



SHIBA Volunteer Recertification

Each calendar year (Jan. 1 – Dec. 31), twelve (12) credit hours of continuing education are required for recertification. The table below outlines the various ways a volunteer may achieve credit hours which count towards annual recertification. It is recommended that annual recertification should 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
SMP trainings	1 cr/hr
Regional or New Volunteer Training (RVT or NVT)	1 cr/hr
Master Class	1 cr/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	1 cr/hr
National Medicare Training Program (NMTP) or State Health Insurance Program (SHIP) forum conference calls	6**
State Webinars	6**
Self Study	6**

*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 a longer and take more time to complete. (1). A maximum of six credit hours will be counted towards recertification.

**Volunteers are encouraged to participate in all State Webinars, NMTP, and SHIP forum calls; however, a maximum of six credit hours will be counted towards recertification. Self study is also encouraged and we will count a total of 6 hours towards your recertification.

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.