The ARC Continuing Education Review Committee

**Process for Review and Approval of CHAPCB Continuing Education (CE)**

1. CHAPCB has delegated CE approval to the Academic Review Committee (ARC) CE Review Committee. If a CHAP employer, presenter of CE, or individual CHA/P would like CE approved to meet CHAPCB certification requirements, the CHAPCB Request for CE Approval must be submitted to the CHAPCB office which will forward to this committee for review at monthly teleconferences or face-to-face meetings.
2. The ARC CE Review Committee is comprised of the directors/coordinators of the four statewide CHAP Training Centers and the training center representative to CHAPCB.
3. To be approved by the Committee, a continuing education program must cover one or more of the course of study subjects or competencies listed in CHAPCB Standards sections 2.20.100 [CHA I training & education requirements] through .510 [CHP competencies], the CHA/P Curriculum, or the CHAM and directly relate to the clinical practice of a Community Health Aide or Community Health Practitioner. [see Standard 3.10.100(a)]
4. For approval, a continuing education program must meet the requirements of section 3.10.100.
5. The materials submitted must meet the requirements listed on the current CHAPCB Request for CE Approval form, available on the AKCHAP.ORG website.

Exceptions:

1. See addendum for list of CE sources for which the instructors are considered well vetted and no biography is required.
2. For courses offered by universities and technical schools, no biographies will be required. The course syllabus will suffice for topics, learning objectives, and schedule. A transcript showing a passing grade or verification of attendance will be required.
3. The CE Review Committee will decide the number of CE hours that meet the requirements of Standards 2.20.100 through 2.20.510 and forward that decision to the CHAPCB office. The decision will be brought to the CHAPCB at their next scheduled meeting for final review.
4. Requests for CE hours cannot be for less than one hour.
5. Fifty minutes of class time meets the one hour requirement.
6. One university credit is regarded as equivalent to 15 CE hours.
7. No single topic will be approved for more than twelve hours of CHAP CE.
8. If CE is offered by an organization that provides training only to emergency providers, it can count only as emergency CE.
9. Generic compliance training courses cannot count as CE. (Examples: job safety, safety fair, annual employer-sponsored training, mandatory reporting, sexual harassment).
10. If the CE does not meet the requirements of Standards 2.20.100 through 2.20.510, the Committee will notify the CHAPCB office.
11. If the materials submitted are lacking required components listed on the Request form, the Committee will inform the CHAPCB office which will notify the entity requesting approval that additional information is needed.
12. Requests that raise concerns or are controversial will be referred to CHAPCB for review.
13. A list of CHAPCB approved CE will be maintained on the www.akchap.org website by the CHAPCB office.
14. Paperwork for approved CE will be kept on file at the CHAPCB office. Learning objectives, course outlines, and evaluation materials will be available on request to the CHAPCB office or original CE author/presenter.
15. CHAPCB approval will expire in three years unless otherwise specified. For renewal, it must be resubmitted for approval.
16. If a course is requested for use by a new instructor, it must be resubmitted for approval with any revisions, the biography of the new instructor, and the schedule.
17. CE presented by any instructor or source needs to go through the same review and approval process.

Exceptions:

1. A request for Re-entry or Biennial Skills evaluation CE can be approved by the training center that reviews it. Biennial Skills can be approved for the same number of CE hours approved for Re-entry. In a six-year period, any CE hours for Biennial Skills, Re-entry, and preceptorship can be granted only once and for only one of those three activities.
2. Biennial Skills CE can be approved if it is conducted by a training center or by an instructor(s) (physician, midlevel, or CHP) vetted by a training center.