

Letter of Recommendation Template

A professional letter of recommendation written on the organization's professional letterhead is required when using the Legacy Clause certification pathway to become a certified Traditional Health Worker in the state of Oregon.

The letter of recommendation must be written by a current or past supervisor, licensed health provider, colleague, or an authorized representative from a community-based organization that is familiar with the applicant's work and/or volunteer experience within the last five years.

Traditional Health Workers include:

- Community Health Workers
- Doulas
- Peer Support Specialist in Adult Addictions, Adult Mental Health, Family Support Specialist, or Youth Support Specialists
- Peer Wellness Specialists in Adult Addictions, Adult Mental Health, Family Support Specialist, Youth Support Specialists
- Personal Health Navigator

Instructions:

Step 1 – Review the Scope of Practice for the THW worker type that you are writing a letter of recommendation for. You can find the Scope of Practice in the [THW Toolkit](#).

Step 2 – Copy and paste the template in the box below onto your organization's letterhead. Do not use OHA's letterhead. Please do not include protected health or confidential information in the letter.

Step 3 – Return letter of recommendation to the applicant so they can upload it into the online application portal.

(Insert Date)

(Insert Address)

I, (name of individual completing the form) declare that (name of applicant) has demonstrated the skills, experience, and meets the competency requirements as a (THW Worker Type – please include specialty) outlined in OAR 950-060-0140 through 950-060-0150.

In under 200 words, please describe the applicant's, performance, and professional skills as it relates to the appropriate Scope of Practice (THW Worker Type – please include specialty). Please include known dates of employment/volunteering.

(Please sign and print name)

(Telephone Number)

(Best Hours to Contact)

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Traditional Health Worker Program at thw.program@odhsoha.oregon.gov or 971-673-3353. We accept all relay calls.

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