

ALASKA COMMUNITY HEALTH AIDE PROGRAM GUIDELINES FOR CONTINUING EDUCATION

Introduction

The Community Health Aide Program (CHAP) recognizes that ongoing Continuing Education (CE) is needed to keep medical knowledge and skills current in order to provide quality health care. This training should be planned as part of a Community Health Aide/Community Health Practitioner's (CHA/P's) career. Refer to Community Health Aide Program Certification Board (CHAPCB) [Standards and Procedures](#), Chapter C-3, Section C3.10.100 and Section C3.10.200 which describe CHA/P Continuing Education Requirements and Approved Continuing Education Programs for CHA/P.

Community Health Aides who are progressing through Basic Training Sessions do not need Continuing Education hours for **initial** certification. "Progressing" is defined as completion of a Basic Training Session including the Field Training Requirements, within the two-year certification cycle.

A CHA/P seeking recertification who has not completed a Basic Training Session during their two-year certification period must submit the following to the CHAPCB:

- At least 48 hours of CE ([Standards and Procedures](#) Sec.C3.10.100)
 - CE hours are Emergency and Non-Emergency.
 - No more than 24 hours can be Emergency topics.
 - At least 24 hours must be Non-Emergency CE.
- A valid current EMS credential (ETT or EMT).

To be approved by the Board, a continuing education program must: [Standards and Procedures](#) Sec C3.10.200(a)

1. Cover one or more of the course of study subjects or competencies listed in sections C2.20.100 [CHA I training & education requirements] through .510 [CHP competencies], the CHA/P Basic Training Curriculum, or the CHAM;
2. Directly relate to the clinical practice of a community health aide or community health practitioner; and

A complete list of [CHAPCB Approved CE Courses](#) can be found on AKCHAP.org.

The following activities are not considered CE:

- Courses not related to health care (i.e., college level English or non-medical math)
- Generic compliance training courses required of all THO employees.

Applicant's Responsibilities

1. The applicant is the person submitting a CE course for approval; this may be the person developing or coordinating the course or the CHA/P taking the course. The applicant must complete the [Request for Continuing Education Approval](#).
2. Award certificates of attendance for CE to each student including agency name, title, location, dates, hours of CE and instructor of record signature.

CHA/P Responsibilities

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1. Save continuing education certificates and maintain own [CE Log](#).
2. Provide employer with copies of certificates, including number of CE hours awarded.
3. Request approval for a CE course not on the CHAPCB approved list. This [Request for Continuing Education Approval](#) should be submitted prior to the course.
4. Ensure 48 approved CE hours have been completed before the application for recertification is submitted.

Employer (Tribal Health Organization) Responsibilities

1. Provide each CHA/P with a copy of these CE guidelines, and orient all staff to the process.
2. Provide opportunities for CHA/Ps to attend Basic Training and CE courses in order to meet CE requirements for recertification and CHP Preceptorship renewal.
3. Create continuing education courses and submit the [Request for Continuing Education Approval](#)
4. Maintain copies of all CE courses CHA/P attended and total hours awarded to each CHA/P in that CHA/P's training file and record the summary on the approved log.
5. Submit a CHA/P CE Log to:
 - a. CHAP Certification Board for certification renewal every 2 years.
 - b. Training Center for preceptorship renewal every 6 years.

Training Center Responsibilities

1. Receive, evaluate and file CE log as part of the preceptorship renewal process every 6 years.
2. List CE hours earned on session completion certificates.

ARC Continuing Education Review Sub-Committee

1. Requests for CE approval will be reviewed monthly. For more details on how decisions are made regarding approval of CE, see the [Process for Review and Approval of CHAPCB Continuing Education](#).