

# Comprehensive Outreach Education Certificate Program (COEC)

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COEC program is a two-part, 80-hour training program that covers core competencies Community Health Workers need to provide effective community outreach and health education work in community-based settings.

The training emphasizes skills to prepare CHWs to serve in a variety of functions including culturally appropriate health education and outreach, navigating the health and human service systems, assuring access to services, advocating for individual and community needs, and building individual and community capacity. In addition, the training encourages CHWs to become proficient on health issues affecting diverse communities and introduces them to a public health framework for understanding these issues.

## ***To enroll and complete the COEC Program:***

### Step 1

- Enrollment is available for Community Health Workers and volunteers that are employed by community health centers or community based organizations that do at least 20 hours a week of Community Health Work.

### Step 2

- You and your employer will be held to CHEC's training policies. CHEC's Policy Agreement must be read and signed by both attendee and supervisor to complete registration.
- No Partial registration or payments will be accepted. You must attend all training dates for the full length of the training session.

### Step 3

- You must attend all CORE sessions plus complete a minimum of 18 hours of health modules (example: 2 full day & 2 half day sessions).

***The cost of the COEC Program is \$650.00. Your agency is required to pay this fee.***



## **EXPECTATIONS:**

Participants are expected to be professional, courteous, respectful, and promote a learning atmosphere during the training sessions. The use of cell phones or beepers during the training is prohibited and must be turned off or set to vibrate at the beginning of each session.

- **Class Materials:** All students will receive a packet and USB Port with all training information. Participants are expected to bring their class materials to each class. Students are also encouraged to utilize CHEC's resource library that has information related to each session. This information will be helpful in your role as a Community Health Worker. Students are also encouraged to share other resources they may have with classmates.
- **Confidentiality:** During this training program, you may be asked to share your experiences and those of your family or friends in a client-case worker interaction. Please respect confidentiality and do not disclose full names. Leave all confidential discussion in the classroom.
- **Weather and Other Emergencies:** please see class cancellation policy.

## **PROGRAM REQUIREMENTS:**

All program requirements must be met prior to receiving a Certificate of Completion for the training. Program requirements include:

- **Class Participation:** CHEC is an interactive program and class participation is required to learn and practice outreach skills and techniques.
- **Punctuality:** Students are expected to arrive on time for each training session. All classes start at 9:30 after 9:45, you will not be allowed in the class and will have to make up that class at a later time.

***Please note: Space for the COEC Program is limited. If accepted, participants are required to submit the full amount of \$650.00 fee (no refunds), CHEC registration form and a signed CHEC training policy form prior to first class. Payments must be made in agency checks or money orders only. No personal checks accepted. Agency checks are payable to:***  
***CHEC***

***“Meeting People Were They Are...”***

