

**SESSION SCHEDULE GUIDELINES**  
Alaska Community Health Aide Program  
Review and Approval Committee

RAC review of the schedules must be able to verify that the Curriculum requirements are being met for each student. Explanatory information may be presented in accompanying documents.

Every class, skills practice, and clinical rotation on a Session Schedule is to be clearly identified and described with the following:

1. Note the unit number and the hours allotted for the class and skills practice for each unit (and each subunit that has its own time requirement: Units 5, 6a, 6c) (e.g. Unit 6a1 Lecture: 2 hrs, Unit 6a1 Skills: 2 hrs.) For Units 5, 6a, and 6c, this can be on a separate schedule.
2. For units that are split into more than one class, label the classes “1 of 2” and “2 of 2”.
3. Note the students assigned to clinical rotations.
4. Identify the instructor(s) assigned to each class, skills practice and clinical rotation.