



# Birth Registrar Certification



[www.texasvsu.org](http://www.texasvsu.org)

# Birth Registrar Certification

## Table of Contents

Texas Birth Registrar Certification Introduction . . . . .	2
Issues and Solution . . . . .	3
Certification / Re-certification Procedures . . . . .	4
BRC Application	
Training . . . . .	5
Resources . . . . .	6
Procedures . . . . .	7
TER Usage . . . . .	8
Data Collection . . . . .	9
Texas DSHS Confidentiality and Non-Disclosure Agreement. . . . .	10
BRC Online Training . . . . .	11-12
BRC Certificate (example) . . . . .	13
Texas Administrative Code (TAC) – proposed	
BRC Scope . . . . .	14
BRC Requirements - Definitions . . . . .	15
BRC Requirements and Procedures . . . . .	16
BRC Continuing Education . . . . .	17
Application for Birth Registrar Certification / Re-certification . . . . .	18
Birth Registrar Certification Survey . . . . .	19



# Birth Registrar Certification



## Introduction

### Purpose

The purpose of creating the Texas Birth Registrar Certification is to improve birth registration in Texas by standardizing the data collection and data entry practices of birth registrars. Improving birth registration is critical to ensure individuals receive a valid birth certificate, and to ensure that the statistical data accurately represents the health of Texans.

### Public Health

Birth records provide important public health information making it crucial for the statistical data to be accurate, complete and measurable. Statistical data impacts the general health of Texas because it is directly related to research, public health programs, medical practices, and funding.

### Partners

The state of Texas must collaborate with a variety of state and federal partner agencies. These agencies include, but are not limited to the Social Security Administration, State Passport Agency, Office of the Attorney General, Immtrac, and the National Center for Disease Control (CDC). Information entered into TER must be compatible with other state and federal databases, requiring the need to follow federal standards for entering data into TER.

### History

In 2005, the Department of State Health Services – Vital Statistics Unit implemented an electronic birth registration system (TER) for the state of Texas. This system greatly improved the registration and issuance processes for birth records. It also provided a wealth of statistical data and important information on the health trends of Texans. This information is used to provide funding for programs that improve the birth outcomes and general health of the public. The statistical data provides the medical profession with data to improve birth delivery practices as well as to assure healthy babies.

# Birth Registrar Certification



## Introduction (continued)

### Issues

A growing number of issues have been identified by a variety of stakeholders, each highlighting the need for standardizing practices and increasing education and training. Some of these issues include:

1. The Vital Statistics Unit has analyzed the effectiveness of the system to collect data on a regular basis and has identified a decline in accurate and complete data.
2. An increasing number of problems are occurring due to inaccurate data that is being entered and is not compatible with other state and federal agencies. These issues create unneeded problems for individual citizens and take time and a coordinated effort to resolve.
3. Other issues include the need to decrease the number of errors, reducing the number of amendments submitted to correct user errors.

### Solution

The goal of the Birth Registrar Certification is to standardize how birth registrars are collecting information and filing birth records statewide. Requiring certification will ensure that birth registrars in Texas attend training in areas including data collection, TER, security and fraud, and customer service.

The Vital Statistics Unit will share information and certification requirements for the Birth Registrar Certification through the VSU website at [www.texasvsu.org](http://www.texasvsu.org).

# Birth Registrar Certification

## Certification / Re-certification Procedures

All current birth registrars will be required to obtain Birth Registrar Certification from the Texas Department of State Health Services, Vital Statistics Unit, as prescribed in the newly proposed Texas Administrative Code (TAC) - Title 25; Part 1; Chapter 181; Subchapter D; Rule 181.50.

### Certification

Birth Registrar Certification will be received once the following requirements are met:

- Current TER User
  - Must have an unique TER username and password
- Sign an oath of confidentiality/non-disclosure statement
  - Provided by DSHS – VSU (kept on file at facility)
- Must be AOP certified (annual process)
- Complete the TER Birth online training (available Fall 2012)
- Complete the Application for Birth Registrar Certification / Re-certification
- Midwives / Advanced Practice Nurses must be currently licensed with the Texas Midwifery Board / Texas Board of Nursing

Once the online Application for Birth Registrar Certification / Re-certification is submitted a certification certificate will be issued to the birth registrar, showing the date of certification. (available Jan. 1, 2013)

### Recertification

Birth Registrars will need to renew certification every two years, as prescribed in the newly proposed Texas Administrative Code (TAC) - Title 25; Part 1; Chapter 181; Subchapter D; Rule 181.52.

The requirements for renewal of the Birth Registrar Certification are:

- Complete 8 hours of Continuing Education Units (CEUs) in vital records training
- Complete an Application for Birth Registrar Certification / Re-certification



# Birth Registrar Certification

## Application for Birth Registrar Certification / Re-certification

**Each individual registering births in the State of Texas must complete this application online every two years.**

Name of Birth Registrar:	Title: <input type="checkbox"/> Birth Registrar <input type="checkbox"/> Midwife / Nurse-midwife <input type="checkbox"/> Other (specify) _____
Name of Facility (if applicable):	Midwife / Nurse-midwife License # Expiration date:
Physical Address	County
Phone	Fax
Email	TER User Name (ID) Do not indicate password

### Registration

Number of births registered at your facility last year: \_\_\_\_\_

List all other duties you perform in addition to registering births at your facility (e.g. medical transcriptionist, receptionist, billing, etc.) \_\_\_\_\_

### Training

TER – Birth Online Training (available Fall 2012)	Date:
AOP Certification – AOP Entity Code: _____	Date:
VSU Regional Conference	Date:
VSU Annual Conference	Date:
Other (specify)	Date:



# Birth Registrar Certification



## Application for Birth Registrar Certification / Re-certification (continued)

### Resources

1. Do you use the VSU website [www.texasvsu.org](http://www.texasvsu.org) for information / resources?  Yes  No  
What information do you use from the website?  
\_\_\_\_\_  
\_\_\_\_\_  
How often? \_\_\_\_\_
2. Do you have access to a training manual for birth registration functions?  Yes  No
3. Do you / your facility run reports to verify statute compliance?  Yes  No  
If yes, what reports do you run? (Example – timeliness reports)  
\_\_\_\_\_  
\_\_\_\_\_
4. Are you bi-lingual?  Yes  No  
If yes, what language: \_\_\_\_\_
5. Do you provide AOP and other birth information to the parents?  Yes  No  
If yes, what birth information: \_\_\_\_\_  
\_\_\_\_\_
6. Is your office conveniently located near the Labor and Delivery area of your facility?  Yes  No

# Birth Registrar Certification

## Application for Birth Registrar Certification / Re-certification (continued)

### Procedures

Do you / your facility have procedures in place for the following:

Procedure	Written procedure?
Surrogacy / Gestational Agreements	___Yes ___No
Adoptions	___Yes ___No
Foundlings (abandoned babies)	___Yes ___No
En Route Births	___Yes ___No
Home Births (non-institutional births)	___Yes ___No
ImmTrac	___Yes ___No
AOP	___Yes ___No
Fetal Death	___Yes ___No



# Birth Registrar Certification

## Application for Birth Registrar Certification / Re-certification (continued)

### TER Usage

1. Who is designated in TER as the local administrator for your facility?  
(i.e. setting passwords, adding new users, etc.)

\_\_\_\_\_

2. If you are the local administrator, are you updating your user security tables to reflect only current users?  Yes  No

3. What functions can you perform in TER? (check all that apply)
- Local Administrators  
 Data Entry  
 Certifiers  
 Run Reports

4. Do you offer the parent an opportunity to review the *Verification of Birth Facts* and obtain a signature acknowledging this information is correct?  Yes  No

5. Are you using TER generated AOPs?  Yes  No



# Birth Registrar Certification



## Application for Birth Registrar Certification / Re-certification (continued)

### Data Collection

1. Do you use the mothers / medical worksheets to collect birth record data?  Yes  No
2. How do you interview the mother to receive vital data? (check all that apply)  
 Telephone  One on one (in person)  Written communication  
 Mobil computer  Other \_\_\_\_\_
3. Who obtains the mother's demographic information for the birth certificate? (check all that apply)  
 Birth Clerk  Nurse  Physician  
 Other \_\_\_\_\_
4. Who obtains the medical information for the birth certificate? (check all that apply)  
 Birth Clerk  Nurse  Physician  
 Other \_\_\_\_\_
5. Do you inform the new parents on how to order / obtain birth certificates from Vital Statistics?  Yes  No
6. Does your facility have a procedure for periodically assuring the quality of the birth data?  Yes  No
7. Do you explain the importance of birth record data that is collected to the parent(s)?  Yes  No

I hereby certify that to the best of my knowledge and belief all of the information on this form is correct.

\_\_\_\_\_  
Birth Registrars Signature

\_\_\_\_\_  
Date

# Birth Registrar Certification



## Texas DSHS Confidentiality and Non-Disclosure Agreement

### TEXAS DEPARTMENT OF STATE HEALTH SERVICES CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

The Texas Department of State Health Services (DSHS) has authorized

\_\_\_\_\_  
Name of Birth Registrar

to register birth information. The facility's personnel will be provided access to information and data that is sensitive, confidential, protected health information or is otherwise protected from disclosure to unauthorized individuals. To ensure the integrity, security and confidentiality of DSHS information and data, all individuals who obtain access to DSHS information resources must agree to treat all information and data as highly sensitive, confidential and protected from disclosure. Publication, disclosure or discussion, except as authorized by DSHS, of any information or data observed during the course of using this service is strictly prohibited.

State and federal law may provide civil and/or criminal penalties for uses or disclosure beyond the limited purpose of the performance of this service.

**Each person who is responsible for registering birth records is required to sign this agreement.**

I also understand that DSHS is required by law to protect the confidentiality and security of its network and the data and information maintained by the department from outside disclosure, and that even an inadvertent disclosure could result in serious security or confidentiality breaches resulting in the loss, destruction or disclosure of sensitive and confidential information maintained by the department. I understand the facility is also responsible for the confidentiality of the servers' configurations and network architecture. I further understand that my breach of this agreement could result in violations of state and federal laws, under which civil and criminal penalties could be assessed for each violation.

I agree that I will not disclose, release or use any of the information obtained in connection with the use of this service and from my having access to information and data maintained by DSHS. I agree that I will not reproduce in any way, including taking notes, photographs or producing handwritten memos, the content or the uses of the birth information and data.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Birth  
Registrar  
Certification**

**Birth Registrar Certification Online Training** (available Fall 2012)

**Texas Electronic Registrar  
Birth Registration**



# Birth Registrar Certification

## Birth Registrar Certification Online Training (available Fall 2012)

### Importance of Accurate Data



Benefits for the birth registrar



Benefits for the child



Benefits for state/public

Click each photograph to display information

### General Tab Fields

Record Type? <input type="text"/>	Mother's Medical Record Number: <input type="text"/>	<b>Child's Information</b>
<b>Child's Place of Birth</b>		Time of Birth: <input type="text"/>
Name: <input type="text"/>		Am/Prm: <input type="text"/>
Type: <input type="text"/>	County: <input type="text"/>	Date of Birth: <input type="text"/>
State: <input type="text"/>	City: <input type="text"/>	Plurality: <input type="text"/>
	Date AOP Sent: <input type="text"/>	Birth Order: <input type="text"/>
<b>Mother's Current Legal Name</b>		# Of Infants Alive: <input type="text"/>
First Name: <input type="text"/>	Middle Name: <input type="text"/>	Sex: <input type="text"/>
Last Name: <input type="text"/>	Suffix: <input type="text"/>	
<b>Child's Current Legal Name</b>		
First Name: <input type="text"/>	Middle Name: <input type="text"/>	
Last Name: <input type="text"/>	Suffix: <input type="text"/>	
<b>Mother's Address</b>		
Residence Address: <input type="text"/>	Apt #: <input type="text"/>	State/Foreign country/Terr: <input type="text"/>
County: <input type="text"/>	Zip: <input type="text"/>	Ext: <input type="text"/>
Mailing Address Same as Residence Address? <input type="text"/>	City, Town or Location: <input type="text"/>	Inside City Limits? <input type="text"/>
Mailing Address: <input type="text"/>	Apt #: <input type="text"/>	State/Foreign country/Terr: <input type="text"/>
City, Town or Location: <input type="text"/>	Zip: <input type="text"/>	Ext: <input type="text"/>



**Birth  
Registrar  
Certification**

**BRC Certificate** (example)



**TEXAS DEPARTMENT OF STATE HEALTH SERVICES**

DOES HEREBY CERTIFY THAT

**Jane Doe**

Meets the requirements established in the Texas Administrative Code, Title 25, Chapter 181, Subchapter A; Rule 181.15 to practice as a

**Professional Birth Registrar**

In the State of Texas, so long as this certificate is not revoked or suspended and is renewed according to applicable law and rules.

Certification is valid \_\_\_\_\_ through \_\_\_\_\_



\_\_\_\_\_  
Geraldine R. Harris  
State Registrar

An Equal Opportunity Employer and Provider



Certification No. \_\_\_\_\_

## Proposed TAC Regulation

### Texas Administrative Code

<b><u>TITLE 25</u></b>	HEALTH SERVICES
<b><u>PART 1</u></b>	DEPARTMENT OF STATE HEALTH SERVICES
<b><u>CHAPTER 181</u></b>	VITAL STATISTICS
<b><u>SUBCHAPTER D</u></b>	BIRTH REGISTRATION CERTIFICATION

**RULE §181.50      **Scope****

The purpose of this Subchapter is to establish certification requirements for the person required to register the birth of a child in this state as set forth by Health and Safety Code, Chapter 192, Subchapter A, General Registration Provisions. The person required to register the birth of a child in this state must meet the requirements of the birth registrar certification and must abide by the rules of this subchapter.



# Birth Registrar Certification

## Proposed TAC Regulation

### Texas Administrative Code

<b><u>TITLE 25</u></b>	HEALTH SERVICES
<b><u>PART 1</u></b>	DEPARTMENT OF STATE HEALTH SERVICES
<b><u>CHAPTER 181</u></b>	VITAL STATISTICS
<b><u>SUBCHAPTER D</u></b>	BIRTH REGISTRATION CERTIFICATION REQUIREMENTS

#### **RULE §181.51 Definitions**

- (1) Acknowledgment of Paternity Training – Training from the Office of the Attorney General as prescribed in Title, Chapter 55 of the Texas Administrative Code.
- (2) Application for Birth Registrar Certification / Re-certification – an online application prescribed and provided by the Vital Statistics Unit to assess the knowledge and skills of a birth registrar.
- (3) Birth registrar – person responsible for filing a birth certificate as prescribed in §192.003 (a) and (b) of the Health and Safety Code.
- (4) Birth Registrar Certification (BRC) – A certification program required for all birth registrars.
- (5) Certification period – the certification period two years from certification date.
- (6) Continuing education - Educational training that contributes to the advancement, extension, and enhancement of the professional skills and knowledge of the birth registrar in the practice of registering births in this state and be open to all birth registrars.
- (7) Hour of continuing education – A 50 minute clock hour completed by a birth registrar in attendance at an approved continuing education program.
- (8) Midwife – An individual currently licensed under the Texas Board of Nursing as an Advanced Practice Registered Nurse as defined by Title 22, Texas Administrative Code, Chapter 221, Advanced Practice Nurses, or an individual currently licensed with the Texas Midwifery Board to legally practice midwifery in this state.
- (9) Physician – an individual currently licensed under the Texas Medical Board to actively practice medicine in this state.
- (10) Texas Electronic Registrar (TER) – Birth Registration online training course – an online birth training provided by the Vital Statistics Unit.



## Proposed TAC Regulation

### Texas Administrative Code

<b><u>TITLE 25</u></b>	HEALTH SERVICES
<b><u>PART 1</u></b>	DEPARTMENT OF STATE HEALTH SERVICES
<b><u>CHAPTER 181</u></b>	VITAL STATISTICS
<b><u>SUBCHAPTER D</u></b>	BIRTH REGISTRATION CERTIFICATION

**RULE §181.52      Certification Requirements and Procedures**

- (a) Certification Required: A birth registrar may not complete any aspect of the birth registration process without holding a current certification issued by the Vital Statistics Unit.
- (b) Certification Process:
  - (1) Certification for Birth Registrars requires the completion of the following:
    - (A) Acknowledgment of Paternity training course;
    - (B) TER – Birth Registration online training course;
    - (C) Be a TER user with an individual User ID and password;
    - (D) Oath of confidentiality (on file at facility);
    - (E) A completed Application for Birth Registrar Certification / Re-certification; and
    - (F) Physicians, midwives or persons acting as midwives must provide current licensing information with their respective licensing bodies.
- (c) Re-certification Process:
  - (1) Birth registrars who actively register births in this are required to obtain 8 hours of continuing education every two year renewal period.
- (d) The certification renewal period issued under subsection (a) of this section is two years beginning on the 1st day of the month following the issuance of the certification to the birth registrar.
- (e) Birth registration processes occurring at facilities or by midwives may be inspected upon the submission of an Application for Birth Registrar Certification / Re-certification.
- (f) Grounds for Denial or Revocation of a Certification are as follows: The Vital Statistics Unit may refuse to issue a new certification or to renew a certification or may revoke a certification of a birth registrar if it determines that the certification application contains false information, or has violated the electronic registration user agreement as prescribed by Rule §181.13 of this Title.



**Proposed TAC Regulation**

**Texas Administrative Code**

<b><u>TITLE 25</u></b>	HEALTH SERVICES
<b><u>PART 1</u></b>	DEPARTMENT OF STATE HEALTH SERVICES
<b><u>CHAPTER 181</u></b>	VITAL STATISTICS
<b><u>SUBCHAPTER D</u></b>	BIRTH REGISTRATION CERTIFICATION

**RULE §181.53 Continuing Education**

- (a) Purpose. Each birth registrar holding an active certification and registering births in this state is required to participate in continuing education as a condition of certification renewal.
- (b) Credit hours required.
  - (1) Birth registrars who actively register births in this state are required to obtain 8 hours of continuing education every two year renewal period. A birth registrar may receive credit for a course only once during a renewal period.
  - (2) The following are mandatory continuing education hours and subjects for each renewal period:
    - (A) Electronic Registration – 1 credit hour – this course must at least cover principals of electronic birth registration for this state.
    - (B) Vital Statistics Laws, Rules, Policies and Procedures – 7 credit hours – these courses must at least cover the most current versions of the Texas Vital Statistics Act, the Health and Safety Code, Title 3 and the rules, policies and procedures propagated there under.
  - (3) It is the responsibility of the licensee to track the number of hours accumulated during a certification period.
  - (4) Failure to comply. The Vital Statistics Unit will not renew the certification of an individual who fails to obtain the continuing education requirements of this section.
  - (5) Any birth registrar receiving credit for continuing education obtained fraudulently shall be reported and/or investigated by the state registrar or the state registrar’s representative and, if necessary, shall report a violation of this section to the appropriate district or county attorney for prosecution.



**Proposed TAC Regulation**

**Texas Administrative Code**

**TITLE 25** HEALTH SERVICES

**PART 1** DEPARTMENT OF STATE HEALTH SERVICES

**CHAPTER 181** VITAL STATISTICS

**SUBCHAPTER D** BIRTH REGISTRATION CERTIFICATION

**RULE §181.54** **Application for Birth Registrar Certification / Re-certification**

- (a) Each birth registrar must complete an online Application for Birth Registrar Certification / Re-certification provided by the Vital Statistics Unit.
- (b) The completed Application for Birth Registrar Certification / Re-certification must be submitted, along with the other certification requirements set forth by this subchapter, on or before the end of the certification renewal period.
- (c) Each birth registrar must permanently retain a completed and signed copy of the Application for Birth Registrar Certification / Re-certification. This retention may be in an electronic format.
- (d) Birth registrars knowingly making a false statement on the Application for Birth Registrar Certification / Re-certification will be subject to immediate revocation of their certification and have their Electronic Registration privileges revoked.



# Birth Registrar Certification

## Birth Registrar Certification Survey

Please review the attached Birth Registrar Certification (BRC) information and comment on the following questions – include any information that may enhance the Birth Registrar Certification program.

1. Does the program accomplish the goal of creating a minimum standard of education and knowledge for birth registrars?
2. Are the criteria for becoming certified as a birth registrar reasonable and attainable?
3. Is the birth registrar application comprehensive and applicable?
4. Do you have any additional feedback that you would like to share with us?





**The Birth Registrar Certification Program  
is scheduled to begin on January 1, 2013.**

**Additional program information and the available training opportunities  
can be found on our website [www.texasvsu.org](http://www.texasvsu.org).**