

CHW CONTINUING EDU

A GUIDE FOR PHARMACY TEAMS



CE INFO

AT A GLANCE

- Renewals for Missouri CHWs are completed every 2 years by April 30th.
- Requirements include 20 hours total with 6 of those hours in “Ethics” per renewal period.
- Verify your credential status here: <https://msapcbdatabase.com>

Programs that Qualify as CHW CE Credits

What qualifies as CHW CE?

Courses, presentations, and trainings taken that apply to a pharmacy technician’s role as a CHW are considered eligible for CE. The Missouri Credentialing Board understands that CHW’s who work in the pharmacy environment may have trainings that would not apply to any other CHW environment. All formats of CE can be included such as print, webinars, presentations, discussions, panels, as well as virtual live, on-demand, or in-person programs.

These programs do not have to be specifically accredited for CHWs or pharmacy technicians. For example, ACPE accreditation is not required for a program to apply as CHW CE, even those for pharmacy technicians serving in a dual-role as a CHW. For any training or program that a pharmacy technician completes that is relevant to their role as a CHW, their pharmacist supervisor can create a Certificate of Completion.

What qualifies as “Ethics” CHW CE?

For Ethics CE, the best method for receiving this CE is to ensure that the training has “Ethics” in the title. Examples can also include HIPAA training or Medicare Fraud, Waste and Abuse training as well.

How do I receive a Certificate of Completion for CHW CE?

For any training or program that a pharmacy technician completes that is relevant to their role as a CHW, their pharmacist supervisor can create a Certificate of Completion. This certificate must include the title of the program, the date of the program, the length of time of the program, and the signature of the supervising pharmacist or host/faculty of the program. A template certificate is available.

How to Renew Your CHW Certificate

Renew by Mail

1. Go to to www.missouricb.com and selected "Renewal Form" for printable forms.
2. Complete the required info requested in the renewal packet and attach all CE certificates of completion in printed form.
3. Complete payment information. (options include debit, credit card, or money order/check).
4. Mail all materials to 428 East Capitol, 3rd Floor, Jefferson City, MO, 65101

Renew Online

1. Go to www.missouricb.com
2. Click online renewal form
3. Complete all required info, as indicated by a red asterisk. CE certificates of completion will be uploaded here.
4. Complete payment information and submit.