified community health worker shall complete:

(a) 90 hours of core-skill training; and

(b) 300 hours of community involvement.

(2)(a) The applicant shall demonstrate completion through the submission of a portfolio to the department with the applicant's certification application.

(b) The portfolio shall include:

(i) a detailed resume or curriculum vitae;

(ii) a cover letter; and

(iii) a minimum of two of the following additional elements:

(A) three letters of recommendation;

(B) a summary sheet of research projects;

(C) a list and description of publications, presentations, reports, or projects authored by the applicant;

(D) a statement of professional experience by the applicant;

(E) a list of achievements and awards received by the applicant; or

(F) a recent performance evaluation.

(c) The portfolio shall demonstrate:

(i) the setting of the experience, including:

(A) churches;

(B) schools;

(C) community organizations;

(D) neighborhoods;

(E) clinics;

(F) health centers; or

(H) work in the public sector;

(ii) the communities or populations served, including:

(A) low-income communities;

(B) lesbian, gay, bisexual, transgender, queer, intersex, and asexual individuals and individuals with other sexual identities;

(C) people experiencing homelessness;

(D) rural communities;

(E) individuals with chronic disease;

(F) individuals with disabilities;

(G) people with visual impairments;

(H) older adults;

(I) immigrant or refugee communities;

(J) people without health insurance;

(K) racial and ethnic minorities; or

(L) individuals with complex health needs; and

(iii) the services provided, including:

(A) community organizing;

(B) community presentations;

(C) community projects;

(D) community coalitions;

(E) health fairs;

(F) community mapping;

(G) community programming;

(H) workshops;

(I) resource coordination;

(J) outreach; and

(K) promotion.

(3) An applicant who has 4,000 hours or more experience as a community health worker shall:

(a) complete an application designed by the department;

(b) sign a statement agreeing to abide by the Code of Ethics of the Utah Community Health Workers Association (UCHWA), approved by the 2022 UCHWA board, which is incorporated by reference in this rule; and

(c) pay the established certification fee set by the department.

**R380-350-4. Notification of Expiring Certification.**

(1) In accordance with Section 26B-2-507, the department shall notify each state certified community health worker through the email on file with the Office of Health Equity when the certification is due for renewal.

(2) The department shall inform state certified community health workers via email six months before their certification expires with an additional reminder one month before their certification expires.

(3) A state certified community health worker shall be responsible to ensure that a valid and current email address is provided to the department through the application portal. A state certified community health worker, or applicant, shall update their email address within 30 days of a change.

**R380-350-5. Renewal Process.**

(1) In accordance with Section 26B-2-507, a state certified community health worker shall file an application for recertification within six months of the printed date of expiration on their certification.

(2) The department shall issue a recertification to a community health worker if the community health worker has:

(a) submitted an application for recertification;

(b) paid the established renewal fee set by the department;

(c) established current Utah residency; and

(d) submitted proof of completion of 15 continuing education units within the past two years of the current certification period.

(3) The applicant shall submit an application for recertification before six months after the printed expiration date on the certification certificate. The individual applicant shall resubmit an application for the community health worker certification if the certification has been expired more than six months.

(4) The department shall date the new certificate of state certification for two years from the original expiration date.

**R380-350-6. Continuing Education.**

(1) A state certified community health worker shall complete 15 hours of continuing education units every two years, or during the duration of the certification, to qualify for the renewal of the certification.

(2) One continuing education unit equals one hour of training that focuses on capacity building, an element of core-skill training, or improves the knowledge or skills of a state certified community health worker within the purview of their work.

(3) An event must be approved as a continuing education event by:

(a) the department through the Office of Health Equity; or

(b) a state professional association that:

(i) is associated with the community health worker profession; and

(ii) is aligned with a national community health worker professional association.

**R380-350-7. Professional Conduct.**

(1) "Unprofessional conduct" includes:

(a) engaging in or aiding or abetting conduct or practices that are dishonest, deceptive, or fraudulent;

(b) engaging in or aiding or abetting deceptive or fraudulent billing practices;

(c) failing to establish and maintain professional boundaries with a client or former client;

(d) engaging in dual or multiple relationships with a client or former client in which there is a risk of harm to the client;

(e) engaging in sexual activities or sexual contact with a client with or without client consent;

(f) engaging in or aiding or abetting sexual harassment or any conduct that is exploitive or abusive with respect to a student, trainee, employee, or colleague;

(g) failing to exercise professional discretion and impartial judgment required for the performance of professional activities, duties, and functions;

(h) failing to provide impartial, objective, and informed services, recommendations, or opinions with respect to custodial or parental rights, divorce, domestic relationships, adoptions, sanity, competency, mental health, or any other determination concerning an individual's civil or legal rights;

(i) exploiting a client or former client for personal gain;

(j) exploiting a person who has a personal relationship with a client for personal gain;

(k) failing to protect the confidences of other persons named or contained in the client records; and

(l) failing to abide by the Code of Ethics as approved by the UCHWA board.

(2) Any violation by a state certified community health worker of the Code of Ethics as approved by the UCHWA board, unprofessional conduct, or misrepresentation of credentialing shall be reported to the department through the Office of Health Equity.

(3) If the department, through the Office of Health Equity, finds a violation has occurred, it shall revoke the state certification.

(4) The department may issue a fine in an amount up to $100 in accordance with Section 26B-2-504 if an individual uses the term "state certified" in conjunction with the individual's work as a community health worker if the individual is not state certified.

**R380-350-8. Application Denial.**

An application shall be denied if the applicant fails to:

(1) submit any required documentation to the state through the application portal within six months of original application submission date;

(2) submit payment for the application fee within six months of the original application submission date; or

(3) meet community health worker state certification requirements as outlined in this rule.

**KEY: health care, community health worker**

**Date of Last Change: December 2, 2024**

**Authorizing, and Implemented or Interpreted Law: 26B-1-202, 26B-2-502**