

Community Health Aide Program Certification Board

CHA/P Application Process Checklist

The Community Health Aide Program Certification Board sets standards for the community health aide program and certifies individuals as community health aides and practitioners, dental health aides, and behavioral health aides and practitioners. The *Community Health Aide Program Standards and Procedures* outline the qualifications and competencies for each level of CHA/P practice. A certificate issued by the Board expires two years from the last day of the month in which the Board took final action to approve the certificate.

During the two-year certification period the CHA/P must keep current their ETT/EMT certification and CHP credential (if applicable). The Board will be performing random audits to assure this standard is maintained. The Board considers the audit process as a way to maintain quality assurance to ensure that certified Health Aides meet or exceed the requirements of the *Community Health Aide Program Certification Board Standards and Procedures*, as amended.

Under the CHAPCB Standards and Procedures:

Sec. 2.10.020. Surrender of a Certificate. A person certified under articles 20 or 30 of these standards shall surrender the certificate to his or her employer or send the certificate to the Board if, at any time during the period in which it would otherwise be in effect, the person no longer meets any requirement of initial certification under section 2.10.010 except subsection 2.10.010(6).

Please refer to the *Community Health Aide Program Certification Board Standards and Procedures, as amended*, for continuing education requirements. *CHAPCB Standards and Procedures*, applications and other information can be accessed at the CHAP website: <http://www.akchap.org>. CHAPCB tab.

The Board accepts applications in an electronically scanned format (Adobe pdf) or by hard copy which can be the original, copy, or facsimile. The email address for the CHAPCB is: chapcb@anthc.org. Follow-up with original signatures is not required. You are encouraged to keep a copy of all original documents within your organization.

Initial Application

- Application for Initial CHA/P Certification, Form 99-01 (Revised 01/13/13).
- Attach current copy of ETT or EMT certificate.
- Attach current copy of CHP credential (letter or certificate issued from CHAP Training Center), if applicable.
- Attach a copy of letter or certificate with location of CHAP Training Center and date session completed for the level of certification for which you are applying.
- Each line number of application is completed.
- Each signature line of application is completed.
- Each signature line of application is dated after all training components were completed.
- \$500.00 application process fee required (fee may be submitted separately).

Renewal Application and Renewal/Change in Level Application

- Application for CHA/P Change in Level/Renewal, Form 00-02, (Revised 01/13/13).
- If there are lapses in employment greater than 180 consecutive days since last certification, documentation of re-entry evaluation will be required (see line 15 of CHA/P Change in Level/Renewal application).
- Attach current copy of ETT or EMT certificate.
- Attach current copy of CHP credential (letter or certificate issued from CHAP Training Center), if applicable.
- Attach a copy of letter or certificate with location of CHAP Training Center and date session completed for the level of certification for which you are applying.
- Attach CHA/P CE Log, Form 00-03, or a list of all continuing education completed within current certification period. Make sure all dates, topics and sponsors are clearly stated on the form or list.
- Must have 48 contact hours of continuing education approved by the Board during the concluding two-year certification period. No more than 24 contact hours must be regarding emergency care.
- Each line number of application is completed.
- Each signature line of application is completed.
- Each signature line of application is dated after all training components were completed.
- \$500.00 application process fee required (fee may be submitted separately).

Upgrade Application

- Application for CHA/P Change in Level of Certification Within Certification Period Form 10-04, (10/10/11).
- Attach current copy of ETT or EMT certificate.
- Attach current copy of CHP credential (letter or certificate issued from training center), if applicable.
- Attach a copy of letter or certificate with location of Training Center and date session completed for the level of certification for which you are applying.
- Each line number of application is completed.
- Each signature line of application is completed.
- Each signature line of application is dated after all training components were completed.
- No application fee required for upgrades during the two year certification period.**

Note: Copies of EMS certification can be accessed on the following web page address:
<https://emsdata.chems.alaska.gov/licensure/public/alaska/public-portal/lookup>

CHP Credential: Community Health Practitioners (CHP) credential is valid for six years. Certificate or letter is issued from a CHAP Training Center.

Temporary Certification

Sec. 10.10.020. Between Board Meetings. Under rules developed by the Board, staff assigned to the Board may issue temporary certifications between Board meetings provided the staff has fully evaluated the application and has determined that the staff would recommend approval of the application to the Board. Such temporary certification is effective only until formal action is taken by the Board on the application.

When requesting temporary certification, please inform Board staff by email or in writing.

For further information or questions please contact the CHAP Certification Board office at:

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