



SHIBA Counselor Annual Recertification

Each calendar year (Jan. 1 – Dec. 31), twelve (12) credit hours of continuing education are required for counselor recertification. The table below includes, but is not limited to, the various ways a counselor may achieve credit hours which count towards annual recertification. It is recommended that annual recertification be completed by Sept 30 of each year in order to be prepared for the Fall Open Enrollment Period (OEP).

Type of Training	Credit Hours
Regional or New Volunteer Training (RVT or NVT)	1cr/hr
Master Class	1cr/hr
Online Trainings	
• Core (Modules 1, 3, 9, 10, & 11)	12
• Intermediate (Modules 5, 7, 13, & LTC)	6
• Advanced (Modules 2, 6, & 12)	6
• Individual Modules - Core & Intermediate	1
• Individual Modules - Advanced	2
Fall Medicare Update Training	1cr/hr
Regional SHIBA meetings with program updates / SMEs	1cr/hr
Training Webinars (see list of sites on back)	1cr/hr*
Self Study (with Field Officer approval)	1cr/hr up to 6 total*
SMP trainings	1cr/hr up to 6 total**
STARS Training (required for new counselors)	2cr***
Other Approved Training by Field Officers	1cr/hr

*Volunteers are encouraged to participate in State Webinars, NMTP, and SHIP forum calls. Self study is also encouraged and we will count up to 6 hours towards your recertification when submitted with subject, time spent and details of study. Recommend sharing with SHIBA colleagues.

**SMP trainings include: Foundations training plus assessment test (3); Simple Inquiry (1); One-on-One Counselor(1); Group Education (1); Complex Issues & Referrals (1); The Complex Issues & Referrals may be worth more points since it might be longer and take more time to complete.. A maximum of six credit hours will be counted towards recertification.

*** All SHIBA coordinators and counselors are required to take this training. Training will be available in multiple formats: in-person, group and webinar.

Additional opportunities may be made available for continuing education credit hours in the future. Volunteers & Coordinators need to keep track of continuing education hours and, where necessary, notify the State Office of completion.

Credits may be given to volunteers who conduct trainings; they would need to submit a copy of their presentation to their Field Officer for review prior to the training. Presentations given at the bimonthly volunteer meetings may be considered if approved in advance by the Field Officers.

Field Officers will be notified of volunteer's incomplete recertification by the deadline and will work with Coordinators to see how best to get the recertification completed when appropriate.

A re-certification test may be requested at the discretion of the State and/or local Sponsor rather than the 12-credit hour alternative. Please direct any volunteer recertification questions to your Field Officer.

Training Credit Record-Keeping

When submitting training for credit to your SHIBA Coordinator, please provide the following information so that the state office can give you credit:

- Date of training, live webinar or date recording is viewed
- Subject of training
- What organization provided the training
- Length of training (credits are per hour; no half credits. For example, 1.5 hrs is 2 credits)
- Trainings provided by state SHIBA will have attendee information. If participating as a group on a webinar, an attendee list will need to be submitted by the Coordinator.
- Training attendance will be captured monthly in the new STARS system starting July 2018. Please work with your Field Officer if guidance is needed.

Training Sites:

[Oregon SHIBA](http://healthcare.oregon.gov/shiba/volunteers/training/Pages/webinars.aspx) website with a list of upcoming live webinars as well as recordings of past webinars. healthcare.oregon.gov/shiba/volunteers/training/Pages/webinars.aspx

The **[SHIP Technical Assistance Center](http://shiptacenter.org/)** (SHIP TA Center.) Requires counselors be registered with site, and logged in to see training options. Lots of information on various topics and a calendar of upcoming live webinars. shiptacenter.org/

[National Medicare Training Program](http://cmsnationaltrainingprogram.cms.gov/) that provides both live webinars and recorded versions. Counselors can subscribe to their notification list serve for announcements of upcoming trainings. cmsnationaltrainingprogram.cms.gov/

[National Council on Aging Resource Center](http://ncoa.org/resources/) – provides lots of information and training. Can search by webinar or by topic. ncoa.org/resources/

[NeedyMeds](https://www.needymeds.org/) – a clearinghouse of patient assistance resources. <https://www.needymeds.org/>

[State Unit on Aging](http://oregon.gov/DHS/SENIORS-DISABILITIES/SUA/Pages/AAA-Training.aspx) has some webinars that may be of interest to SHIBA counselors who want to know more about the ADRC, Medicaid, etc. oregon.gov/DHS/SENIORS-DISABILITIES/SUA/Pages/AAA-Training.aspx

smpresource.org