

**Alaska Community Health Aide Program
Continuing Education Guidelines
Community Health Aide and Community Health Practitioner**

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 3, Section 3.10.010 and Section 3.10.100 which describe CHA/P Continuing Education Requirements (3.10.010) and Approved Continuing Education Programs for CHA/Ps. You can link to the CHAPCB Standards and Procedures [here](#). The following guidelines should help the CHA/P and their employer choose appropriate CE which meets CHAPCB criteria.

Community Health Aides who are progressing through Basic Training sessions and initial credentialing as a CHP usually fulfill the CE requirements for certification. If they do not complete at least 1 session in 2 years, 48 hours of CE must be obtained instead to meet the CE requirement for certification.

Community Health Practitioners are required to obtain at least 48 hours CE within the 2 years immediately preceding their certification renewal by the CHAPCB. They must have at least 144 CE hours every 6 years to maintain their CHP credential (in addition to other requirements).

Continuing Education Content [refer to CHAPCB Standards and Procedures Sec. 3.10.100 (a)]

To be approved by the Board, a continuing education program must:

1. cover one or more of the course of study subjects or competencies listed in sections 2.20.100 [CHA I training & education requirements] through .510 [CHP competencies], the CHA/P Curriculum, or the CHAM;
2. directly relate to the clinical practice of a community health aide or community health practitioner; and
3. be no less than 1 hour in length.

Focus of Content

Emergency Courses (EMS)
Medical content

Required Number of CE Hours

No more than 24 hrs. every 2 yrs.
At least 24 hrs. every 2 yrs

Types of CE offered within the Community Health Aide Program, include:

- CHAP Program Activity (link [here](#) for current list approved by CHAPCB):
 - ARC Standing Orders Tests (Session II, III, IV). Required every 2 years. Use as CE once every 6 years.
 - Session II- 6 hours CE
 - Session III- 4 hours CE
 - Session IV- 2 hours CE
 - Basic Training Sessions. Certificate of completion issued by a CHAP Training Center. Documentation that student passed the session.
 - Portions of Basic Training. Certificate issued by a CHAP Training Center granting CE hours on an hour by hour basis.
 - Medical Measurements Workbook Exercises. One hour per exercise, one time only. Limit of 6 hours total.
 - Recredentialing Preceptorship CHP- 15 hours CE once every 6 years.
- CHAP Forum- usually at least 24 hours of CE available (an annual statewide event)
- Clinical Update- CHA/P focused skill assessment and update. CE hours vary.
- CHA Re-Entry Evaluation and Refresher Training. CE hours vary.

Alaska Community Health Aide Program Continuing Education Guidelines Community Health Aide and Community Health Practitioner

The following activities are not considered CE:

- Regular field supervision from Coordinator Instructor/Supervisor Instructor (CI/SI), mid-level provider or physician
- Regularly scheduled village patient care
- Non-medical courses (i.e., college level English or non-medical math)

Sponsorship

A continuing education program that meets the requirements of section 3.10.100(a) [approved continuing education programs for CHA/P; competencies] and is sponsored by any of the following organizations is considered approved by the Board:

1. a certified CHA/P Training Center;
 2. the American Medical Association; (if the course covers topics listed in the Basic Training Curriculum or CHAM)
 3. the American Nurses' Association; (if the course covers topics listed in the Basic Training Curriculum or CHAM)
 4. an accredited postsecondary educational institution;
 5. the Indian Health Service;
 6. an emergency care course approved by the State of Alaska, Indian Health Service, American Heart Association, or American Red Cross; or
 7. Smiles for Life.
- The CHAPCB Standards and Procedures also allow for the Board to approve CE courses.
 - The university provides 200 level credit for CHA Basic Training Courses and the initial CHP credential. Other relevant health science course such as anatomy and physiology also qualify as CE.
 - A CE course may be granted CE credit from more than one sponsor. For example, the CHAP Forum is granted CE credit through the ANTHC Training Center based on hours attended. The course also provides university credit if the student has completed a minimum number of CE hours (15 hours CE per credit) and has completed the course assignments.

Instructor of Record

The person submitting a course for approval, who takes responsibility for its development, coordination, evaluation and revision. Each approved sponsor must have an instructor of record or coordinator who maintains records of each course, including student objectives, methods of instruction and evaluation, and a list of participants.

Definition of Terms

- **Emergency CE:** Continuing education that is provided by or sponsored by an EMS organization or approved by the Commission of Accreditation for Pre-Hospital Continuing Education (CAPCE) [formerly Continuing Education Board for Emergency Medical Services (CECBEMS)].
- **Medical CE:** Medically based (non-emergency) continuing education if the course covers topics listed in the Basic Training Curriculum or CHAM.
- **CE Hour:** the number of minutes per hour granted by the sponsoring agency. Typically, this will be either 50 or 60 minutes. For courses sponsored by the CHA Program, (i.e., Forum) 1 hour = 50 minutes.
- **University Course Credit:** 1 university credit equals a minimum of 15 contact hours (For short courses, hours may not be compressed to fewer than 3 days per one credit).

**Alaska Community Health Aide Program
Continuing Education Guidelines
Community Health Aide and Community Health Practitioner**

- **Recertification:** the process of renewing certification every 2 years through the CHAPCB. Documented approved CE hours are required with the application [Refer to CHAPCB Standards and Procedures Chapter 2 Article 50, Term of Certificate Sec.2.50.200(a)]
- **Recredentialing:** the process of renewing the credential as a Community Health Practitioner every 6 years through the Training Center where CHP was last credentialed. The same CE standards must be met for both recredentialing and recertifying (See related Guidelines in this document).

CHA/P Responsibilities

1. Save continuing education certificates, and maintain own CE Log.
2. Provide employer with copies of certificates, including number of CE hours awarded.
3. If course did not give CE hours, provide a copy of the course schedule and objectives to employer for calculation of number of hours.
4. Request appropriate and timely CE.

Employer Responsibilities

1. Provide each CHA/P with a copy of the 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 credentialing and/or certification.
3. Maintain copies of all CE courses attended and total hours awarded to each CHA/P in that CHA/P's training file, and record summary on an approved log or similar record.
4. Submit a [CHA/P CE](#) Log or similar documentation to:
 - CHAP Certification Board for certification renewal every 2 years.
 - Training Center for recredentialing every 6 years.
5. For Tribally sponsored CE: send goals, objectives, outcome measurements, hours and instructor list to the CHAPCB or Training Center for approval.
 - Maintain a copy of the same for employer records.
 - Award certificates of attendance to each student with: agency name, content title, location, dates, hours of CE and instructor of record signature.
6. Advanced training pertinent to the services provided by a CHA/P regionally may be submitted to CHAPCB for consideration for approval as CE.
7. Assist the CHA/P in providing documentation of CE in event of audit.
8. Provide CE to CHAs who do not advance through at least 1 basic training session in 2 years.
9. Provide re-entry assessment for CHA/Ps who resume work after lapse of employment, according to the criteria developed by CHAP Directors and ARC. Required CE could be met through combination of repeating a Basic Training session or taking a Clinical Update, and renewing EMS certification.

Training Center Responsibilities

1. Receive and evaluate CE log as part of the total recredentialing packet every 6 years.
2. Document CE log in the training record of each CHP available for reference in case of audit. [Refer to Basic Training Center Guidelines for Student Records.](#)
3. Offer appropriate CE courses to help meet statewide training needs. Notify the CHAPCB Program Manager with course title and type (medical or emergency), hours, date, CE hours available. Have on record the curriculum, objectives, evaluation methods, instructors and evaluation materials for each course offered. Maintain a list of all students and CE hours earned.
4. Award certificates of attendance to each student including agency name, content title, location, dates, hours of CE and instructor of record signature.
5. Review and approve CE courses as a CHAPCB approved sponsor.

**Alaska Community Health Aide Program
Continuing Education Guidelines
Community Health Aide and Community Health Practitioner**

CHAPCB Responsibilities

1. Review and approve curriculum content, objectives, evaluation methods, and instructors for formal field-based training and employer-sponsored CE. This includes courses not already reviewed by an approved sponsor (such a University or a Training Center), and self-study modules.
2. Maintain a record of all sponsors and courses it approves.
3. Review and approve CHA/P CE logs submitted for recertification every two years.

Related Resources

1. CHAP Academic Liaison regarding UAF credits
(<http://www.akchap.org/html/library/university-of-alaska-fairbanks.html>)
2. State of Alaska EMS Guidelines
(<http://dhss.alaska.gov/dph/Emergency/Pages/ems/downloads/treatment.aspx>)