

Community Health Aide Program Certification Board (CHAPCB)

Dental Health Aide (DHA) Application Overview

CHAPCB application forms, *Standards and Procedures*, contact information, upcoming events and links to other health organizations are located on the website.

APPLICATION PROCESS:

- Applications for certification must be submitted to the CHAPCB office.
 - For recertification, the application may be submitted up to 3 months prior to certification expiration date.
- The deadline for applications is one week prior but no more than three months prior to a Board meeting date. An incomplete application will not be forwarded to the Board for review.
 - The Board meeting schedule may be found on their website.
- The Board accepts applications electronically scanned or by hard copy. A copy of the application should be maintained within the organization.
- Applications are only approved during scheduled CHAPCB meetings.
- Fee is not required at the time of application submission. An invoice will be sent to each applicable organization.

TERM OF CERTIFICATE:

Sec. 2.50.010. **Effective Date.** The effective date is the date of issuance under section 2.50.020 [date of issuance].

Sec. 2.50.020. **Date of Issuance.** The date of issuance of a certificate shall be the date the certificate is provisionally approved by the staff of the Board or final Board approval is granted, whichever is earlier.

Sec. 2.50.100. **Expiration.** A certificate as a community health aide, community health practitioner, dental health aide, behavioral health aide, or behavioral health practitioner expires two years from the last day of the month in which the Board took final action to approve the certificate.

TRANSITIONAL AND 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.

UPGRADE OF SKILL SET UNDER CURRENT LEVEL

The applicant must submit an "Application for Dental Health Aide Certification, Form 08-02D (Revised 05/30/13). No application fee is required for upgrades during the two-year certification period.

AUDITS

The audit process aims to ensure that certified Health Aides meet or exceed the requirements of the *Community Health Aide Program Certification Board Standards and Procedures*, as amended. The Board may perform random audits to assure this standard is maintained. Audit documentation may include but is not limited to

1. Basic Life Support Certification
2. Proof of continuing education
3. Proof of preceptorship and training
4. Recertification Observation log

PUBLIC INFORMATION AVAILABLE UPON REQUEST FOR DHAs

1. Employer
2. Term of Certification (Certified date and expiration date)
3. Level of certification
4. Active or Inactive Status
5. Certification Number

CORRESPONDENCE

A notice of Board action is sent via e-mail after a meeting. Notification letters are sent to each DHA of the Boards action.

Recertification tickler letters are sent 6 months and two months before certification expires. Employers are sent copies of all correspondence.

Please notify the CHAPCB office when a DHA is no longer employed with your organization.

TRANSFER BETWEEN ORGANIZATIONS

If employment changes, a new application must be submitted by applicant.

1. If certification is current:
 - a. No application fee required
 - b. No CE Log required
2. If certification is lapsed, follow re-entry guidelines.

CONTACT INFORMATION:

Phone number: 907-729-3624

Email: chapcb@anthc.org

Website: www.akchap.org