



# New Volunteer Checklist

Use this checklist to make sure you have completed all the steps for becoming a Certified SHIBA Counselor. Your Coordinator may have you do some of the tasks at the same time or in a different order.

- Volunteer Application
  - Fill out online at [shiba.oregon.gov](http://shiba.oregon.gov) or PDF version
- Coordinator Contact
  - Your local sponsor will be in contact to guide you through the certification process
- Confidentiality and Conflict of Interest* statement
  - Sign and return to your Coordinator
- Online training
  - Refer to the *SHIBA Online Training Registration* document
  - Modules located on the Volunteer Training Program section of our website [healthcare.oregon.gov/shiba/volunteers/training/Pages/modules.aspx](http://healthcare.oregon.gov/shiba/volunteers/training/Pages/modules.aspx)
    - Obtain a copy of the test questions from your coordinator
- New Volunteer Training
  - Attend a two-day in-person training when offered by the Field Officers
- SMP Foundations Training – Fraud Prevention and Reporting
  - Attend in person or complete the online training modules in TRAX and Assessment
  - [smpresource.org/Content/Resources-for-SMPs/Training/Online-Training/SMP-Foundations.aspx](http://smpresource.org/Content/Resources-for-SMPs/Training/Online-Training/SMP-Foundations.aspx)
- SHIBA meeting
  - Attend SHIBA meetings
- Criminal Background Check (CBC)
  - Get a CBC kit from your Coordinator after completing the online module tests
  - Follow the instructions in the kit for fingerprinting
  - Return the completed kit to your coordinator
- Conditions of Volunteer Service and Partial Waiver and Release of Rights* forms
  - Read, sign, and return signed forms to your Coordinator
- STARS
  - Complete New Team Member form and return to Coordinator
- Internship
  - Your Coordinator will set up at least 10 hours of internship with a certified counselor
- Certificate/Badge (optional)
  - Once your training is complete your Coordinator can request a badge and a certificate for you from Dawn Shaw (see [healthcare.oregon.gov/shiba/counselor/Pages/ordering-badges.aspx](http://healthcare.oregon.gov/shiba/counselor/Pages/ordering-badges.aspx))
- Unique ID (optional)
  - Sign and return to your Coordinator a *Confidentiality Statement for Receipt of Unique ID* form