

# Certified Healthy Business Frequently Asked Questions

## Eligibility

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

A: Any business may apply, regardless of size or type (e.g., for profit, not for profit, government, etc.). However, any business that primarily derives revenue from the sale of alcohol, tobacco, and/or vapor products is not eligible to apply.

**Q: What sizes of business should apply?**

A: We encourage all businesses to apply, regardless of size. We categorize businesses as Small (1 – 25 employees), Medium (26 – 100 employees), Medium-Large (101 – 500 employees), Large (501 – 999 employees), or Corporate (1000+ employees).

**Q: My business allows smoking. Should I still apply?**

A: Businesses are not eligible to apply unless the business enforces a 100% smokefree workplace policy that applies to the entire property under their control, both indoors and outdoors, at all times. To achieve Excellence, a business must enforce a 100% tobacco free workplace policy that applies to the entire property under their control, both indoors and outdoors, at all times – and submit a copy of the policy with the CHO application.

**Q: Is this open to businesses in any area?**

A: Yes, businesses from any area in Oklahoma may apply.

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

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

## 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 [www.certifiedhealthyok.com](http://www.certifiedhealthyok.com)

**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, check your spam filter to see if it is stuck in there. If it is not there, you may verify through the Center for Advancement of Wellness at 405-271-3619. If it did not go through, you will need to re-submit.

**Q: My business has multiple sites. Does each one need to apply?**

A: The business may decide to apply for all its sites or for each site individually. However, if policies and procedures vary by location, we encourage applicants to submit an application for each site if feasible. Regardless, the business must report the total number of employees covered by each application.

**Q: My business also falls into another category. Can I submit more than one application?**

A: Absolutely. If a business also falls into another Certified Healthy program area, the business may submit one application for each relevant Certified Healthy program.

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

A: Please contact the Center for the Advancement of Wellness at (405) 271-3619.

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

A: We will send out award decisions in December.

**Q: When is the awards ceremony and how much does it cost?**

A: The CHO workshop and awards luncheon is typically held between February and April, and cost varies each year. Award recipients receive one discounted ticket per organization.

## Criteria

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

A: There are 77 criteria total in nine scored categories.

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

A: The criteria were changed in 2017. 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 Business criteria are based on the Centers for Disease Control and Prevention's (CDC) Worksite Health ScoreCard: An Assessment Tool for Employers to Prevent Heart Disease, Stroke, and Related Health Conditions.

**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 Center for the Advancement of Wellness at (405) 271-3619 or your local county health department.

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

A: Please contact the Center for the Advancement of Wellness at (405) 271-3619 or your local county health department.

## Scoring

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

A: We strive to be as transparent as possible with scoring. We use specific point values for scoring (indicated at the end of each question in parenthesis, i.e. (3)), and applicants are scored based on their overall attainment of points. These point requirements vary based on size of business and recognition level (Basic, Merit, or Excellence). For Excellence, a business must select at least one criterion in *each* category, in addition to fulfilling the point requirement for their specified business size. Scoring information is available online at [www.certifiedhealthyok.com](http://www.certifiedhealthyok.com).

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

A: Please see the Eligibility and Scoring information on [www.certifiedhealthyok.com](http://www.certifiedhealthyok.com). The number of criteria needed for certification varies by size of business and certification level. For Excellence, a business must select at least one criterion in *each* category.

**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 call the Center for the Advancement of Wellness at (405) 271-3619, we can pull up your 2016 application and work with you to identify ways to grow your application. 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?EQBCT=4b54d3cb362e49f1960d4fc175df90e9>