Community Health Worker Certification Program Admission Checklist

☐ **1.** [Register online](#) for the program.

☐ **2.** Complete and submit your [Scholarship Application form](#) and essay by the deadline.
Email or fax

☐ **3.** Submit your **Official High School transcript and Diploma** (Or proof of GED).
Email, fax, or bring to your background check at CSU after you are accepted into the program

☐ **4.** Submit a copy of your **Driver License or State ID** and **current medical/health insurance information. (***Email, fax, or bring to your background check at CSU after you are accepted into the program*)

☐ **5.** Sign the [Authorization to Release Information form](#)
Email, fax, or bring to your background check at CSU after you are accepted into the program

☐ **6.** Submit your COMPLETE [Immunization documentation](#), including COVID.
*Email, fax, or bring to your background check at CSU after you are accepted into the program **(PHOTOS OR SCREENSHOTS OF DOCUMENTS ARE NOT ACCEPTED)***

☐ **7.** Schedule your substance testing **after you are officially accepted into the program.**
Follow instructions on the form- Bring your substance testing form to the testing at St. Vincent's. Substance testing forms will be provided to you after you are accepted into the program. Results will be sent directly to us from the testing site.

☐ **8.** Obtain your background check **after you are officially accepted into the program.**
Provided in the CSU School of Nursing office- Bring your completed background check form and ID. Background check form will be provided for you after you are accepted into the program

☐ **9.** Complete your CPR Certification.
Provided by CSU as part of the program. If you are already certified, you may email or fax a copy of your CPR Certification card.

Submit your documents via email or fax
Email: cenursing@csuohio.edu   **Fax: 216/687-3556**
Attn: Cleveland State University School of Nursing CHW Program, Noelle Muscatello

www.csuohio.edu/nursing/continuing-education/community-health-worker-certification-program