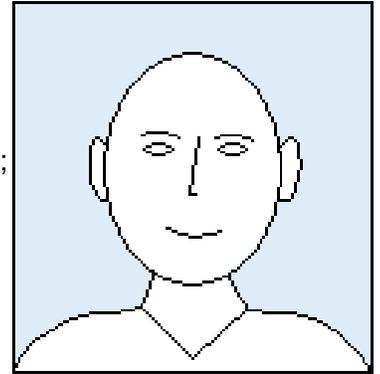




PROMOTOR(A) OR COMMUNITY HEALTH WORKER TRAINING AND CERTIFICATION PROGRAM SPECIFICATION GUIDELINES FOR PHOTOGRAPHS

Photographs must be submitted to the Texas Department of State Health Services in order to fulfill application or renewal requirements to be certified as a promotores(as) or community health workers. Digital photographs should fulfill the same specifications and guidelines as standard photos (see guidelines listed below). Digital photos that are submitted in hard copy only without the accompanying electronic version should be printed as high quality photos on **glossy photo paper (not on matte paper, which interferes with scanning)**; i.e., look like a regularly processed photograph. All photographs are for use as identification and should:

- Be in **color**.
- Be in **jpeg (.jpg)** format when submitted electronically.
- Capture the **subject's frontal view** (per diagram), not profile nor slight profile; both ears would be showing in a frontal view.
- Be **clear**, not fuzzy or dark; facial features should clearly stand out from background.
- Show facial features** without shadows.
- Be sized no smaller than 2" x 2" square**.
- Be properly **labeled** with the **subject's full name**.
- Capture the subject against, preferably, a **plain, light background** (without objects in the background); subject's outline should not blend into the background.
- Assure the subject **does not wear caps or hats** so hair can be seen.
- Be a **recent** photograph of the subject (within the last six months).
- Show the subject as they **normally look today on a day to day basis and show all their facial features with natural skin tones** (i.e., please do not submit "glamour shots").
- Not be paper-clipped or stapled** when submitted as hard copy so it is not damaged.
- Be **verifiable** that the subject in the photograph is the person on the application.



For questions or clarification on the above guidelines, contact program staff at **(512) 458-7111, ext. 3500**. You may e-mail your digital photographs to CHW@dshs.state.tx.us

Hard copy photographs may be mailed with application or separately to: **Texas Department of State Health Services, Promotor(a) or Community Health Worker Program, 1100 West 49th St., M-328, Austin, TX 78756-3199.**