

## Alaska Dental Health Aide Program

TEMPORARY Process for Dental Health Aide Therapist Practitioner Credentialing

VALID: 10/01/21 – 04/01/22

### Introduction

We recognize that requiring credentialing of the DHATP to line up with renewal of certification cycles may put some people at a disadvantage. It affects those who would have recently been a candidate to receive the DHATP credential and were not able to apply for it because it had not been approved by the CHAPCB and put into effect at the time of their certification application. It also affects those that may not get their credentialing applications in on time in the near future due to the time it will take to disseminate this new information.

### Goal

The goal of this temporary process is to create a path through which someone who falls into these categories can apply for and get their DHATP credentialing mid certification cycle.

### Objective

The objective of this document is to outline the process required to navigate through and understand this temporary process.

### Timeline

For DHAT who renewed their certification as a DHAT sometime between 03/2020 and 01/2022: If you would have qualified for a DHATP credential at your most recent renewal, but you were not able to get your DHATP credentialing document in time, you have the option of applying for the credential mid certification cycle.

3-4 months prior to the next deadline for the CHAPCB accepting applications, you need to submit the required documents for initial DHATP credentialing to ADTEP. ADTEP will make a decision and if warranted, will get the DHAT an ADTEP DHATP credential document for them to submit at the next certification board meeting so that they can apply for an upgrade of their current DHAT certification to a DHATP certification mid 2 year certification cycle.

The dates on the DHATP credentialing will be shortened because the expiration date will be 6 years from the date that you would have gotten the initial certification if you could have gotten it at the normal time when you first qualified for it.

### Required Documents to Submit to ADTEP for Initial DHATP Credentialing under this TEMPORARY process

1. Current BLS certification.
2. Copies of CHAPCB certificates showing 3 consecutive certifications as a Dental Health Aide Therapist along with the most recent certification (4<sup>th</sup> or more consecutive) where you believe you could have qualified for the DHATP position.

3. Procedure log with de-identified patient information showing satisfactory performance (in the 24 months prior to the most recent certification (4<sup>th</sup> or more consecutive) where you believe you could have qualified for the DHATP position) under the direct supervision of a dentist, a minimum of:
  - a. 80 hours, demonstrating competence in each procedure for which the dental health aide is certified, or
  - b. 8 of each procedure for which the dental health aide is certified. [CHAPCB 3.10.050 (a) (1) (B)]
4. Letter of Recommendation by the applicant's Supervising Dentist that is also signed by the THO's Dental Director\*.
5. Current Standing Orders in accordance with employer's policy.

### Roles and Responsibilities

#### Role of ADTEP

1. Accept submitted documentation from potential DHATP applicants
2. Review the documents and assess:
  - a. If all the required documents have been submitted
  - b. If the information provided on the documents makes sense and is adequate for DHATP credentials
3. Correspond with the candidate and/or the employer with regards to any questions, comments or feedback related to the documentation that was submitted
4. Make a decision on whether or not the candidate qualifies for the DHATP credential
5. Send candidate ADTEP DHATP credential document, if indicated, prior to the deadline for the candidate to submit their next certification document to the CHAPCB
6. Maintain records of all DHATP credentialing

#### Role of Employer

1. Help candidates meet requirements for ADTEP DHATP credentialing
2. Help candidates gather needed documentation
3. Have the candidate's Supervising Dentist and\* Dental Director discuss whether or not candidate meets the requirements for the DHATP credential and make a decision about whether or not they want to recommend the candidate for ADTEP DHATP credentialing.
  - a. If they decide that the candidate is a good fit, the Supervising Dentist must write a letter of recommendation for the candidate that is signed by both\* the Supervising Dentist and the Dental Director.
4. Respond to any communication from ADTEP in a timely fashion
5. Be receptive to feedback from ADTEP

#### Role of DHAT/P

1. Complete requirements for ADTEP DHATP credentialing
2. Help employer gather needed documentation

3. Submit documents to ADTEP in the appropriate time frame
4. Respond to any communication from ADTEP in a timely fashion
5. Be receptive to feedback from ADTEP

\*If Supervising Dentist and Dental Director are the same person, it is acceptable for this person to sign as both the Supervising Dentist and the Dental Director.