

Procedures for Course Credit, Grades and Payment for CHP 131-135  
Community Health Aide Basic Training = 34 credits = UAF Certificate in Community Health  
UAF - College of Rural and Community Development

**CHAP Training Center (TC)** – see the “Community Health Aide Basic Training Registration Form and Certificate of Completion for University of Alaska Fairbanks Course Credit” form.

- Each CHAP Training Center will have the CHA fill in the student information and signature on a “Registration Form and Certificate of Completion” 2 page form during each session:
  - Session I = CHP F131 Community Health Aide Session I, 8 credits\* [E=shows that this is a UAF course]
  - Session II = CHP F132 Community Health Aide Session II, 8 credits\*
  - Session III = CHP F133 Community Health Aide Session III, 8 credits\*
  - Session IV = CHP F134 Community Health Aide Session IV, 8 credits\*
  - \* 8 credits = 4 credits: for training center session component; plus 4 credits: for field clinic patient encounters.
  - Preceptorship\*\* = CHP F135 Community Health Aide Preceptorship, 2 credits.
  - \*\* Completed with preceptor and sent to student’s Session IV Training Center.
- Give the students the UAF information letter each session when filling out the above form.
- When Training Center information is filled in, file original; make two copies – give one to the student; send one to the employing Tribal Health Organization.

**Tribal Health Organization (THO) CHAP Director – after CHA completes Field training component of Session.**

- When the CHA completes the Field Components [Post Session Field Training Follow-up Plan which includes the Post Session Learning Needs (PSLN), Post Session [Skills] Practice Checklist and required number of clinical hours and patient encounters.] fill out the THO section of the form.
- Mail the form with a separate check for each student for \$60.00 made payable to the University of Alaska Fairbanks to the appropriate CRCD campus registration office which the CHA student’s Health Organization is assigned to on page 2. The total on each check must match the charge on each student account.
- If the Tribal Health Organization CHA Program chooses not to pay the course fee (\$60.00 for 8 credits) let the CHA know so that they may pay for the course credit themselves (if they have completed the field component).

**UAF Registration Office/Campus**

**Process check; Record Course on Student Transcript and Grade; plus process UAF Admission and Graduation**

- When you receive payment (process check) from the Health Organization with the session/course “Registration Form and Certificate of Completion”, use the course CRN that you created for your local sections. Only create one section of each CHP course (131-135). Create each course as a full semester long course, using the “Y” part of term. At the end of the semester when entering final grades enter the grade “Pass” for the courses which have enrollments and roll the grades.
- Student academic transcripts will reflect the semester/date when the “Registration Form and Certificate of Completion” is submitted to the UAF campus for processing.
- Review student transcript for all prior CHP course series (131-135). Grade all past courses as a “Pass”. If a course is missing in the series track where-TC/when the student took the missing course(s) and correct student transcript. Request from TC both the UAF registration form and the summary evaluation for the course; charge \$60.00 fee.
- Admission to UAF when you receive CHP 133 or 134 “Registration and Certificate of Completion”. Contact the Tribal Health Organization and inform them that their employee needs to apply for admission. Help the Health Organization assist the CHA process a UAF Application for Admission form for both Community Health Certificate and Associate of Applied Science degree (AAS). Work with student and Tribal Health Organization regarding fees.
- Graduation from UAF with Certificate in Community Health after CHP 135. Send to CHA and process an Application for Graduation form for Community Health Certificate. Work with student and Health Organization for student to attend Spring graduation ceremony at a University of Alaska campus.

Note: Grading system

- A minimum of 80%, on all written and clinical/practical exams, is required to pass a session. If scores are below 80%, an individual student plan for completing the training portion of the course is created with the employing health organization.
- A Deferred (DF) grade is no longer used (after September, 2017). A Pass (P) is recorded for the course when a “Registration and Certificate of Completion” form is received from a Tribal Health Organization.

2 Forms/documents that accompany these procedures:

- CHA Registration & Certificate of Completion with list of CHAP Programs/Health Organizations link to Affiliate UAF/CRCD Campus 11/28/17
- UAF Student Information letter for distribution at CHAP Training Centers 9/29/17

**Revised with CRCD and CHAP Directors 11/28/17**

**CHAP Programs/Tribal Health Organization link to Affiliate UAF Campus  
University of Alaska Fairbanks  
College of Rural and Community Development (CRCD)**

<b>UAF – CRCD Campus</b>	<b>Tribal Health Organization</b>
<p><b>Bristol Bay Campus - Dillingham</b> Bob Heath, Student Services PO Box 1070 Dillingham, AK 99576 800-478-5109 x306; 842-8306; fax 842-5692 rheath10@alaska.edu</p>	<p><b>Bristol Bay Area Health Corporation Aleutian/Pribilof Islands Association Eastern Aleutian Tribes Native Village of Tyonek</b></p>
<p><b>Chukchi Campus - Kotzebue</b> Mary Booth-Barger, Student Services PO Box 297 Kotzebue, AK 99752 800-442-3402; 442-3400 x114; fax 442-3204, mboothbarger@alaska.edu</p>	<p><b>Maniilaq Association North Slope Borough Health Department</b></p>
<p><b>Interior- Alaska Campus - Fairbanks</b> Daisy Henry, Student Services 4280 Geist Rd Fairbanks, AK 99775 474-5207; fax 474-5208 dehenry@alaska.edu</p>	<p><b>Chickaloon Village Traditional Council Chitina Traditional Village Council Council of Athabascan Tribal Governments Copper River Native Association Native Village of Eyak Mt. Sanford Tribal Consortium Ninilchik Traditional Council Southcentral Foundation Tanana Chiefs Conference Tanana Tribal Council Yakutat Tlingit Tribe</b></p>
<p><b>Kuskokwim Campus - Bethel</b> Casie Stockdale, Student Services 201 Akiak Drive PO Box 368 Bethel, AK 99559 543-4562; fax 543-4527 castockdale@alaska.edu</p>	<p><b>Chugachmiut Karluk Tribal Council Kodiak Area Native Association Metlakatla Family Medical Center SouthEast Alaska Regional Health Consortium Yukon-Kuskokwim Health Corporation</b></p>
<p><b>Northwest Campus - Nome</b> Marie Tozier, Student Services Pouch 400 Nome, AK 99762 443-8403; fax 443-5602 metozier@alaska.edu</p>	<p><b>Norton Sound Health Corporation</b></p>
<p><b>Any questions, please call:</b> Linda Curda, UAF-CHAP Academic Liaison 1815 Bragaw Street, Suite 209E Anchorage, AK 99508 786-1630, 350-0342 cell lrcurda@alaska.edu</p>	<p><b>For current CHAP Director information for each Tribal Health Organization above go to:</b> <a href="http://www.akchap.org/resources/chap_library/CHAP_Directors/Resource_List_.pdf">http://www.akchap.org/resources/chap_library/CHAP_Directors/Resource_List_.pdf</a> <b>Includes CHAP Training Centers information</b></p>