

Community Health Aide Program Certification Board

Dental Health Aide Application Process Checklist

The Community Health Aide Program Certification Board sets standards for the community health aide program and certifies individuals as community health aides and practitioners, dental health aides, and behavioral health aides and practitioners. The *Community Health Aide Program Standards and Procedures* outline the qualifications and competencies for each level of DHA practice. A certificate issued by the Board expires two years from the last day of the month in which the Board took final action to approve the certificate.

During the two-year certification period the DHA must keep their BLS certification current. The Board will be performing random audits to assure this standard is maintained. The Board considers the audit process as a way to maintain quality assurance to ensure that certified Health Aides meet or exceed the requirements of the *Community Health Aide Program Certification Board Standards and Procedures*, as amended. A copy of all materials submitted to the CHAPCB should be retained locally based on local policy.

Under the CHAPCB Standards and Procedures:

Sec. 2.10.020. Surrender of a Certificate. A person certified under articles 20 or 30 of these standards shall surrender the certificate to his or her employer or send the certificate to the Board if, at any time during the period in which it would otherwise be in effect, the person no longer meets any requirement of initial certification under section 2.10.010 except subsection 2.10.010(6).

Please refer to the *Community Health Aide Program Certification Board Standards and Procedures, as amended*, for continuing education requirements. *CHAPCB Standards and Procedures*, applications and other information can be accessed at the CHAP website: <http://www.akchap.org>. Go to the Library/Certification Board.

The Board accepts applications in an electronically scanned format (Adobe pdf) or by hard copy which can be the original, copy, or facsimile. The email address for the CHAPCB is: chapcb@anthc.org. Follow-up with original signatures is not required. You are encouraged to keep a copy of all original documents within your organization.

Initial Application

- Application for Dental Health Aide Certification, Form 08-02D (Revised 05/30/13).
- Have a current BLS certification.
- Each line number of application is completed.
- Each signature line of application is completed.
- Each signature line of application is dated after all training components were completed.
- \$500.00 application process fee required (fee may be submitted separately).

Renewal Application and Change in Level Application

- Application for Dental Health Aide Certification, Form 08-02D (Revised 05/30/13).
- An applicant who has not been employed as a dental health aide an average of at least 15 hours a week for at least six months of the previous 12 months prior to submission of the application must provide evidence satisfactory to the Board that he or she has or will be monitored in the performance of each required competence until her or she has demonstrated successful performance of each. (Sec. 2.50.200 (b))
- The Board, will, in its discretion, reinstate or renew a certificate that has lapsed if the applicant complies with the certificate renewal requirements under section 2.50.200 [requirements for renewal] of the CHAPCB Standards and Procedures, provided that the applicant must provide evidence satisfactory to the Board that the applicant has completed the continuing education requirements under Chapter 3 [continuing education] of the CHAPCB Standards and Procedures. (Sec.2.50.300)
- Applicant must have satisfactory completion of 24 contact hours of continuing education approved by the Board on varied or updated topics during the concluding two-year certification period.
- Attach DHA CE Log, Form 00-03D (Revised 05/30/2013) or the form your agency uses to collect this information. Make sure all dates, topics and sponsors are clearly stated on the form.
- Have a current BLS certification.
- Each line number of application is completed.
- Each signature line of application is completed.
- Each signature line of application is dated after all training components were completed.
- \$500.00 application process fee required (fee may be submitted separately).

Upgrade of Skill Set Under Current Level

- Application for Dental Health Aide Certification, Form 08-02D (Revised 05/30/13).
- Each line number of application is completed.
- Each signature line of application is completed.
- Each signature line of application is dated after all training components were completed.
- No application fee required for upgrades during the two year certification period.**

Temporary Certification

Sec. 10.10.020. Between Board Meetings. Under rules developed by the Board, staff assigned to the Board may issue temporary certifications between Board meetings provided the staff has fully evaluated the application and has determined that the staff would recommend approval of the application to the Board. Such temporary certification is effective only until formal action is taken by the Board on the application.

When requesting temporary certification, please inform Board staff by email or in writing.

For further information or questions please contact the CHAP Certification Board office at:

Community Health Aide Program Certification Board
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Administered by

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