



College of Rural and Community Development – CHAP office

1815 Bragaw St, Suite 209E, Anchorage, AK 99508 • (907) 786-1630

Dear Community Health Aide,

The Community Health Aide Program courses are recognized for their academic merit and are approved for university/college credit through the University of Alaska, Fairbanks (UAF). Each time you attend a CHA Basic Training Session you will complete a UAF course “Registration Form and Certificate of Completion” and will be given a copy for your records. This process will allow you to receive credits toward your UAF Certificate in Community Health (34 credits) when you complete your Preceptorship. The four sessions are each 8 credits. The 8 credits are awarded in the following way: 4 credits for the Training Center theory and practical training plus 4 credits for the Field component - your time working in your clinic and patient encounters. The Field component includes completing your 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. The field component of each session is completed with your employing Tribal Health Organization’s field supervisor.

The UAF catalog courses are:

- 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
- Preceptorship = CHP F135 Community Health Aide Preceptorship, 2 credits. This registration form is completed with your preceptor and then processed by your employing Tribal Health Organization.

These 34 credits are called the Major Specialty credits for an Associate of Applied Science (AAS) in Community Health, if you choose to work toward this 60 credit degree.

Course Fee:

- Since the session is taught at a Tribal Health Organization Training Center UAF charges a minimal course/credit processing fee of \$60.00. After your field component is completed your CHAP Director will send the UAF course “Registration Form and Certificate of Completion” form with the payment to the appropriate CRCD campus registration office which your Tribal Health Organization is assigned to – see CHAP Programs/Tribal Health Organization link to Affiliate UAF/CRCD Campus (on the back of this form).
- If your Tribal Health Organization CHAP Program chooses not to pay the course fee (\$60.00 for 8 credits) they should let you know so that you can pay the fee, if you want the credits on your academic transcript.

UAF Transcript and Grading:

- Student transcripts will reflect the semester date when field training is completed and payment is submitted to the UAF/CRCD campus for processing. When the “Registration Form and Certificate of Completion” is received by a CRCD Registration office, they will record it on the student transcript in the current semester. The grade “Pass” will be recorded for the course at the end of that semester. A minimum of 80%, on all written and clinical/practical exams, is required to Pass a session. If you did not pass the Training Center session a form will not be processed; an individual plan will be made to complete and pass the session.
- A Deferred (DF) grade option will not be used after September 2017.

UAF Admission and Graduating with your UAF Community Health Certificate:

UAF is an “open university” so you can register for a course without first being admitted to the university. When you finish Session III or IV you will need to complete a UAF Application for Admission on line. Go to <http://uaf.edu/admissions/apply/> scroll down to “Apply Now Undergraduate” and complete the process for both a Community Health Certificate and Associate of Applied Science degree (\$40.00 admission fee). When you finish your Preceptorship (CHP 135) you should fill out an UAF Application for Graduation form for your Community Health Certificate. Work with your assigned UAF rural campus (see chart on next page) to complete these 2 forms and consider attending a Spring graduation ceremony at a university campus (it can be at any University of Alaska campus statewide – just needs coordination). Talk to your campus registrar or CHAP Academic Liaison.

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If you would like to take courses for your AAS degree print out a Student Course Tracking Guide – go to http://www.akchap.org/resources/chap_library/UAF/UAF_CHAP_AAS_Student_Guide.pdf. This shows you the courses you need to complete your AAS degree. Remember the courses you take to become a CHP (session training) give you 34 credits – your Major Specialty for the AAS degree in Community Health. Just as a reminder, you can:

- Take a course for the AAS degree before you complete CHA Basic training. Yes you can be working on both at the same time, just don't overload yourself.
- Take courses in any order you choose. On the Student Course Tracking Guide, English is listed first, but you might choose to start with a Human Relations class or a Math class.

To check your University transcript for the courses you have already taken, go to website: uaonline.alaska.edu Click on top line “Login to Secured Area”. Put in your 8 digit UA ID # (the university assigned you a number when you registered for your first course – Session I or any other University of Alaska course). If you don't know your number, follow the directions. *Keep your UA ID # in a safe place where you can find it and use it when competing your course registration forms.* Once you are logged in, click on “Student Services” and then go to “Student Records” for your transcript.

For questions and semester course information contact your Campus Registration person (see below). Remember to also talk with your Tribal Health Organization about your course plans and financial help. We would like to do all we can to support you in meeting your educational goals; please contact us if you have any questions.

Linda Curda, Associate Professor
 UAF CHAP Academic Liaison
 Office: 907-786-1630; 350-0342 cell
 lcurda@alaska.edu

| UAF/CRCD Rural Campus | Tribal Health Organization |
|--|---|
| Bristol Bay Campus - Dillingham Bob Heath, Registration office PO Box 1070 Dillingham, AK 99576 800-478-5109 x306; 842-8306; fax 842-5692 rheath10@alaska.edu | Bristol Bay Area Health Corporation Aleutian/Pribilof Islands Association Eastern Aleutian Tribes Native Village of Tyonek |
| Chukchi Campus - Kotzebue Mary Booth-Barger, Registration office PO Box 297 Kotzebue, AK 99752 442-3400 x114 mboothbarger@alaska.edu | Maniilaq Association North Slope Borough Health Department |
| Interior- Alaska Campus - Fairbanks Daisy Henry, Registration office 4280 Geist Rd Fairbanks, AK 99775 474-5207; fax 474-5208 dehenry@alaska.edu | Chickaloon Village Traditional Council Chitina Traditional Village Council Council of Athabaskan 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 |
| Kuskokwim Campus - Bethel Casie Stockdale, Registration office 201 Akiak Drive PO Box 368 Bethel, AK 99559 543-4562; fax 543-4527 castockdale@alaska.edu | Chugachmiut Karluk Tribal Council Kodiak Area Native Association Metlakatla Family Medical Center SouthEast Alaska Regional Health Consortium Yukon-Kuskokwim Health Corporation |
| Northwest Campus - Nome Marie Tozier, Registration office Pouch 400 Nome, AK 99762 443-8403 metozier@alaska.edu | Norton Sound Health Corporation |