

Applying to be a Certified Traditional Health Worker

(Using a Training Program Certificate)

PREPARING TO APPLY

- Use a computer/laptop or a smart phone to apply
- Create an account in the Health Workforce Registry, <https://healthworkforceregistry.oregon.gov/>
- Save a copy (file) of your documents to your computer or phone
 - a. THW training certificate that you received from the training program (must have your name, hours completed, training program name, and dates of start and completion)
 - b. Oral health certificate (must have your name, credit hours, training program name, and date)
- Make time – It can take up to 30 minutes to apply

APPLYING IN THE PORTAL

1. Sign into your account in the Health Workforce Registry
2. Click on “Create a New Traditional Health Worker Application” on the main page to start your application.
3. Read through the page and then click on “continue”
4. **New Application - Select Application Type** – select the bubble that matches the worker type that you completed training for. It will be on your certificate.
5. **New Application - Select Worker Role Expectations** – select all the roles you will expect to have as a THW. Also think about the people you will interact with.
6. **New Application – Select Qualifications** – select “NONE”
7. **New Application – Trainings** – Here is where you will add in your training certificate and your oral health certificate.
 - a. Click on “+ Add” in the blue bar. Select “OHA-Approved (your worker type) Training” and add the information about your training. Upload your certificate. Click “save.”

- The BCU will occasionally require fingerprints. The OHA THW Program will email you a fingerprint letter with thorough instructions on how to get your fingerprints taken. You will be asked to get your fingerprints taken if you use the following ID:
 - Out-of-state driver's license
 - Passport
 - Tribal ID
 - Military ID
- If more information is requested, the BCU will mail a letter with instructions.
- Note that the THW program staff do not conduct your background check, nor do they have access to view what is in your background. If you have any questions about the background check, please email BCU.info@ohdsoha.oregon.gov

COMPLETING THE APPLICATION PROCESS

The BCU ORCHARDS will let the THW Program know if you passed or failed the background check.

- If you passed: The THW Program will approve your application, and a Determination Letter will be emailed to you that contains your THW registry number. If you opted in, your information will automatically be added to the [THW Registry](#). From there, if you would like, you can apply for a provider ID. For more information on that process, please visit the [Provider Enrollment Department](#) webpage.
- If you failed: The BCU will email you a letter with instructions on how to appeal their decision. Remember, the THW program does not have access to your background check, and we will not know why you failed your background check. You must contact the BCU at BCU.info@odhsoha.oregon.gov or call 503-378-5470



You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the THW program at THW.program@oha.oregon.gov or 971-280-3197. We accept all relay calls.

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