

HIV Test Counselor Certification Update Requirements

APPLICABILITY AND ELIGIBILITY

Pursuant to HIV Prevention Quality Assurance Standards, all staff and volunteers that provide HIV prevention counseling, in conjunction with HIV testing and referral, at HIV agencies/sites funded or designated by the DHWDC for provision of HIV counseling, testing and referral must maintain their certification to provide HIV Test Counseling.

REQUIREMENTS

In order to maintain HIV Test Counselor certification, HIV test counselors are required to:

- 1) Complete six hours of DHWDC-approved continuing education every two years.

The content of the continuing education must be HIV specific or HIV related. HIV-related content is considered to be any subject matter which equips participants with enhanced skills or knowledge that will have a practical application to their work with clients in the HIV field.

and

- 2) Conduct at least 6 counseling and testing sessions each year.

Note: HIV CTR program supervisors, case managers and partner services/disease intervention staff are exempt from the minimum counseling and testing session requirement.

MEETING THE UPDATE CERTIFICATION REQUIREMENT

HIV Test Counselors may fulfill the update requirement by taking advantage of DHWDC-sponsored opportunities as well as events and opportunities sponsored by organizations other than DHWDC.

Update hours may be obtained at one time (i.e., a one-day workshop) or in smaller segments over the course of two years. Counselors must receive a total of six hours of HIV-specific or HIV-related skills and information enhancement every two years. Counselors will be permitted to use six hours of update training from any of the following categories: a) counseling, psychosocial issues or issues for special populations (e.g., substance users); and b) HIV epidemiology, biology, testing or treatment.

Options for meeting the update certification requirement include:

Option 1: One-Day HIV Prevention Specialist/Test Counselor Update

Counselors may attend one of the following DHWDC-sponsored one-day HIV Prevention Specialist/Test Counselor Update Trainings.

Option 2: Specialized HIV Training Courses

Counselors may attend one of the DHWDC-sponsored Specialized HIV Training courses listed in this calendar.

Option 3: Partner Services (PS) Training Courses

Counselors may attend one of the DHWDC-sponsored PS Certification or Recertification trainings listed in this calendar.

See 2009 DHWDC Training Calendar for information on update options 1-3 and application process.

Option 4: Annual Statewide STD/HIV Conference

Counselors may attend the DHWDC-sponsored annual STD/HIV Conference that takes place in November/December. Conference announcements will be mailed out during the summer. **Please note: to use the Annual STD/HIV Update Conference as a certification update, name and counselor ID number must be provided to conference registration staff for credit. For more information on the conference contact Rhonda Bantsimba at (313) 456-3322.**

Option 5: Non-DHWDC Sponsored Events

Some options confer continuing education credits/units to maintain professional licensure. MDCH/DHWDC will count the number of credits awarded to nurses towards HIV counselor certification update hours.

COUNSELORS DO NOT HAVE TO ATTEND MDCH/DHWDC TRAININGS FOR UPDATE CREDIT. Counselors may fulfill the update requirement by taking advantage of other HIV-related training opportunities. Many of these opportunities are free or low cost and some do not require travel away from your place of employment. The following are examples of these options:

- HIV/AIDS ODCP Communicable Disease Trainings
- HIV Staff In-services
- PRP-Approved HIV Prevention Videos
- HIV-related *MMWR* CME Program Courses
- Web-based CME Opportunities (e.g., Medscape HIV/AIDS CME Center, www.rn.com, <http://mi.train.org>)
- Satellite, Web, and TV Broadcasts
- National STD Prevention Conference
- National HIV/AIDS Update Conference
- United States Conference on AIDS
- Community Planning Leadership Summit

PARTICIPATION REQUIREMENTS

Full participation in update event is required in order to receive full credit. Break and lunch times will **not** be counted towards update hours. An agenda and verification of full participation must be submitted along with other required documentation (outlined below). **MDCH/DHWDC reserves the right to reject any non-DHWDC event as an update.** Contacting MDCH/DHWDC prior to event to ensure its eligibility is strongly encouraged.

VERIFICATION OF PARTICIPATION/COMPLETION

For DWHDC-sponsored trainings, the “DHWDC Update Proof of Attendance” form will be provided to participants on site. Submission of additional documentation is not required. Certification update information will automatically be updated in HAPIS records.

*For Non-DHWDC trainings/events, complete document submission includes **all** of the following items:*

- the “*HIV Update Documentation*” form**;
- an explanation of event’s relevance to job duties;
- the “*DHWDC Update Verification of Attendance for Non-HAPIS Events*” form** completed by event coordinator/staff;
- registration confirmation, which includes your name and date of event (payment receipt not acceptable);
- a conference booklet or an agenda of the event; **and**
- a copy of any certificates of completion obtained as a result of the education activity.

*For medical continuing education journals, videos, online resources (Option 5), complete document submission includes **all** of the following items:*

- the “*HIV Update Documentation*” form**;
- A copy of the article with exam (i.e. MMWR)
- A written summary of any video or online resource

DEADLINES FOR COMPLETION OF CERTIFICATION UPDATES

Update activity must be completed by the last day of the month in which certification is due to expire. Documentation must be submitted to DHWDC no later than 30 days after certification is due to expire. Upon receipt of documentation, DHWDC staff will contact submitter to acknowledge receipt and inform them of the status of their submission.

RESPONSIBILITY FOR MONITORING CERTIFICATION STATUS

Program supervisors are responsible for monitoring the certification status of agency counselors.

For more information contact, Christina Bolden at boldenc@michigan.gov or (313) 456-2181.

**Forms may be found on the MDCH web site at: <http://michigan.gov/hivstd>. Follow the “Training” link.