

The ARC Continuing Education Review Committee
Process for Review of CHAPCB Continuing Education (CE)

This committee reviews requests for CE approval to CHAPCB and makes recommendations.

1. The Academic Review Committee (ARC) CE Review Committee is comprised of the directors/coordinators of the four statewide CHAP Training Centers and the training center representative to CHAPCB.
2. CHAPCB Request for Continuing Education Approval is routed to the CHAPCB office which then forwards to the CE Review Committee for review at monthly teleconferences or face-to-face meetings.
3. To be recommended for approval by the Board, a continuing education program must cover one or more of the course of study subjects or competencies listed in CHAPCB Standards sections 2.20.100 [CHA 1 training & education requirements] through .510 [CHP competencies], the CHA/P Curriculum, or the CHAM and directly relate to the clinical practice of a Community Health Aide or Community Health Practitioner. [see Standard 3.10.100(a)]
4. For approval, a continuing education program must meet the requirements of section 3.10.100.
5. The materials submitted must meet the requirements listed on the CHAPCB Request for CE Approval form.
6. The CE Review Committee will recommend the number of CE hours that meet the requirements of Standards 2.20.100 through 2.20.510, and the recommendation will be forwarded to the CHAPCB office. The recommendation will be forwarded to the CHAPCB at their next scheduled meeting for formal review.
7. If the CE does not meet the requirements of Standards 2.20.100 through 2.20.510, the Committee will notify the CHAPCB office.
8. If the materials submitted are lacking some required components, the Committee will inform the CHAPCB office who will notify the entity requesting approval that additional information is needed.
9. A list of CHAPCB approved CE will be maintained on the www.akchap.org website by the CHAPCB office.
10. Paperwork for approved CE will be kept on file at the CHAPCB office. Learning objectives, course outlines, and evaluation materials will be available on request to the CHAPCB office or original CE author/presenter.
11. CHAPCB approval will expire in three years. For renewal, it must be resubmitted for approval.
12. If a course is requested for use by a new Instructor of Record, it must be resubmitted for approval with any revisions, the biography of the new instructor, and the schedule.