



# ORCHWA

Oregon Community Health Workers Association

## Guidelines for Independent Facilitators

### Introduction

To conduct training for Community Health Workers (CHWs), Community Education Workers (CEWs) and other groups, the Oregon Community Health Workers Association (ORCHWA) contracts with facilitators who are not members of the ORCHWA team. We contract with content experts (some of whom are CHWs/CEWs and some who are not) to assure we have the content knowledge participants need. We also contract with CHWs/CEWs to provide them with professional development opportunities and opportunities to gain experience using popular/people's education.

All the CHW/CEW training conducted by ORCHWA is paid for with fees and revenue obtained for this purpose. Payment we receive for training covers our costs; it does not produce financial gain. ORCHWA has limited resources to contract with guest facilitators and can only pay guest facilitators if they cannot facilitate on work time. Facilitators who can do preparation and presentation on work time, as an in-kind contribution from their agency, are requested to do so. If needed, ORCHWA can reimburse organizations for their staff time used to facilitate trainings. Organizations must submit an invoice to ORCHWA using the guidelines mentioned below. In order to ensure we can contract with guest facilitators when we need them, we have established the following guidelines:

### Guidelines

- Content experts (both CHWs and non-CHWs) may choose between two possible rates:
  - **Option 1:** \$75/hour, no preparation time included
  - **Option 2:** \$50/hour including prep time, at a maximum of 1:1 preparation to presentation time
- CHWs/CEWs being trained as facilitators are paid at a rate of \$25/hour for presentation and preparation time, at a maximum of 1:1 preparation to presentation time.
- Rates of pay will be negotiated on a case by case basis and must be established by the ORCHWA staff member and the facilitator before preparation begins.
- Facilitators who travel more than 30 miles one way from home to the training site will be able to bill for mileage according to the federal mileage rate.
- Guest facilitators need to complete an Independent Facilitator Information Form, a W-9 form *before* the training occurs.
- After the training they need to complete an invoice (examples available upon request). All forms should be sent via email to [workforce@orchwa.org](mailto:workforce@orchwa.org). After the forms have been received by ORCHWA, please allow 30 business days for the payment to be processed and sent to the facilitator.