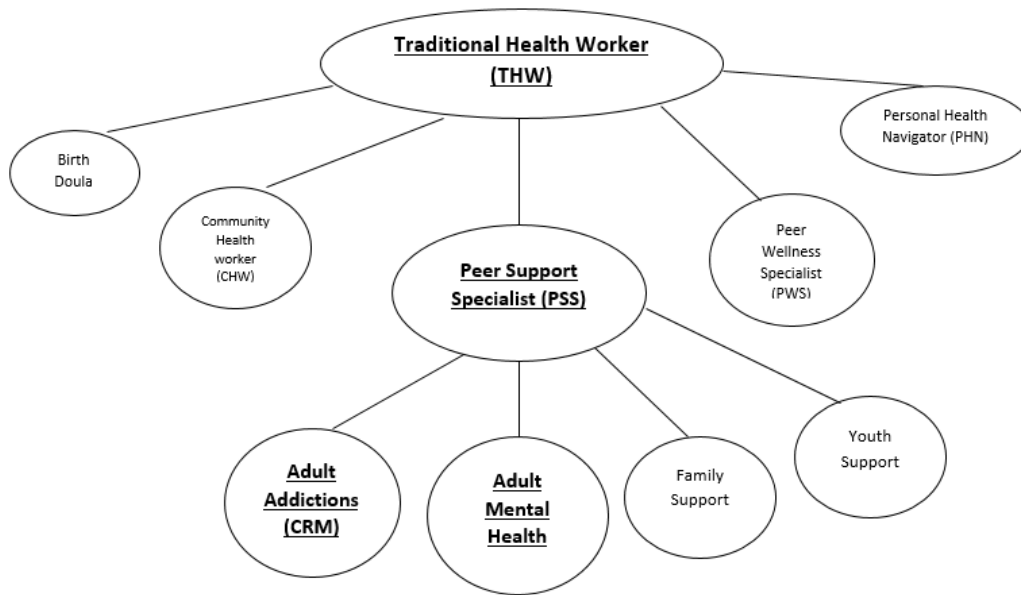


Reference Guide on Applying to Become a Traditional Health Worker

Congratulations for completing the Peer Support Specialist Training! Now what?!



The Traditional Health Worker (THW) program through the Oregon Health Authority (OHA) is a certification program that you can apply to as a Peer Support Specialist (PSS)

Step 1: Take the online Free Oral Health Training.

- This can be taken at this website: <https://daystared.com/oralhealth/>
- Tips:
 - Make sure you have at least 90 minutes to take this course (you cannot save your work and come back to it).
 - You'll need a computer with sound!
 - There are quiz questions that will come up throughout the presentation that you must answer in order to complete the training. ***It is okay to answer questions incorrectly! You can always re-take the training, and you do not need to get them all correct in order to pass the training.***
- Once you have completed the Oral Health Training, take a screenshot or picture of the completion page. It will also ask you for your email address. You should receive an email confirming that you have completed the module but many people have had trouble with actually receiving the email which is why we suggest also taking a screenshot/picture of the screen after training completion. **Save this screenshot and/or email! You will need it in order to complete your THW application.**

Step 2: Fill out the Traditional Health Worker Application

- You can download the THW application by clicking on this link: <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le8908.pdf>
- See tips and details on the last page of this document!

Step 3: Collect your application materials

You will need to submit the following:

- Completed and signed Traditional Health Worker Application
- Copy of your Certificate of Completion for the Peer Support Specialist Training you attended
- Copy of the email you received certifying that you completed the Oral Health training
- Clear photocopy of your driver's license, state-issued ID card OR passport

**Note: If you do not have a copy of the Certificate of Completion, please contact the organization who facilitated your training. If you are unsure who to reach out to, you may contact NAMI Multnomah for more details!*

Step 4: Submit your application (**Tip:** Click on "send receipt" when you email your application to be notified that your application was received.)

Step 5: Background Check (**Tip:** Look for emails from "ORCHARDS" which is the Background Check Unit. You will need to respond to these emails at your earliest convenience as this part of the process is time-sensitive. You may find these emails in your junk/spam folder.)

Step 6: Wait for your determination letter to be sent to you via email

Step 7: Congratulations – you're done!

Notes to include:

- It is helpful to have your Peer Support Specialist Certificate of Completion with you when you are filling out the form, as you will need some of this information.
- THW type: only choose one! See map
 - If you took NAMI Multnomah's training, you must apply for the **Adult Mental Health-PSS sub type**
- In your role, expect to have contact with ALL (unless you know exactly who you'll work with)
- 3.1 Application Type:
 - Select "New" or "Renewal" depending on your circumstances
 - THW Type: *Select "Peer Support Specialist (PSS)"*
 - PSS Type: *Select "Adult mental health"*
 - Under "In your role, do you expect to have direct contact with" ...
We suggest checking everyone (unless you're absolutely sure you'll only be working with very specific groups in your entire role as a Peer Support Specialist). This way you'll be "covered" for any type of work.
 - Under "In your role, do you expect to drive?" ...
We suggest clicking "yes," (unless you're absolutely sure you will never be driving). This way you'll be "covered" in case you do ever drive on a job.
- 5.1: Select 2nd box down: OHA-Approved Peer Support Specialist Training
- Fill out training details as follows:
 - Name of Organization: Cultivating a New Life, LLC
 - Name of Training Program: *Cultivating a New Life Through Community Connections* (general training curriculum) OR *Warriors in Recovery: Forging an Alliance of Peers* (veteran-specific curriculum)- choose whichever is listed on your PSST certificate
 - Total hours: 40
- Don't forget to sign and date the last page!