



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 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
 - Your coordinator has copies of the test questions, obtain a copy from them
- 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 and test
- 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
 - Email your Field Officer to be registered
- Internship
 - Your Coordinator will set up at least 10 hours of internship
- 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)
- Unique ID (optional)
 - Sign and return to your Coordinator a *Confidentiality Statement for Receipt of Unique ID* form