

COMMUNITY HEALTH AIDE PROGRAM CERTIFICATION BOARD

Standards and Procedures Proposed Amendment - Cover Sheet

For information about the amendment process and timeline see *Community Health Aide Program Certification Board (CHAPCB) Standards and Procedures Chapter 12. Amendments.*

To propose amendments to the *CHAPCB Standards and Procedures*, submit the following details of via email to: chapcb@anthc.org

1. Sponsor name and contact information.
2. Date of request.
3. Proposed effective date.
4. Identify the section number and current content being addressed.
5. Identify the location of references to the section and content for which you are proposing an amendment.
 - a. This includes references within the *CHAPCB Standards and Procedures* and/or forms.
6. Clearly outline what changes are being proposed.
 - a. Strike through and highlight in red the content to be removed. **Sample removal.**
 - b. Underline and highlight in yellow the content to be added. **Sample addition.**
7. Provide Rationale for the Amendments.
 - a. This section can be included at the beginning of the request or as a part of each individual amendment.
 - b. For each amendment, write a clear explanation for why the change is necessary.
 - c. The rationale should provide context, such as correcting errors, reflecting updated policies, providing clarification, etc.
 - d. You may reference *CHAPCB Standards and Procedures*:

Sec. 12.10.020. Consideration at More Than One Meeting. The Board shall not take action on a proposed amendment to these *Standards and Procedures* at the first meeting at which the amendment was proposed unless it first determines that:

- (a) an emergency or other exigent circumstance exists;
- (b) the amendment is necessary to correct an error in the *Standards and Procedures*;
- (c) the amendment does not have a substantive effect; or
- (d) the amendment is necessary to assure compliance with law or regulation to which tribal health programs are subject.

For Office Use Only

Date Received:

Date of First Reading:

Summary of First Review:

Second Reading:

Summary of Second Review:

Updated: October 11, 2024