

# Certified Healthy School

## Frequently Asked Questions

### Benefits

**Q: Why is becoming Certified Healthy important to my school?**

A: Certified Healthy School recipients may be eligible to apply for an incentive grant. Certified Healthy is a free assessment tool to see where your school stands on supporting health and to show recognition to schools that go 'above and beyond' to create a healthy, nurturing environment.

### Eligibility

**Q: What qualifies as a School?**

A: Any public or private school that educates Pre-Kindergarten through 12<sup>th</sup> grade.

**Q: If I was a Certified Healthy School last year, do I need to reapply?**

A: Yes, applicants must re-apply each year for certification.

**Q: My school is state mandated smoke-tobacco free. Do I need to have a written policy?**

A: In order for a school to achieve Excellence, a school must enforce a 100% tobacco-smoke free written policy that applies to the entire property under their control, both indoors and outdoors; the policy must apply to all people, at all times. Please submit a copy of the policy with the CHO application.

### Application Process

**Q: When can I apply?**

A: The application period runs from August 1<sup>st</sup> to November 1<sup>st</sup>.

**Q: Where do I apply?**

A: Please apply online at [Certified Healthy \(oklahoma.gov\)](https://oklahoma.gov/certified-healthy)

**Q: How do I retrieve my login information from the previous year?**

A: Contact the Certified Healthy Oklahoma Team at <https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6>

**Q: Can I mail or fax my application?**

A: No, all applications must be completed online. We will not accept mailed or faxed applications.

**Q: How will I know if my application was submitted successfully?**

A: You will receive a confirmation e-mail if your application is submitted successfully. If you do not receive this e-mail, first check your spam to see if it was sent there; if it is not there, please contact the Certified Healthy Oklahoma Team and verify if it went through successfully. If it did not, you will need to re-submit.

**Q: I work with multiple school sites. Does each one need to apply?**

A: As policies and procedures vary by location, we encourage applicants to submit an application for each site. Public schools should apply per site as designated by the Oklahoma State Department of Education. Also, we encourage the district offices to apply as a business, rather than a school.

**Q: My school has an early childcare program connected to it. Should I apply as an early childhood program as well?**

A: Yes, we encourage early childhood programs connected to and/or affiliated with a school to apply separately.

**Q: I am having technical issues with the application and/or website. Who can I call?**

A: Please contact the Certified Healthy Oklahoma Team at <https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6>

**Q: I have entered my county/school district name on the application, and I received an “invalid school district” or “invalid county” code at the top of the application. Why did I get this code?**

A: The application is designed to accommodate specific responses. You will need to type in only your district or county name (i.e. “Carter” instead of “Carter County” or “Idabel” instead of “Idabel School District”). The list will pre-populate as you type. Try typing in the first 3 letters of the district name or County and select from the pre-populated list that appears. The application will not allow the user to move to the following page if the information is not put in exactly the way the system recognizes.

**Q: How can I find my school site code?**

A: To find this information, please visit: <https://sde.ok.gov/state-school-directory>

**Q: When will the awardees be announced?**

A: We will send out award decisions in January.

**Q: When is the professional development event?**

A: The CHO Virtual Event is held in June. The breakout sessions are held virtually so it is free to attend.

## Criteria

**Q: How many criteria are there on the school application?**

A: There are 87 criteria total in nine categories.

**Q: Are the criteria different from last year?**

A: The criteria were updated in 2023 and align with the Coordinated School Health. All Certified Healthy Oklahoma criteria are updated biennially to reflect the latest best and promising practices.

**Q: Where did these criteria come from?**

A: The Certified Healthy School criteria are based on the Coordinate School Health model and is aligned with the School Health Index Assessment Tool.

**Q: I need help understanding a criterion. What should I do?**

A: First, check out the Resource Guide. If you still need assistance, contact the Certified Healthy Oklahoma Team at <https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6>. If you are interested in having someone from your local community assist with your questions, please refer to the contact section.

**Q: These criteria seem difficult. Who can I talk to about implementing these components?**

A: Please contact the Certified Healthy Oklahoma Team, or if you are interested in having someone from your local community assist with your questions, please refer to the contact section.

## Scoring

**Q: How will my application be scored?**

A: We strive to be as transparent as possible with scoring. We use specific points for scoring, and applicants are scored based on the points of criteria checked in *each* category. Scoring information is available online at [Certified Healthy School \(oklahoma.gov\)](https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6).

**Q: How many criteria do I need to check in each category to be certified?**

A: Please see the scoring information on [Certified Healthy School \(oklahoma.gov\)](https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6). The number of criteria needed for certification varies by certification level.

**Q: I did not receive certification last year. How can I improve my score this year?**

A: We are here to provide technical assistance to your program. Please contact the Certified Healthy Oklahoma Team at <https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6>. We can pull up your latest application and work with you to identify ways to improve it. Your local county health department is also a great resource for information on criteria implementation.

## Contacts

### **Q: Who do I contact with questions about Certified Healthy Oklahoma?**

A: Please submit your question to the Certified Healthy Oklahoma Technical Assistance Management Platform Request webform at:

<https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6>

### **Q: Who can I contact locally for help with Certified Healthy?**

#### • **Healthy Living Program Grantee**

- Click on the link to find a Healthy Living Program Grantee in your area, <https://oklahoma.gov/tset/tset-programs/healthy-lifestyle-grants.html>

#### • **County Health Educators**

- Click on the link to find a County Health Educator in your area, <https://oklahoma.gov/health/locations/countymap.html>

### **Q: Who do I talk to about requirements for TSET Healthy Schools Incentive Grants?**

A: You can contact Laura Matlock.

- Laura Matlock, Program Manager, Healthy Schools Incentive Grants
- Email: [lauram@tset.ok.gov](mailto:lauram@tset.ok.gov)
- For more information about the grant, click the link below <https://tset.ok.gov/content/healthy-schools-incentive-grants>