

DENTAL ACADEMIC REVIEW COMMITTEE

Dental Health Aide Therapist Application Help

You can find a copy of the application needed for initial DHAT certification or DHAT certification renewal on the www.akchap.org website. Go to the “Programs” drop down and select “Community Health Aide Certification Board”. Click on “Application Forms”, then “DHA-Certification Board Documents”. There you will find the most up to date version of the DHA application as well as the most up to date DHA CE Log.

The following information corresponds to certain sections of that application where additional information and instruction could be useful:

#13. BLS Certification

A DHAT must keep their BLS certification current at all times while they are practicing as a certified DHAT. This section of the application should be filled in with the expiration date of the most current BLS certification. A copy of the current BLS card does not need to be sent in with the application. *A copy of every BLS card should be maintained locally and will need to be available upon request of the CHAPCB.

A DHAT is not considered certified if they have a lapsed BLS certification

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).

#14. DHA Core Curriculum

AND

#15 Village-Based Dental Practice

For a DHAT, these are both completed with the exact same information because these were both things that were covered during the Alaska Dental Therapy Educational Program. For those educated outside of Alaska the students may need to take these courses prior to certification.

Date Completed: This is the date that the DHAT graduated from the Alaska Dental Therapy Educational Program.

Location: This is the location(s) where the DHAT attended the Alaska Dental Therapy Educational Program.

Initial certification applications will require a copy of the DHATs diploma. Renewal applications do not.

#16.B. For renewal of certification: ...

All this section requires is a date that the mentioned requirements were completed.

There is no need to attach a copy of records showing that the requirements were completed. *That information should be kept locally and will need to be available upon request of the CHAPCB.

#23. The Application Fee

The application fee can be submitted separately or with the application.

If an application fee is not submitted at the time of the application, and the appropriate box is checked, the CHAPCB will automatically send an invoice to the corporation sponsoring the DHAT after the board meets to review the application.

Signing and Dating

Each signature line of the application can be signed and dated only after all requirements are complete. (For example, signature dates CAN NOT be before dates of required CE or the date that the preceptorship or the recertification competencies and hours were completed.)

Continuing Education

If your application requires CE, please use the CE Log found on the akchap.org website to ensure you are using the most up to date version.

There is information on the log that describes what is acceptable for CE. Please read through that carefully.

The most common mistake I have seen on applications is putting down unapproved sponsors on the CE log. (For example, lots of times CE's put on by companies like Colgate will have AGD or ADA endorsement. If you put Colgate down as the sponsor, it will not be approved. If you put AGD or ADA down as the sponsor, it will be approved.)

Only the log needs to be submitted. *Copies of CE certificates should be maintained locally and will need to be available upon request of the CHAPCB.

Submission

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.

Applications are accepted no earlier than 3 months prior to a Board meeting date and 3 months before the health aide certification will expire to ensure dates and signatures on the application are current.

THE DEADLINE FOR SUBMITTING YOUR APPLICATION

FOR RENEWAL OF YOUR CERTIFICATION IS NOT THE EXPIRATION DATE OF YOUR CURRENT CERTIFICATE!

Future CHAPCB meeting dates and the deadline for submission of applications is listed on the akchap.org website on the chapcb home page. Make sure your application is submitted prior to the listed deadline.

This can sometimes be around 6 weeks before your certification expires.

*The Board will be performing random audits to assure these standard are 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 also be retained locally based on local policy.