

## **Recertification Requirements for HIV Test Counselors, Partner Services and HIV Test Administrators**

All HIV Test Counselor, Test Administrator, and Partner Services (PS) certifications expire at the end of the second full year from issue date (i.e., issued February 2015, expires December 2017). While MDHHS staff maintains oversight of certification requirements, it is the responsibility of the individual and/or their agency to ensure certification status is current.

NOTE: Only HIV Test Counselors and Test Administrators associated with State-funded agencies will receive an ID number. This ID number is transferrable to a new agency, State-funded or not.

If a participant has successfully completed training, ID number requests must be submitted by the participant via **SHOARS request for a Counselor ID number**.

In order to maintain active HIV Test Counselor certification, anyone certified via the CTR Module series must:

1. Complete six hours, attained from one session or in smaller segments over time, of update trainings every two years, per the following guidelines:
  - State of Michigan (SOM)-sponsored HIV update trainings are eligible to maintain certification. This includes HIV prevention, care, and PS trainings. Each training is approximately six hours.
  - Non-SOM update trainings with HIV-related content may be eligible, if the following criteria are met:
    - HIV-related content is considered to be any subject matter that equips participants with enhanced skills or knowledge with practical application to their work with clients in the HIV field.
    - The following areas are eligible: counseling, psychosocial issues, special populations' issues (e.g., substance abuse, women's health, etc.), epidemiology, biology, testing, and/or treatment.

NOTE: If re-certification requirements are met with non-SOM trainings, participants must complete the [HIV Training Update Documentation Form](#). All documentation must be submitted via **SHOARS request for Counselor ID Renewal** on or before December 31<sup>st</sup> of the expiration year.

2. Complete two competencies each year: one for Alere Determine and one for Chembio. Please submit the competencies via **SHOARS request for Counselor ID Renewal** upon completion. In order to re-certify, 4 total competencies must be submitted prior to the Counselor ID expiring.

In order to maintain active PS certification, all PS staff are required to complete six (6) hours of in-person update training every two years, per the following guidelines:

- State of Michigan (SOM)-sponsored HIV update trainings are eligible to maintain certification. This includes HIV prevention, care, and PS trainings. Each training is approximately six hours.

- Non-SOM update trainings with HIV-related content may be eligible. Contact Tracy Peterson-Jones at [PetersonT@michigan.gov](mailto:PetersonT@michigan.gov) for further information.

### **Verification of Participation for Counselor Certification/Re-Certification**

Upon attendance at any State of Michigan update trainings the State of Michigan Annual HIV & STI Conference, the Michigan Clinical Nursing Conference for HIV and STI Care, or the Ryan White & Housing Summit, no additional documentation needs to be submitted. Attendance records will be used for verification purposes.

If a counselor is seeking re-certification based on attendance at any other training courses, the following documentation must be submitted for verification:

1. The [HIV Training Update Documentation Form](#) completed by the participant;
2. Registration confirmation, which includes your name and the date of the event (payment receipt not acceptable);
3. A conference booklet or an agenda of the event; *and*
4. A copy of any certificates of completion obtained as a result of the educational activity.

For continuing medical education (CME) journals, videos, and online resources, complete document submission includes ALL of the following items:

1. The [HIV Training Update Documentation Form](#) completed by the participant;
2. A copy of the article (e.g., MMWR); and
3. A written summary of any video or online resource.

NOTE: MDHHS reserves the right to reject any non-HIV activity as an update. Contacting Bry Fryczynski at [FryczynskiB@michigan.gov](mailto:FryczynskiB@michigan.gov) prior to an event to ensure its eligibility is strongly encouraged.