

**COMMUNITY HEALTH AIDE PROGRAM
CERTIFICATION BOARD
STANDARDS AND PROCEDURES
AMENDED January 22, 2016**

TABLE OF CONTENTS

CHAPTER 1. GENERAL PROVISIONS	1
Article 10. Authority and Scope	1
Sec. 1.10.010. Authority	1
Sec. 1.10.020. Scope	1
Article 20. Definitions	1
Sec. 1.20.010. Definitions	1
Article 30. Designation and Citation	3
Sec. 1.30.010. Designation and Citation	3
Article 40. Findings	3
Sec. 1.40.010. Findings	3
CHAPTER 2. CERTIFICATION OF COMMUNITY HEALTH AIDES, COMMUNITY HEALTH PRACTITIONERS, DENTAL HEALTH AIDES, BEHAVIORAL HEALTH AIDES AND BEHAVIORAL HEALTH PRACTITIONERS	5
Article 10. Initial Qualifications	5
Sec. 2.10.010. Initial Qualifications	5
(a) General Requirements	5
(b) Special Conditions	7
Sec. 2.10.015. Certifications as CHA/P, DHA, and BHA/P	8
Sec. 2.10.020. Surrender of a Certificate	8
Article 20. Standards for Community Health Aides and Community Health Practitioners	9
Sec. 2.20.100. Community Health Aide I Training and Education Requirements	9
Sec. 2.20.110. Community Health Aide I Competencies	9
Sec. 2.20.120. Scope of Practice Prior to Certification as Community Health Aide I	12
(a) Minimum Requirements	12
(b) Employment	12
Sec. 2.20.200. Community Health Aide II Training and Education Requirements	12
Sec. 2.20.210. Community Health Aide II Competencies	13
Sec. 2.20.300. Community Health Aide III Training and Education Requirements	14
Sec. 2.20.310. Community Health Aide III Competencies	14
Sec. 2.20.400. Community Health Aide IV Training and Education Requirements	15
Sec. 2.20.410. Community Health Aide IV Competencies	16
Sec. 2.20.500. Community Health Practitioner Training and Education Requirements	16
Sec. 2.20.510. Community Health Practitioner Competencies	17
Sec. 2.20.600. Certification by Credentials	17
Article 30. Standards for Dental Health Aides	17
Sec. 2.30.010. Supervision of Dental Health Aides. ¹	17
(a) Generally	17
(b) Definitions of Levels of Supervision	17
(c) Village-Based Practice	18
Sec. 2.30.020. Scope of Practice Prior to Certification as a Dental Health Aide	18
(a) Minimum Requirements	18
(b) Employment	18
Sec. 2.30.030. Multiple Certification	18
Sec. 2.30.050. Certification by Credentials	18
Sec. 2.30.100. Primary Dental Health Aide I Training and Education Requirements	18
(a) Training	19

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(b) Preceptorship.....	19
(c) Waiver.....	19
Sec. 2.30.110. Primary Dental Health Aide I Supervision and Competencies.....	19
(a) Dental Supervision.....	19
(b) Competencies.....	19
Sec. 2.30.150. [RESERVED].....	20
Sec. 2.30.160. [RESERVED].....	20
Sec. 2.30.200. Primary Dental Health Aide II Training and Education Requirements.....	20
Sec. 2.30.210. Primary Dental Health Aide II Supervision and Competencies.....	20
(a) Dental Supervision.....	20
(b) Competencies.....	21
Sec. 2.30.220. Sealant Requirements.....	21
(a) Prerequisites.....	21
(b) Dental Supervision.....	21
(c) Training, Education and Preceptorship.....	22
(d) Competencies.....	22
Sec. 2.30.230. Dental Prophylaxis Requirements.....	22
(a) Prerequisites.....	22
(b) Dental Supervision.....	23
(c) Training and Education.....	23
(d) Preceptorship.....	23
(e) Competencies.....	23
Sec. 2.30.240. Dental Radiology Requirements.....	23
(a) Prerequisites.....	23
(b) Dental Supervision.....	24
(c) Training, Education and Preceptorship.....	24
(d) Competencies.....	24
(e) [RESERVED].....	25
Sec. 2.30.250. Dental Assistant Function Requirements.....	25
(a) Prerequisites.....	25
(b) Dental Supervision.....	25
(c) Training, Education and Preceptorship.....	25
(d) Competencies.....	26
Sec. 2.30.260. Atraumatic Restorative Treatment (ART) Requirements.....	26
(a) Prerequisites.....	26
(b) Dental Supervision.....	26
(c) Training and Education.....	27
(d) Preceptorship.....	27
(e) Competencies.....	27
Sec. 2.30.300. Dental Health Aide Hygienist Training, Education, and Licensure Requirements.....	27
Sec. 2.30.310. Dental Health Aide Hygienist Supervision and Competencies.....	28
(a) Dental Supervision.....	28
(b) Competencies.....	28
Sec. 2.30.400. Expanded Function Dental Health Aide I Supervision, Training and Education Requirements.....	28
(a) Training and Education.....	28
(b) Preceptorship.....	28
Sec. 2.30.410. Expanded Function Dental Health Aide I Supervision and Competencies.....	29
(a) Dental Supervision.....	29
(b) Competencies.....	29
Sec. 2.30.500. Expanded Function Dental Health Aide II Training and Education Requirements.....	31
(a) Training and Education.....	31
(b) Preceptorship.....	31
Sec. 2.30.510. Expanded Function Dental Health Aide Supervision and Competencies.....	31
(a) Dental Supervision.....	31
(b) Competencies.....	32
Sec. 2.30.550. Stainless Steel Crown Placement Requirements.....	32

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(a) Prerequisites.	32
(b) Dental Supervision.	32
(c) Training and Education	32
(d) Preceptorship	33
(e) Competencies.	33
Sec. 2.30.600. Dental Health Aide Therapist Training and Education Requirements	33
Sec. 2.30.610. Dental Health Aide Therapist Supervision and Competencies	33
(a) Dental Supervision.	33
(b) Competencies.	33
Article 40. Standards for Behavioral Health Aides and Practitioners	34
Sec. 2.40.010. Supervision of Behavioral Health Aides and Behavioral Health Practitioners	34
(a) Clinical Oversight.	34
(b) Levels of Supervision.	35
(c) Definitions of Level of Supervision.	35
Sec. 2.40.020. Scope of Practice Prior to Certification as a Behavioral Health Aide or Practitioner.	36
(a) Minimum Requirements.	36
(b) Employment.	36
Sec. 2.40.030. Behavioral Health Aide/Practitioner Trial Examination [Deleted].	36
Sec. 2.40.100. Behavioral Health Aide I Training, Practicum, and Experience Requirements.	36
(a) Behavioral Health Aide I Specialized Training Program.	36
(b) Behavioral Health Aide I Alternative Training.	37
(c) Behavioral Health Aide I Practicum.	37
(d) Behavioral Health Aide I Work Experience.	37
Sec. 2.40.110. Clinical Supervision Requirement for Behavioral Health Aide I.	38
Sec. 2.40.200. Behavioral Health Aide II Training, Practicum, and Experience Requirements.	38
(a) Prerequisites.	38
(b) Behavioral Health Aide II Specialized Training Program.	38
(c) Behavioral Health Aide II Alternative Training.	39
(d) Behavioral Health Aide II Practicum.	39
(e) Behavioral Health Aide II Work Experience.	39
Sec. 2.40.210. Clinical Supervision Requirement for Behavioral Health Aide II.	40
Sec. 2.40.300. Behavioral Health Aide III Training, Practicum, and Experience Requirements.	40
(a) Prerequisites.	40
(b) Behavioral Health Aide III Specialized Training Program.	40
(c) Behavioral Health Aide III Alternative Training.	40
(d) Behavioral Health Aide III Practicum.	41
(e) Behavioral Health Aide III Work Experience.	41
Sec. 2.40.310. Clinical Supervision Requirement for Behavioral Health Aide III.	41
Sec. 2.40.400. Behavioral Health Practitioner Training, Practicum, and Experience Requirements.	42
(a) Prerequisites.	42
(b) Behavioral Health Practitioner Specialized Training Program.	42
(c) Behavioral Health Practitioner Alternative Training.	42
(d) Behavioral Health Practitioner Practicum.	43
(e) Behavioral Health Practitioner Work Experience.	43
Sec. 2.40.410. Clinical Supervision Requirement for Behavioral Health Practitioner.	43
Sec. 2.40.500. Behavioral Health Aide and Practitioner Knowledge, Skills, and Scope of Practice.	44
(a) Minimum Knowledge and Skills.	44
(b) Scope of Practice.	44
Sec. 2.40.510. Foundational Skills in Client and Community Engagement.	44
(a) Level of Performance.	44
(b) Knowledge and Skills.	45
Sec. 2.40.515. Foundational Knowledge to Be Applied in All Activities.	45
(a) Level of Performance.	45
(b) Knowledge and Skills.	45
Sec. 2.40.520. Foundational Professional Readiness.	46
(a) Level of Performance.	46

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(b) Knowledge and Skills	47
Sec. 2.40.525. Prevention, Community Education, and Community Organizing.....	48
(a) Level of Performance.	48
(b) Knowledge and Skills.....	49
Sec. 2.40.530. Routine Contact, Screening, Assessment, and Evaluation.	49
(a) Level of Performance.	49
(b) Knowledge and Skills.....	49
Sec. 2.40.535. Treatment Planning.	50
(a) Level of Performance.	50
(b) Knowledge and Skills.....	50
Sec. 2.40.540. Community Resources and Referral.....	51
(a) Level of Performance.	51
(b) Knowledge and Skills.....	51
Sec. 2.40.545. Case Management, Coordination, and Monitoring Treatment Plans.	52
(a) Level of Performance.	52
(b) Knowledge and Skills.....	52
Sec. 2.40.550. Medication Management.....	53
(a) Level of Performance.	53
(b) Knowledge and Skills.....	53
Sec. 2.40.555. Counseling.	53
(a) Level of Performance.	53
(b) Knowledge and Skills.....	54
Sec. 2.40.560. Crisis Management.....	56
(a) Level of Performance.	56
(b) Knowledge and Skills.....	56
Sec. 2.40.565. Supervision, Training and Professional Development	56
(a) Level of Performance.	56
(b) Knowledge and Skills.....	57
Article 50. Term of Certificate	57
Sec. 2.50.010. Effective Date	57
Sec. 2.50.020. Date of Issuance.	57
Sec. 2.50.100. Expiration.....	57
Sec. 2.50.200. Requirements for Renewal.....	57
Sec. 2.50.300. Reinstatement or Renewal of a Lapsed Certificate.	58
CHAPTER 3. CONTINUING EDUCATION	58
Sec. 3.10.005. Multiple Certifications.	58
Sec. 3.10.010. CHA/P Continuing Education Requirements.....	58
(a) Unlapsed Certificate.	58
(b) Lapsed Certificate.....	59
Sec. 3.10.050. DHA Continuing Education Requirements.....	59
(a) Unlapsed Certificate.	59
(b) Lapsed Certificate.....	59
Sec. 3.10.070. BHA/P Continuing Education Requirements.....	59
(a) Unlapsed Certificate.	59
(b) Lapsed Certificate.....	60
Sec. 3.10.100. Approved Continuing Education Programs for CHA/P.	60
(a) Competencies.	60
(b) Sponsorship.	60
(c) Tribal Continuing Education Programs.	60
(d) Self-Study Programs.....	61
(e) Other.....	61
Sec. 3.10.200. Approved Continuing Education Programs for DHA.	61
(a) Competencies.	61
(b) Sponsorship.	61
(c) Tribal Continuing Education Programs.	61

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(d) Self-Study.....	61
(e) Other.....	62
Sec. 3.10.300. Approved Continuing Education Programs for BHA/P.....	62
(a) Competencies.....	62
(b) Sponsorship.....	62
(c) Tribal Continuing Education Programs.....	62
(d) Self-Study Programs.....	63
(e) Other.....	63
CHAPTER 4. DISCIPLINE, SUSPENSION OR REVOCATION OF A COMMUNITY HEALTH AIDE, COMMUNITY HEALTH PRACTITIONER, DENTAL HEALTH AIDE, BEHAVIORAL HEALTH AIDE OR BEHAVIORAL HEALTH PRACTITIONER CERTIFICATE.....	63
Sec. 4.10.010. Grounds for Discipline.....	63
Sec. 4.10.100. Community Health Aide or Practitioner, Dental Health Aide, or Behavioral Health Aide or Practitioner Sanctions.....	65
Sec. 4.10.110. Withdrawing Probation.....	65
Sec. 4.10.120. Summary Suspension.....	65
Sec. 4.10.130. Consistency.....	65
CHAPTER 5. CHA/P TRAINING CENTERS.....	65
Article 10. Requirements for Certification.....	65
Sec. 5.10.010. Certification.....	65
Sec. 5.10.015. Educational Program Philosophy.....	66
Sec. 5.10.020. Training Facilities. A.....	66
Sec. 5.10.025. Training Staff.....	66
(a) Qualifications and Roles.....	66
(b) Job Descriptions.....	67
(c) Orientation of New Staff.....	67
(d) Faculty Turnover.....	67
Sec. 5.10.030. Hospital/Clinic Affiliation.....	67
(a) Accreditation.....	67
(b) Hospital/Clinic Commitment.....	67
Sec. 5.10.035. Volume, Hours and Distribution of Patient Encounters.....	67
(a) Encounters.....	67
(b) (1) Primary Provider.....	68
(c) Distribution of Clinical Hours.....	68
Sec. 5.10.040. Trainees Selection Process.....	69
(a) Qualifications for Trainees and Application Process.....	69
(b) Statewide Priorities.....	69
(c) Exceptions.....	69
Sec. 5.10.045. Trainee Services.....	70
(a) Counseling and Health Services.....	70
(b) Academic Advising.....	70
(c) Attrition.....	70
(d) Housing, Meals, and Transportation.....	70
(e) Internet Connectivity.....	70
Sec. 5.10.050. Community Health Aide Curriculum and Teaching Guidelines.....	70
(a) Duration of Training and Attendance.....	70
(b) Class Size.....	70
(c) Faculty/Trainee Ratio.....	70
(d) Classroom and Clinical Instruction.....	70
Sec. 5.10.055. Field Training.....	71
Sec. 5.10.060. CHA/P Training Center Administration and Records.....	71
(a) Commitment of Administration.....	71
(b) Secretarial Support.....	71
(c) CHA/P Training Center Files.....	71

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(d) CHA/P Training Center Office Space.	71
Sec. 5.10.065. CHA/P Training Center Self-Evaluation.	71
(a) CHA/P Training Center.	71
(b) QA/CQI.	72
Sec. 5.10.070. Faculty Continuing Education.	72
Article 20. Types of CHA/P Training Center Certification and Recertification	72
Sec. 5.20.010. Start-up Certification.	72
Sec. 5.20.030. Provisional Certification.	72
Article 30. Continuing Requirements.	73
Sec. 5.30.010. Periodic Submissions and Reviews	73
Sec. 5.30.020. Monitoring.	73
Article 40. CHA/P Training Center Sanctions	73
Sec. 5.40.010. Probation or Termination	73
Sec. 5.40.020. Conditions of Probation.	73
CHAPTER 6. CERTIFICATION OF CHA/P TRAINING CURRICULUM	73
Sec. 6.10.010. Continuous Review.	73
Sec. 6.10.900. Transition.	74
CHAPTER 7. CERTIFICATION OF DHA TRAINING AND CURRICULUM.....	74
Article 10. Training Programs, Facilities and Training Staff	74
Sec. 7.10.010. Facilities.	74
Sec. 7.10.020. Training Staff.	74
(a) Qualification and Roles.	74
(b) Dental Advisor.	74
Sec. 7.10.030. DHA Training Administration and Records.....	74
(a) Commitment of Administration.....	74
(b) Secretarial Support.	75
(c) DHA Training Program Files.	75
Article 20. Dental Health Aide Curricula.....	75
Sec. 7.20.010. DHA Core Curriculum.	75
(a) Subject Matter.	75
(b) CHA/P Equivalency.	75
(c) Training.	76
Sec. 7.20.020. Primary Oral Health Promotion and Disease Prevention.	76
(a) Subject Matter.	76
(b) Training.	76
Sec. 7.20.030. Basic Dental Procedures.	76
(a) Subject Matter.	76
(b) Training.	76
Sec. 7.20.040. DHA Advanced Dental Procedures.....	76
(a) Subject Matter.	76
(b) Training.	77
Sec. 7.20.050. Village-Based Dental Practice.	77
(a) Subject Matter.	77
(b) Training.	77
Sec. 7.20.100. Sealants.	77
(a) Subject Matter.	77
(b) Training.	77
Sec. 7.20.110. Dental Prophylaxis.....	77
(a) Subject Matter.	77
(b) Training.	78
Sec. 7.20.120. Dental Radiology.	78
(a) Subject Matter.	78
(b) Training.	79
Sec. 7.20.130. Dental Assisting.	79

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(a) Subject Matter.	79
(b) Training.	79
Sec. 7.20.140. Atraumatic Restorative Treatment (ART).....	79
(a) Subject Matter.	79
(b) Training.	80
Sec. 7.20.200. Basic Restorative Functions.	80
(a) Subject Matter.	80
(b) Training.	80
Sec. 7.20.210. Advanced Restorative Functions.....	80
(a) Subject Matter.	80
(b) Training.	80
Sec. 7.20.220. Stainless Steel Crowns.	80
(a) Subject Matter.	80
(b) Training.	81
Sec. 7.20.300. Dental Health Aide Hygienist Training Program.	81
Sec. 7.20.400. Local Anesthetic Administration.....	81
(a) Subject Matter.	81
(b) Training.	81
Sec. 7.20.500. Dental Health Aide Therapist Educational Program.	81
Article 30. Certification of DHA Training Curriculum.....	82
Sec. 7.30.010. Curriculum Approval.	82
Sec. 7.30.100. Dental Academic Review Committee (DARC).	82
(a) Membership.....	82
(b) Quorum.....	82
Sec. 7.30.200. Development and Transition.	82
(a) Development.....	82
(b) Transition.....	82
CHAPTER 8. CERTIFICATION OF BHA TRAINING AND CURRICULUM.....	83
Article 10. Training Programs, Facilities, and Training Staff.	83
Sec. 8.10.010. Facilities.	83
Sec. 8.10.020. Training Staff.	83
(a) Qualification and Roles.	83
Sec. 8.10.030. BHA/P Training Administration and Records.	83
(a) Educational Program Philosophy.	83
(b) Job Descriptions.	84
(c) Orientation of New Staff.	84
(d) Commitment of Administration.....	84
(e) Secretarial Support.	84
(f) Training Program Files.....	84
(g) Continuing Education.....	84
Sec. 8.10.040. BHA Training Center Self-Evaluation.	84
(a) BHA Training Center.	84
(b) QA/CQI.	84
Sec. 8.10.050. Trainee Services.	84
(a) Counseling and Health Services.	84
(b) Academic Advising.	85
(c) Attrition.	85
(d) Housing, Meals, and Transportation.....	85
(e) Internet Connectivity.	85
Article 20. Behavioral Health Aide and Practitioner Curricula.....	85
Sec. 8.20.010. Equivalent Courses.....	85
Sec. 8.20.050. General Orientation.....	85
(a) Minimum Hours.	85
(b) Content.	85
(c) Communication Skills.	85

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

Sec. 8.20.100. Orientation to Village-Based Behavioral Health Services.	86
Sec. 8.20.110. Ethics and Consent.....	86
Sec. 8.20.115. Confidentiality and Privacy.....	86
Sec. 8.20.125. Introduction to Behavioral Health.....	87
Sec. 8.20.135. Introduction to Counseling.....	87
Sec. 8.20.140. Introduction to Documentation.	88
Sec. 8.20.145. Survey of Community Resources and Case Management.....	88
Sec. 8.20.150. Working with Diverse Populations	89
Sec. 8.20.155. Introduction to Group Counseling.....	89
Sec. 8.20.160. Crisis Intervention.....	89
Sec. 8.20.165. HIV/AIDS and Blood Borne Pathogens.....	90
Sec. 8.20.170. Community Approach to Promoting Behavioral Health.....	90
Sec. 8.20.175. Family Systems I.....	90
Sec. 8.20.180. Recovery, Health, Wellness and Balance.....	91
Sec. 8.20.220. Psycho-physiology and Behavioral Health.	91
Sec. 8.20.225. Introduction to Co-Occurring Disorders	91
Sec. 8.20.228. Tobacco Dependency Treatment.....	92
Sec. 8.20.230. Diagnostic and Statistical Manual Practice Application	92
Sec. 8.20.235. Advanced Interviewing Skills.	92
Sec. 8.20.240. American Society of Addiction Medicine Patient Placement Criteria Practice Application.....	93
Sec. 8.20.245. Case Studies and Clinical Case Management	93
Sec. 8.20.250. Traditional Health Based Practices.	93
Sec. 8.20.255. Intermediate Therapeutic Group Counseling.	93
Sec. 8.20.260. Applied Crisis Management.....	94
Sec. 8.20.270. Community Development Approach to Prevention.	94
Sec. 8.20.275. Family Systems II.	94
Sec. 8.20.325. Treatment of Co-Occurring Disorders.	95
Sec. 8.20.335. Advanced Behavioral Health Clinical Care.	95
Sec. 8.20.340. Documentation and Quality Assurance.....	95
Sec. 8.20.345. Introduction to Case Management Supervision.	95
Sec. 8.20.350. Applied Case Studies in Alaska Native Culture Based Issues	96
Sec. 8.20.370. Behavioral Health Clinical Team Building	96
Sec. 8.20.385. Introduction to Supervision.....	96
Sec. 8.20.390. Child Development	96
Sec. 8.20.400. Issues in Village-Based Behavioral Health	97
Sec. 8.20.425. Special Issues in Behavioral Health Services.....	97
Sec. 8.20.485. Competencies for Village-Based Supervision.....	97
Sec. 8.20.490. Principles and Practice of Clinical Supervision	98
Sec. 8.20.495. Child Centered Interventions	98
Article 30. Certification of BHA/P Training Curriculum.....	99
Sec. 8.30.010. Curriculum Approval.	99
Sec. 8.30.100. Behavioral Health Academic Review Committee.....	99
(a) Membership.....	99
(b) Quorum.....	99
Sec. 8.30.200. Development and Transition.	100
(a) Development.....	100
(b) Transition.....	100
CHAPTER 9. HEARINGS, REQUESTS FOR RECONSIDERATION, AND APPEALS.....	100
Article 10. Hearings	100
Sec. 9.10.010. Hearings.....	100
Sec. 9.10.020. Scheduling and Telephonic Participation.....	100
(a) Convenience of the Parties.	100
(b) Delay.	100
Sec. 9.10.030. Request for Hearing.	101
(a) Written Request.	101

**Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016**

(b) Notice of Proceeding	101
Sec. 9.10.040. Information Regarding Hearing	101
Sec. 9.10.050. Written Presentation.....	101
Sec. 9.10.060. Conduct of Hearing	101
Sec. 9.10.070. Evidence.....	101
(a) Presentation.	101
(b) Subpoena.	101
(c) Telephonic Participation.	101
Sec. 9.10.080. Recommendation	102
Sec. 9.10.090. Decision.	102
(a) Action by Board.....	102
(b) Notice of Decision.	102
Article 20. Reconsideration	102
Sec. 9.20.010. Requests for Reconsideration.....	102
(a) Generally.	102
(b) Timing of Request.	102
(c) Additional Argument and Evidence.	102
(d) Mitigating Circumstances.....	102
(e) Deadline for Action.	102
Article 30. Appeals.....	103
Sec. 9.30.010. Notice of Right of Appeal by Community Health Aides, Community Health Practitioners, Dental Health Aides, Behavioral Health Aides, Behavioral Health Practitioners, CHA/P Training Centers, DHA Course Providers and Training Programs, and BHA/P Course Providers and Training Programs.	103
Sec. 9.30.020. Notice of Appeal to the Board.....	103
CHAPTER 10. TRANSITIONAL AND TEMPORARY CERTIFICATION	103
Sec. 10.10.015. Practice Pending Certification.....	103
Sec. 10.10.020. Between Board Meetings	103
CHAPTER 11. BOARD PROCEDURE	103
Sec. 11.10.010. Officers.....	103
Sec. 11.10.020. Quorum.	104
Sec. 11.10.030. Meetings.....	104
(a) Regular and Special.	104
(b) Public and Executive Sessions.....	104
Sec. 11.10.040. Committees.	104
(a) Executive Committee.	104
(b) Other Committees.....	104
CHAPTER 12. AMENDMENTS.....	105
Sec. 12.10.010. Effective Date.	105
Sec. 12.10.020. Consideration at More Than One Meeting.....	105
DETAILED HISTORY OF CHAP CERTIFICATION BOARD STANDARDS AND PROCEDURES BY DATE OF ACTION.....	106

Chapter 1. General Provisions

Article 10. Authority and Scope

History: June 18, 2008, the Title of Article 10 Chapter 1 was amended.

Sec. 1.10.010. Authority. The Community Health Aide Program Certification Board is established under the authority of the Act of November 2, 1921 (25 U.S.C. § 13, popularly known as the Snyder Act) pursuant to 25 U.S.C. § 16161 (Section 119 of Pub. L. 94-437), the Indian Health Care Improvement Act, as amended, including the permanent reauthorization and amendments in Section 10221 of the Patient Protection and Affordable Care Act, Pub. L. 111-148, which incorporated by reference, as amended by Section 10221, S. 1790 as reported by the Senate Committee on Indian Affairs in December 2009 and directives and circulars of the United States Department of Health and Human Services, Public Health Service, Indian Health Service, and Alaska Area Native Health Service.

History: January 13, 2011, Section 1.10.010 was amended. November 26, 2002, Section 1.10.010 was amended.

Sec. 1.10.020. Scope. The Community Health Aide Program Certification Board sets standards for the community health aide program and certifies individuals as community health aides and practitioners, dental health aides (including primary dental health aides, dental health aide hygienists, expanded function dental health aides, and dental health aide therapists), and behavioral health aides and practitioners. Each of these individuals is subject to specific requirements and engages in a specific scope of practice set forth in these *Standards*. For historical reasons, these various health aides are often referred to generically as “community health aides.”

History: June 18, 2008, Section 1.10.020 was added.

Article 20. Definitions

Sec. 1.20.010. Definitions. In these *Standards and Procedures*

- (1) “ART” means atraumatic restorative treatment;
- (2) “Atraumatic restorative treatment” means a maximally preventive and minimally invasive approach to stop further progression of dental caries. It involves the removal of soft, completely demineralized carious tooth tissues with hand instruments, and is followed by restoration of the cavity with an adhesive dental material that simultaneously seals the remaining tooth structure that remains at risk;
- (3) “Behavioral health aide” means a behavioral health aide I, II, and III, except when the level is specified;
- (4) “Behavioral health professional” means a person who
 - (A) has at least a master’s degree in psychology, social work, counseling, marriage and family therapy, substance abuse or addiction, nursing with a psychiatric mental health specialty, or a related field; and
 - (B) satisfies the requirements of section 2.40.010(a)(2) [supervision of BHA/Ps; clinical oversight; qualifications];
- (5) “BHA” means behavioral health aide;
- (6) “BHAM” means the Behavioral Health Aide Manual, or its successor if approved by this Board;

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

- 1 (7) “BHA/P” means behavioral health aide or behavioral health practitioner; “BHP”
2 means behavioral health practitioner;
- 3 (8) “BLS” means Basic Life Support certification, which must include certification in
4 cardiopulmonary resuscitation (“CPR”) techniques based upon training equivalent to that required for
5 completion of a CPR course certified by the American Heart Association or American Red Cross;
- 6 (9) “Board” means the Community Health Aide Program Certification Board;
- 7 (10) “CHAM” means the *Alaska Community Health Aide/Practitioner Manual*, 2006
8 Edition, as revised, or its successor if approved by this Board;
- 9 (11) “CHA/P” means community health aide or community health practitioner;
- 10 (12) “CHA/P Curriculum” means the *Community Health Aide Basic Training Curriculum*,
11 1993, revised as of May, 1997, unless other revisions are adopted in which case “CHA/P Curriculum” will
12 incorporate those revisions;
- 13 (13) “CHP” means community health practitioner;
- 14 (14) “Community health aide” means a community health aide I, II, III, and IV, except
15 when the level is specified;
- 16 (15) “Contact hour” means no less than 50 minutes of instructional or clinical time,
17 provided that
- 18 (A) a course, seminar, or workshop offered or approved by an organization from
19 which educational or continuing education requirements may be obtained will be accepted for the number
20 of continuing education credits designated by the organization offering it; and
- 21 (B) academic credit will be converted to contact hours, as follows:
- 22 (i) one semester academic credit equals 15 contact hours;
- 23 (ii) one quarter academic credit equals 10 contact hours;
- 24 (16) “Dental health aide” means primary dental health aides I and II, dental health aide
25 hygienists, expanded function dental health aides I and II and dental health aide therapists, except as used
26 in Article 30 of Chapter 2 regarding requirements for special classes of dental health aides;
- 27 (17) “Dental hygienist” means a person licensed as a dental hygienist in Alaska under AS
28 08.32.010 or a dental hygienist in the employ of the federal government in the discharge of official duties
29 who is a dental hygienist licensed in one of the states or territories of the United States;
- 30 (18) “Dentist” means a person licensed as a dentist in Alaska or a dentist in the employ of
31 the federal government in the discharge of official duties who is licensed in one of the states or territories
32 of the United States;
- 33 (19) “DHA” means dental health aide;
- 34 (20) “DHA Advanced Dental Procedures” means the curriculum set forth in section
35 7.20.040 [DHA advanced dental procedures];
- 36 (21) “DHA Core Curriculum” means the curriculum set forth in section 7.20.010 [DHA
37 core curriculum]; and
- 38 (22) [*Repealed October 3, 2006*]
- 39 (23) “DHA Curriculum” means a curriculum for training dental health aides approved by
40 the Board pursuant to Article 20 [DHA curricula] of Chapter 7 [certification of DHA training and
41 curriculum];
- 42 (24) “DHAH” means dental health aide hygienist;
- 43 (25) “DHAT” means dental health aide therapist;
- 44 (26) “EFDHA” means expanded function dental health aide;
- 45 (27) “eLearning” means formal instruction where students and instructors are separated by
46 geography, time or both for the majority of the instructional period;
- 47 (28) “EMT” means Emergency Medical Technician;
- 48 (29) “ETT” means Emergency Trauma Technician;
- 49 (30) “ISDEAA” means the Indian Self-Determination and Education Assistance Act, Pub.
50 L. 93-638, as amended, 25 U.S.C. § 450 et seq.;
- 51 (31) “Licensed behavioral health clinician” means a person who

- 1 (A) (i) is a medical doctor who has completed a postgraduate residency or is
2 Board certified in psychiatry;
3 (ii) is a registered nurse who has completed a master’s degree with a
4 psychiatric mental health specialty; or
5 (iii) has completed either a doctorate or master’s degree in psychology, social
6 work, counseling, marriage and family therapy, substance abuse or addiction, or a related field;
7 (B) under which the person is authorized to diagnose disorders contained within the
8 *Diagnostic and Statistical Manual of Mental Disorders*; and
9 (C) is fully or provisionally licensed in the State of Alaska or is in the employ of the
10 federal government and is fully or provisionally licensed in one of the states or territories of the United
11 States; and
12 (D) satisfies the requirements of section 2.40.010(a)(2) [supervision of BHA/Ps;
13 clinical oversight; qualifications];
14 (32) “PDHA” means primary dental health aide;
15 (33) “Satisfactory performance” means the community health aide, community health
16 practitioner, or dental health aide, behavioral health aide, or behavioral health practitioner can do the skill
17 using the CHAM or other materials for reference without other assistance. “Satisfactory performance” is
18 measured by having the community health aide or practitioner, or dental health aide, or behavioral health
19 aide or practitioner demonstrate the skill with sufficient expertise to meet the standard of care in a daily
20 work situation; and
21 (34) “Session” means a course offered by a CHA/P Training Center providing a curriculum
22 approved by the Board.

23
24 **History:** January 17, 2014, Section 1.20.010(4)(A) and (6) were amended. October 29, 2013, Section
25 1.20.010 was amended by adding (28). June 18, 2008, Section 1.20.010 was amended by adding new
26 subsections (3)-(6), (12)-(14), and (28), renumbering all others and amending renumbered subsections
27 (1), (15), (16), (17), and (30). October 3, 2006, Section 1.20.010(5) was amended, (22) was repealed,
28 and (23) was added. October 8, 2003, Section 1.20.010(10) was amended. November 26, 2002, Section
29 1.20.010 was amended by adding new subsections (1)-(3), (8)-(16) and 19; amending subsections (5),
30 (7), (20) and (22); and renumbering all subsections.

Article 30. Designation and Citation

31
32
33
34 **Sec. 1.30.010. Designation and Citation.** The Standards and Procedures of the Board may be
35 cited as “CB” followed by the number of the chapter, article, and section, separated by periods. For
36 example, this chapter may be cited as “CB 1” or “chapter 1”; this article may be cited as “CB 1.30” or
37 “article 30 of this chapter”; this section may be cited as “CB 1.30.010” or “section 1.30.010”. Except as
38 otherwise indicated by the context, citations in accordance with this section include amendments and
39 reenactments of the provisions cited.

Article 40. Findings

40
41
42
43 **History:** November 26, 2002, Article 40 was added.

44
45 **Sec. 1.40.010. Findings.** The Community Health Aide Program Certification Board makes the
46 following findings.

- 47
48 (1) The community health aide program was established to provide for training of health
49 aides and practitioners and to maintain a system in which the health aides can relate to other health
50 professionals while providing health care, health promotion and disease prevention services in rural
51 Alaska.
52 (2) The community health aide program was authorized by Congress to promote the

achievement of the health status objectives in the Indian Health Care Improvement Act in rural Alaska. These objectives are broad in scope and address virtually every aspect of health care, access, delivery, and status. Specialized training (medical, dental and behavioral health) and certification furthers those objectives by creating opportunities for community health aides to focus their training and practice on particular health issues and delivery strategies. Regardless of the specific title everyone certified under the community health aide program has the same basic responsibility: to improve health status among Alaska Natives living in rural Alaska.

(3) The need for the community health aide has not diminished – most villages in Alaska still have no health provider in the community other than a community health aide or community health practitioner. Although the infant mortality rate has diminished over the past 20 years, diabetes mellitus has increased by 110%, compared to 23% for the United States all races; the unintentional injury death rate of Alaska Natives is 4.5 times the rate for the United States; health status of rural Alaska Natives is closely related to low socio-economic status and 24% of Alaska Natives live below the poverty level compared to 13.1% for United States all races.

(4) The community health aide program has become a model for efficient and high quality health care delivery in rural Alaska providing approximately 300,000 patient encounters per year and responding to emergencies twenty-four hours a day, seven days a week.

(5) The existing community health aide program is over-taxed with persistently high rates of turnover among community health aides and practitioners.

(6) The curriculum for training community health aides and practitioners and the *CHAM* have always included dental care; however other demands on community health aides and practitioners have resulted largely in only emergency dental services to relieve immediate pain being available.

(7) Only 29% of Alaska Native children and even fewer adults have had access to dental care resulting in epidemic caries among children and loss of teeth among adults and elders.

(8) The Alaska Area Native Health Service, the Department of Health and Human Services, and tribal health organizations recognize the strong connection between dental health and physical health, including that caries is an infectious and contagious disease, which can result in pain, infection and diminishment of nutritional and digestive health.

(9) Shortages in the number of dentists nationally and in Alaska have resulted in high turnover among rural dentists (about 30%) and nearly a quarter of the dental positions in rural Alaska being unfilled resulting in available dental care in rural Alaska to being limited principally to only emergency services.

(10) This Board and the Alaska Area Native Health Service, together with Alaska tribal health organizations, have agreed that improvements in dental health among Alaska Natives requires health providers dedicated to dental preventive and acute care and that specialized training under the community health aide program of community health aides, who will be called dental health aides and who will limit their practice to dental care, is required to improve dental health status in rural Alaska.

(11) Approximately 58 percent of the Alaska Native population lives in small communities that have limited or no direct access to behavioral health services (Alaska Native Tribal Health Consortium, *2004 Rural Behavioral Health Needs Assessment Final Report*, p. 4).

(12) Staff turnover is a barrier to maintaining access to behavioral health services in villages (id., at p. 5).

(13) Despite improvements in the rate of deaths among Alaska Natives from many other causes, in the period 1980 to 1998, the rate of alcohol-related deaths increased (Alaska Area Native Health Service and Alaska Native Tribal Health Consortium, *Alaska Native Mortality 1980-1998*, June 2001, p. 4).

(14) In the period 1996-1998, three of the five leading causes of Alaska Native deaths were related to behavioral health conditions; unintentional injuries for which the age-adjusted death rate of Alaska Natives was 101.5 compared to 30.1 U.S. all races, alcohol-related for which the age-adjusted death rate was 54.2 compared to 6.1, and suicide for which the same rate was 44.5 compared to 10.4 (id., at p. 7).

(15) The Fetal Alcohol Syndrome “prevalence rate among Alaska Natives (4.8) is three and a half times that for All Alaskans (1.4) and at least seven times the high end of the national rate of .1 to .7” (Alaska Native Tribal Health Consortium, *Alaska Natives: Key Facts, August 2002*, p. 6).

(16) “The suicide attempt rate for Alaska Native males, ages 15-19, is 5.6 times (1565) that of Alaska males, ages 15-19 (275)...and for Alaska Native females, ages 15-19, is four times (3627) that of Alaska females, ages 15-19 (886)” (id., p. 5).

(17) “Alaska Native children represent 49 percent of the custody children sent to out-of-state placements....” (Alaska Department of Health and Social Services, Division of Behavioral Health, *Bring the Kids Home Annual Report*, December 2005). This constitutes a rate more than two times higher than their representation in the general population;

(18) The Healthy People 2020 objectives, broadly and deeply address behavioral health issues including injury and violence prevention, mental health, quality of life and well-being, social determinants of health, substance abuse and tobacco, along with behavioral health considerations for each stage of life.

(19) This Board and the Alaska Area Native Health Service, together with Alaska tribal health organizations, have agreed that improvements in behavioral health among Alaska Natives requires village-based health providers dedicated to behavioral health prevention and treatment and that specialized training under the community health aide program of community health aides, who will be called behavioral health aides and practitioners and who will limit their practice to behavioral health, is required to improve behavioral health status in rural Alaska.

History: October 17, 2014, Section 1.40.010 was amended for renumbering of paragraphs (16)-(20) to (15)-(19). October 12, 2011, Section 1.40.010 paragraphs (2) and (19) were amended. June 18, 2008, in Section 1.40.010 the introduction and paragraphs (2) and (5) were amended and paragraphs (11)-(20) were added. January 13, 2011, Section 1.40.010 paragraph (2) was amended.

Chapter 2.

Certification of Community Health Aides, Community Health Practitioners, Dental Health Aides, Behavioral Health Aides and Behavioral Health Practitioners

History: June 18, 2008, the Title of Chapter 2 was amended. November 26, 2002, the Title of Chapter 2 was amended.

Article 10. Initial Qualifications

Sec. 2.10.010. Initial Qualifications.

(a) General Requirements. The Board shall issue a community health aide, community health practitioner, dental health aide, behavioral health aide, or behavioral health practitioner certificate to a person who

- (1) applies on forms provided by the Board;
- (2) pays the application fees required;
- (3) furnishes evidence satisfactory to the Board that the person has not engaged in conduct that is a ground for imposing disciplinary sanctions under Chapter 4; and
- (4) *[Repealed October 23, 1998]*
- (5) furnishes evidence satisfactory to the Board that the person has completed the training and education requirements for the highest level of certification being sought, as follows:

(A) for a community health aide or practitioner the requirements are those under section 2.20.100 [CHA I training & education requirements], 2.20.200 [CHA II training & education

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

requirements], 2.20.300 [CHA III training & education requirements], 2.20.400 [CHA IV training & education requirements] or 2.20.500 [CHP training & education requirements];

(B) for a dental health aide the requirements are those under section 2.30.100 [PDHA I training & education requirements], 2.30.200 [PDHA II training & education requirements], 2.30.220(c) [training, education & preceptorship], 2.30.230(c) [dental prophylaxis requirements; training & education] and (d) [preceptorship], 2.30.240(c) [dental radiology requirements; training, education & preceptorship], 2.30.250(c) [dental assistant function requirements; training, education & preceptorship], 2.30.260(c) [ART requirements; training & education] and (d) [preceptorship], 2.30.300 [DHAH training & education requirements], 2.30.400 [EFDHA I supervision, training and education requirements], 2.30.500 [EFDHA II training & education requirements], 2.30.550(c) [stainless steel crown placement requirements; training & education] and (d) [preceptorship] and 2.30.600 [DHAT training & education requirements];

(C) for a behavioral health aide or practitioner the requirements are those under sections 2.40.100 [BHA I training, practicum, and experience requirements], 2.40.200 [BHA II training, practicum, and experience requirements], 2.40.300 [BHA III training, practicum, and experience requirements] or 2.40.400 [BHP training, practicum, and experience requirements];

(6) furnishes evidence satisfactory to the Board that at the time of consideration of the application the person is employed by the Indian Health Service or a tribe or tribal health program operating a community health aide program in Alaska under the ISDEAA;

(7) furnishes evidence satisfactory to the Board that the person will practice as a community health aide, community health practitioner, dental health aide, or behavioral health aide or practitioner only when employed by the Indian Health Service or a tribe or tribal health program operating a community health aide program in Alaska under the ISDEAA;

(8) furnishes evidence satisfactory to the Board that the person will practice as a community health aide, community health practitioner, dental health aide, behavioral health aide, or behavioral health practitioner only within the scope of practice, certifications granted to the person as specified in subparagraphs (A), (B) and (C) of this paragraph, except as required to satisfy the conditions for achieving the next level of certification or when practice would be permitted under section 4.10.010(i)(2) [grounds for discipline; (un)professional conduct; duties & responsibilities)];

(A) for a community health aide or community health practitioner the scopes of practice are defined in sections 2.20.110 [CHA I competencies], 2.20.210 [CHA II competencies], 2.20.310 [CHA III competencies], 2.20.410 [CHA IV competencies] and 2.20.510 [CHP competencies],

(B) for a dental health aide the scopes of practice are defined in sections 2.30.110(b) [PDHA I competencies], 2.30.210(b) [PDHA II supervision & competencies; competencies], 2.30.220(d) [sealant requirements; competencies], 2.30.230(e) [dental prophylaxis requirements; competencies], 2.30.240(d) [dental radiology requirements; competencies], 2.30.250(d) [dental assistant function requirements; competencies], 2.30.260(e) [ART requirements; competencies], 2.30.310(b) [DHAH supervision & competencies; competencies], 2.30.410(b) [EFDHA I supervision & competencies; competencies], 2.30.510(b) [EFDHA II supervision & competencies; competencies], 2.30.550(e) [stainless steel crown placement requirements; competencies], and 2.30.610(b) [DHAT supervision & competencies; competencies]; and

(C) for a behavioral health aide or behavioral health practitioner the scopes of practice are defined in sections 2.40.500(b) [BHA/P knowledge, skills, & scope of practice; scope of practice];

(9) furnishes evidence satisfactory to the Board that

(A) the person will practice only under supervision and day-to-day direction of individuals who are:

(i) familiar with the community health aide program, these *Standards*, and the CHAM; and

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(ii) employed by the federal government or employed by or under contract with a tribal health program operating a community health aide program in Alaska under the ISDEAA; and

(B) provided; that

(i) a community health aide, or community health practitioner may practice only under the medical supervision of a licensed physician; and

(ii) as a dental health aide may practice only under the direct, indirect or general supervision required under article 30 [standards for DHAs] of this Chapter [certification of CHAs, CHPs, DHAs, BHAs, & BHPs]; and

(iii) a behavioral health aide or behavioral health practitioner may practice only under the direct, indirect, or general supervision required under section 2.40.010 [supervision of BHA/Ps]; and

(C) notwithstanding the requirements under paragraphs (9)(B), other physicians, dentists, mid-level providers, licensed behavioral health clinicians, and behavioral health professionals may direct the day-to-day activities of a community health aide, community health practitioner; dental health aide, behavioral health aide, or behavioral health practitioner, as appropriate; and

(10) furnishes evidence satisfactory to the Board that the person meets continuing education requirements as defined in Chapter 3, as applicable.

(b) Special Conditions.

(1) Pre-Certification Board CHA/Ps. An applicant who was a community health aide or community health practitioner prior to the formation of the CHAP Certification Board and who seeks initial certification by the Certification Board after January 1, 2003, must provide evidence satisfactory to the Board that he or she

(A) meets all the requirements for initial certification by this Board and;

(B) in the two-year period preceding the application for initial certification by this Board has met the requirements for continuing education set forth in section 3.10.010 [CHA/P continuing education requirements].

(2) Behavioral Health Aide's or Practitioner's Prior Practice. A person who applies for certification as a behavioral health aide or behavioral health practitioner within 24 months after June 18, 2009, may be certified as a behavioral health aide or behavioral health practitioner without having met all of the applicable requirements of section 2.40.100 [BHA I training, practicum, and experience requirements], 2.40.200 [BHA II training, practicum, and experience requirements], 2.40.300 [BHA III training, practicum, and experience requirements], or 2.40.400 [BHP training, practicum, and experience requirements], provided the applicant provides evidence satisfactory to the Board that he or she

(A) meets the general requirements under section 2.10.010(a)(1), (2), (3), (6), (7), (8) and (9) [initial qualifications; general requirements];

(B) within 24 months prior to applying for certification under this section, has completed no fewer than 48 contact hours of training, education or continuing education, which may include training intended for qualification at the next behavioral health aide or practitioner level, but must include:

(i) a general orientation equivalent to that described in section 8.20.050 [general orientation] and an orientation to village-based behavioral health services that equivalent to that described in section 8.20.100 [orientation to village-based behavioral health services]; and

(ii) no fewer than 4 contact hours each in ethics and consent and in confidentiality and privacy;

(C) demonstrates the knowledge and performance required of an individual seeking certification at the level for which certification is sought as described in section 2.40.500 [BHA/P knowledge, skills, and scope of practice];

(D) has related work experience

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(i) equivalent to no less than 20 hours a week for a period no less than
(I) 18 months within the 5 years prior to application if applying for
certification as a behavioral health aide I;
(II) 24 months within the 5 years prior to application if applying for
certification as a behavioral health aide II;
(III) 36 months within the 6 years prior to application if applying for
certification as a behavioral health aide III;
(IV) 48 months within the 7 years prior to application if applying for
certification as a behavioral health practitioner;
(V) provided the minimum hours of work, period of work experience and
the period in which it must have occurred prior to application set forth in subparagraphs (I), (II), (III), or
(IV) of this paragraph (D) may be waived upon review and recommendation of the Behavioral Health
Academic Review Committee based on a finding of exceptional circumstances; and
(ii) that includes village-based behavioral health services and a range of the
activities a person certified at the level of certification being sought by the applicant is expected to
perform;
(E) provides a statement from a licensed behavioral health clinician or behavioral
health professional attesting that the applicant has the knowledge and skills required under section
2.40.500 [BHA/P knowledge, skills, and scope of practice];
(F) provides two letters of positive reference from supervisors or others with whom
the applicant has worked within the two-year period prior to application;
(G) has demonstrated the ability to provide culturally competent services in a village
setting; and
(H) has completed the examination as provided for in section 2.40.030 [BHA/P trial
examination].

(3) Delayed Application. An applicant for certification as a community health aide,
community health practitioner, dental health aide, behavioral health aide or behavioral health practitioner
who obtained the required training more than two years prior to submitting an application for certification,
must provide evidence satisfactory to the Board that he or she

(A) meets all the requirements for initial certification by this Board; and
(B) in the two-year period preceding the application for initial certification by this
Board has met the applicable requirements for continuing education set forth in chapter 3 section.

History: October 30, 2014, Section 2.10.010(a)(5)(B) and (a)(8)(B) were amended. January 17, 2014,
Section 2.10.010(b)(2) was amended. June 8, 2010, Section 2.10.010(b)(2) was amended. June 18, 2008,
Section 2.10.010(a), (a)(5)(C), (a)(7), (a)(8), (a)(9), (a)(10), (b)(3), and (b)(3)(B) were amended and
(a)(8)(C) and (b)(2) were added. October 3, 2006, Section 2.10.010(a)(6), (7), and (9)(B) was amended.
October 8, 2003, Sections 2.10.010(a)(5)(B) and (a)(8)(B) were amended. November 26, 2002, Section
2.10.010(a), (a)(5), (a)(7), (a)(8), (a)(9) and (a)(10) were amended and subparagraphs (a)(5)(A) and (B)
and (a)(8)(A) and (B), and subsection (b) were added.

Sec. 2.10.015. Certifications as CHA/P, DHA, and BHA/P. A person who meets all of the
applicable requirements of these *Standards* may be certified as a community health aide or community
health practitioner, as a dental health aide, and as a behavioral health aide or behavioral health
practitioner. *Also see* section 2.30.030 [multiple certifications].

History: June 18, 2008, Section 2.10.015 was amended. November 26, 2002, Section 2.10.015 was
added.

Sec. 2.10.020. Surrender of a Certificate. A person certified under articles 20 [standards for
CHA/Ps], 30 [standards for DHAs], or 40 [standards for BHA/Ps] of this chapter 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 [initial qualifications] except subsection 2.10.010(a)(6) [initial requirements; general requirements; (employment)].

History: November 26, 2002, Section 2.10.020 was amended.

Article 20.

Standards for Community Health Aides and Community Health Practitioners

History: November 26, 2002, the title of Article 20 of Chapter 2 was amended.

Sec. 2.20.100. Community Health Aide I Training and Education Requirements. A person meets the training and education requirements to be a certified community health aide I upon successful completion of

(a) a Pre-session, or its equivalent, unless waived under section 5.10.040 [trainees selection process] by the CHA/P Training Center prior to admission to the Session I training course required under section 2.20.100(c) [CHA I training & education requirements; (session I training course)];

(b) an EMT or ETT training course approved by the State of Alaska, or its equivalent as determined by the Board;

(c) Session I training course provided by a CHA/P Training Center; and

(d) approved field work after completion of Session I, including

(1) a minimum of 20 patient encounters;

(2) Post Session Learning Needs (PSLN), which identifies individual learning needs in performing essential skills; and

(3) Post Session Practice Checklist, which identifies the skills to be taught.

History: June 19, 2008, Section 2.20.100(b) was amended.

Sec. 2.20.110. Community Health Aide I Competencies. A certified community health aide I must successfully demonstrate and maintain

(a) an understanding of the topics addressed in the CHA/P Curriculum for Session I, which generally include problem-specific complaints (acute care) for adults and children of the following body systems:

(1) eye,

(2) ear,

(3) respiratory,

(4) digestive,

(5) skin;

(b) competency in the following subjects to the level of performance required after meeting the requirements of section 2.20.100 [CHA I training & education requirements]:

(1) role of the community health aides and practitioners, dental health aides, and behavioral health aides and practitioners in the village;

(2) community health aide's and practitioner's general scope of work;

(3) medical ethics, including patient confidentiality and patient rights;

(4) community health aide's and practitioner's medical-legal coverage;

(5) State of Alaska reporting requirements;

(6) consent for treatment issues;

(7) introductory interviewing skills;

(8) general health/wellness and disease processes;

(9) infection and communicable diseases;

(10) introductory anatomy and function of the human body;

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

- 1 (11) introductory medical vocabulary/abbreviations;
- 2 (12) importance of thorough documentation of patient encounter;
- 3 (13) introductory mental health issues, including suicide and other emergencies;
- 4 (14) introductory pharmacology, including identification and treatment of severe allergic
- 5 reactions; and
- 6 (15) [RESERVED]
- 7 (16) emergency care (to supplement ETT or EMT training), including facial trauma, altered
- 8 level of consciousness, potentially serious chest pain, acute orthopedic injuries, burns, hypothermia,
- 9 poisoning, and uncomplicated emergency delivery; and
- 10 (c) satisfactory performance of the following skills:
- 11 (1) use of the CHAM;
- 12 (2) problem-specific history taking;
- 13 (3) physical examinations of:
- 14 (A) vital signs of infant:
- 15 (i) pulse,
- 16 (ii) respiration,
- 17 (iii) rectal temperature,
- 18 (iv) length,
- 19 (v) weight,
- 20 (vi) head circumference;
- 21 (B) vital signs of child and adult:
- 22 (i) radial pulse,
- 23 (ii) apical pulse,
- 24 (iii) respirations,
- 25 (iv) oral temperature,
- 26 (v) blood pressure,
- 27 (vi) height,
- 28 (vii) weight,
- 29 (viii) orthostatic vital signs;
- 30 (C) systems:
- 31 (i) general appearance,
- 32 (ii) ear,
- 33 (iii) eye, including Snellen,
- 34 (iv) nose,
- 35 (v) throat,
- 36 (vi) neck, including nodes,
- 37 (vii) lungs,
- 38 (viii) heart,
- 39 (ix) abdomen,
- 40 (x) skin; and
- 41 (D) sick child;
- 42 (4) performance and interpretation of the following lab tests:
- 43 (A) blood glucose,
- 44 (B) hemoglobin,
- 45 (C) rapid strep,
- 46 (D) urine dipstick;
- 47 (5) performance only of the following lab tests:
- 48 (A) finger stick,
- 49 (B) centrifuge/separate blood,
- 50 (C) adult clean catch urine specimen,
- 51 (D) throat culture;

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

- (6) assessment, including:
 - (A) use of the CHAM,
 - (B) use of assessment lists,
 - (C) use of assessment charts,
 - (D) listing multiple assessments,
 - (E) plan for each assessment;
- (7) medicines:
 - (A) dose calculations,
 - (B) reconstitution: oral,
 - (C) parenteral,
 - (D) label reading and making,
 - (E) drops for eye and ear;
 - (F) injections:
 - (i) intramuscular hip,
 - (ii) intramuscular infant thigh,
 - (iii) subcutaneous;
 - (G) inhaler/spacer,
 - (H) nebulizer,
 - (I) rectal suppositories,
 - (J) transdermal;
- (8) patient education, including:
 - (A) explaining assessment,
 - (B) use of patient education sections,
 - (C) use of patient education handouts,
 - (D) *CHAM Medicine Handbook* for medicine instructions;
- (9) the following treatments and procedures:
 - (A) ear:
 - (i) irrigation,
 - (ii) suction,
 - (iii) remove foreign body,
 - (iv) curette outer canal;
 - (B) eye:
 - (i) irrigation,
 - (ii) fluorescein stain,
 - (iii) eyelid eversion;
 - (iv) small foreign body removal,
 - (v) eye patches,
 - (C) orthopedics:
 - (i) elastic bandage,
 - (ii) hot/cold packs,
 - (iii) splinting,
 - (D) other:
 - (i) oxygen,
 - (ii) oral suction;
 - (E) prevention:
 - (i) hand washing,
 - (ii) clean/sterile technique,
 - (iii) universal or standard precautions;
 - (iv) mailing hazardous substances;
 - (F) reporting; and
 - (G) recording.

**Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016**

History: June 18, 2008, Section 2.20.100(b)(1), (b)(2) and (b)(4) were amended. October 3, 2006, Section 2.20.110(c)(8)(D) was amended. June 24, 2004, Section 2.20.110(b)(15) was deleted. October 8, 2003, the numbering of Section 2.20.110(c)(9)(D)(ii) was corrected. November 26, 2002, Section 2.10.110(a), (c)(1), and (c)(6)(A) were amended.

Sec. 2.20.120. Scope of Practice Prior to Certification as Community Health Aide I.

(a) Minimum Requirements. A person who satisfies the requirements of subsection 2.20.120(b) [scope of practice prior to certification as CHA I] may perform services of a certified community health aide I prior to being certified under section 2.10.010 [initial qualifications] and 2.20.100 [CHA I training & education requirements], provided the person is actively engaged in the process of meeting the requirements under section 2.20.100 [CHA I training & education requirements] through 2.20.110 [CHA I competencies] to become certified as a community health aide I; and

A person who satisfies the requirements of subsection 2.20.120(b) [scope of practice prior to certification as CHA I] who has submitted an application for certification as a community health aide I may begin training to become certified as a community health aide II and perform services necessary to satisfy the requirements of subsection 2.20.200(4) [CHA II training & education requirements; (field work)] pending action on the community health aide I application.

(b) Employment. To be eligible to perform services under subsection 2.20.120(a) [scope of practice prior to certification as CHA I], the person must

(1) be employed by the Indian Health Service or a tribe or tribal health program operating a community health aide program in Alaska under the ISDEAA;

(2) provide only those services for which the person has been trained and has demonstrated successful performance; and

(3) practice as a community health aide only in compliance with the requirements in section 2.10.010(a)(9) [initial requirements; general requirements (supervision & day-to-day direction)].

History: October 30, 2014, Section 2.20.120 was amended. June 18, 2008, Section 2.20.120(b)(3) was amended. October 3, 2006, Section 2.20.120(b)(1) was amended. November 26, 2002, Section 2.20.120(b)(3) was amended.

Sec. 2.20.200. Community Health Aide II Training and Education Requirements. A person meets the training and education requirements to be a certified community health aide II upon successful completion of

(1) all requirements under sections 2.20.100 [CHA I training & education requirements] through 2.20.110 [CHA I competencies];

(2) current ETT or EMT certification or its equivalent, as determined by the Board;

(3) Session II training course provided by a CHA/P Training Center; and

(4) 200 hours of approved field work after completion of Session II, including:

(A) a minimum of 60 patient encounters;

(B) Post Session Learning Needs (PSLN), which identifies individual learning needs in performing essential skills; and

(C) Post Session Practice Checklist, which identifies the skills to be taught.

History: June 19, 2008, Section 2.20.200(2) was amended.

Sec. 2.20.210. Community Health Aide II Competencies. In addition to meeting the requirements of section 2.20.110 [CHA I competencies], a certified community health aide II must successfully demonstrate and maintain:

(a) understanding of the topics addressed in the CHA/P Curriculum for Session II, which generally includes problem-specific complaints (acute care) for adults and children of the following body systems:

- (1) dental,
- (2) ear,
- (3) respiratory,
- (4) circulatory,
- (5) digestive,
- (6) urinary,
- (7) male reproductive,
- (8) female reproductive,
- (9) musculoskeletal,
- (10) nervous,
- (11) endocrine,
- (12) skin;

(b) competency in the following subjects to the level of performance required after meeting the requirements of section 2.20.200 [CHA II training & education requirements]:

- (1) dental health and prevention;
- (2) mental health issues, including self-help, mental illness and mental health emergencies, mental health promotion for patients and families, substance abuse and dependency, and grief, loss, dying and death;
- (3) management of medicines in the village;
- (4) introduction to tuberculosis disease;
- (5) introduction to sexually transmitted diseases and sexually transmitted disease issues;
- (6) HIV disease and issues;
- (7) emergency care review, including medical evacuation;

(c) satisfactory performance of the following skills:

- (1) physical examinations of
 - (A) the following systems:
 - (i) heart,
 - (ii) back/costal vertebral angle (CVA),
 - (iii) genitals:
 - (I) male,
 - (II) female: external/cervical motion;
 - (iv) external anus,
 - (v) extremities,
 - (vi) musculoskeletal,
 - (vii) nervous system,
 - (viii) mental status;
 - (B) adults;
- (2) performance and interpretation of the following lab tests:
 - (A) purified protein derivative (PPD);
 - (B) fecal occult blood;
- (3) perform the following lab tests:
 - (A) venipuncture for blood tests;
 - (B) clean catch urine specimen;
 - (C) infant (bag);
 - (D) urine culture;

- (E) stool for ova and parasites;
- (4) topical medicines;
- (5) the following treatments and procedures:
 - (A) wound:
 - (i) irrigation,
 - (ii) closure strips,
 - (iii) suture,
 - (iv) suture removal;
 - (B) orthopedics:
 - (i) crutch fit/walk,
 - (ii) plaster splinting;
 - (C) intravenous therapy;
 - (D) dental prevention:
 - (i) tooth brushing,
 - (ii) flossing,
 - (iii) disclosing tablets,
 - (iv) fluoride application.
 - (v) [Reserved]

History: June 11, 2015, Section 2.20.210(c)(5)(D)(iv) and (v) were amended. June 18, 2008, Section 2.20.210(b)(4) was amended to correct a capitalization error. November 26, 2002, Section 2.20.210(a) and (c)(2) were amended.

Sec. 2.20.300. Community Health Aide III Training and Education Requirements. A person meets the training and education requirements to be a certified community health aide III upon successful completion of

- (1) all requirements under sections 2.20.100 [CHA I training & education requirements] through 2.20.210 [CHA II competencies];
- (2) Session III training course provided by a CHA/P Training Center; and
- (3) 200 hours of approved field work after completion of Session III, including:
 - (A) a minimum of 60 patient encounters;
 - (B) Post Session Learning Needs (PSLN) which identifies individual learning needs in performing essential skills; and
 - (C) Post Session Practice Checklist which identifies the skills to be taught.

Sec. 2.20.310. Community Health Aide III Competencies. In addition to meeting the requirements of sections 2.20.110 [CHA I competencies] and 2.20.210 [CHA II competencies], a certified community health aide III must successfully demonstrate and maintain

(a) an understanding of the topics addressed in the CHA/P Curriculum for Session III, which generally include:

- (1) male reproductive health;
- (2) female reproductive health;
- (3) adolescent health;
- (4) well child care;
- (5) sick child care;
- (6) newborn care; and
- (7) problem-specific complaints (acute care) of the following body systems:
 - (A) male reproductive;
 - (B) female reproductive;
 - (C) breast;

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(b) competency in the following subjects to the level of performance required after meeting the requirements of section 2.20.300 [CHA III training & education requirements]:

- (1) women's reproductive health issues;
- (2) men's reproductive health issues;
- (3) family planning issues;
- (4) prenatal care;
- (5) mental health issues, including substance abuse during pregnancy, family problems, domestic violence, sexual abuse and rape;
- (6) fetal alcohol syndrome;
- (7) labor and delivery, including the importance of avoiding village deliveries;
- (8) post-partum issues;
- (9) newborn care issues;
- (10) well child care issues;
- (11) adolescent health care issues;
- (12) immunization issues;
- (13) [RESERVED]
- (14) nutrition; and
- (15) [RESERVED]
- (16) emergency care review, emphasizing infants, children, and special considerations for pregnant patients;

(c) satisfactory performance of the following skills:

- (1) history taking:
 - (A) initial prenatal visit;
 - (B) prenatal revisit;
 - (C) well child;
- (2) physical examination of:
 - (A) breast system;
 - (B) prenatal revisit;
 - (C) well child;
- (3) performance and interpretation of urine pregnancy lab test;
- (4) performance only of the following lab tests:
 - (A) phenylketonuria (PKU);
 - (B) urethral swab;
- (5) medicines:
 - (A) vaginal suppository/creams; and
 - (B) immunizations.

History: October 14, 2004, Section 2.20.310(a) was amended. June 24, 2004, Section 2.20.310(b)(13) and (b)(15) were deleted. November 26, 2002, Section 2.20.310(a) was amended.

Sec. 2.20.400. Community Health Aide IV Training and Education Requirements. A person meets the training and education requirements to be a certified community health aide IV upon successful completion of

- (1) all requirements under sections 2.20.100 [CHA I training & education requirements] through .310;
- (2) Session IV training course provided by a CHA/P Training Center; and
- (3) 200 hours of approved field work after completion of Session IV, including
 - (A) a minimum of 60 patient encounters;
 - (B) Post Session Learning Needs, which identifies individual learning needs in performing essential skills; and
 - (C) Post Session Practice Checklist, which identifies the skills to be taught.

Sec. 2.20.410. Community Health Aide IV Competencies. In addition to meeting the requirements of sections 2.20.110 [CHA I competencies], 2.20.210 [CHA II competencies], and 2.20.310 [CHA III competencies]; a certified community health aide IV must successfully demonstrate and maintain

(a) an understanding of the topics addressed in the CHA/P Curriculum for Session IV, which generally include long-term care complaints (chronic care) of the following body systems:

- (1) eye,
- (2) ear,
- (3) respiratory,
- (4) circulatory,
- (5) digestive,
- (6) musculoskeletal,
- (7) nervous,
- (8) endocrine,
- (9) skin;

(b) competency in the following subjects to the level of performance required after meeting the requirements of section 2.20.400 [CHA IV training & education requirements]:

(1) management of tuberculosis in the village;
(2) introductory environmental health issues, including food/water borne disease, rabies, and injury prevention;

- (3) chronic disease;
- (4) introductory cancer issues;
- (5) pharmacology;
- (6) clinic management;
- (7) emergency care review;
- (8) adult surveillance;
- (9) introduction to smoking cessation training;

(c) satisfactory performance of the following skills:

- (1) complete history taking;
- (2) the following treatments and procedures:
 - (A) [RESERVED]
 - (B) postural drainage.

History: June 18, 2008, Section 2.20.410(b)(2) was amended to correct a capitalization error. June 24, 2004, Section 2.20.410(b)(8) and (b)(9) were added and (c)(2)(A) was deleted. November 26, 2002, Section 2.20.410(a) was amended.

Sec. 2.20.500. Community Health Practitioner Training and Education Requirements. A person meets the training and education requirements to be a certified community health practitioner upon successful completion of

(1) all requirements under sections 2.20.100 [CHA I training & education requirements] through 2.20.410 [CHA IV competencies];

(2) an approved preceptorship, including:

- (A) at least 30 hours of supervised direct patient care experience;
- (B) a minimum of 15 patient encounters as primary provider;
- (C) the Preceptorship Critical Skills List;

(3) both sections of the statewide written Alaska Community Health Aide/Practitioner Program Credentialing Exam with a score of 80 percent or higher on each section;

(4) the statewide Medical Math Exam with a score of 100 percent; and

(5) an evaluation of the applicants clinical performance and judgment by the applicant's direct supervisor or other approved evaluator.

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

History: January 22, 2015, Section 2.20.500 was amended. June 18, 2008, Section 2.20.500(3) was amended to correct the title of the examination. November 26, 2002, Section 2.20.500(3) was amended.

Sec. 2.20.510. Community Health Practitioner Competencies. A community health practitioner must successfully demonstrate and maintain the ability to meet all of the requirements of sections 2.20.110 [CHA I competencies], 2.20.210 [CHA II competencies], 2.20.310 [CHA III competencies], and 2.20.410 [CHA IV competencies].

Sec. 2.20.600. Certification by Credentials. The Board may waive one or more of the requirements of sections 2.20.100 [CHA I training & education requirements] through 2.20.510 [CHP competencies] for a person who provides evidence satisfactory to the Board that the person has health care training, education and experience at least equivalent in scope, quality, and difficulty to those imposed under these sections, provided the applicant demonstrates to the satisfaction of the Board that the applicant is adequately familiar with the CHA/P program and will limit his or her practice to the scope of practice of a community health aide or community health practitioner operating under the community health aide program.

History: November 26, 2002, Section 2.20.600 was amended.

Article 30. Standards for Dental Health Aides

History: November 26, 2002, Article 30 was added.

Sec. 2.30.010. Supervision of Dental Health Aides.¹

(a) Generally. The supervision of a dental health aide may be general, indirect or direct, as defined in section 2.30.010(b) [supervision of DHAs; definitions of levels of supervision], provided that

(1) the person providing the supervision must satisfy the criteria provided under section 2.10.010(a)(9) [initial qualifications; general requirements (supervision & day-to-day direction)];

(2) the dental health aide must be supervised at whatever level of supervision is required for the specific care being provided;

(3) a dentist or dental health aide therapist providing supervision may impose a higher level of supervision on the dental health aide than that provided in this article, and

(4) when a dental health aide therapist requires supervision the supervision must be provided by a dentist.

(b) Definitions of Levels of Supervision. For the purposes of this article:

(1) “Direct supervision” means the dentist or dental health aide therapist in the dental office, personally diagnoses the condition to be treated, personally authorizes the procedure, and before dismissal of the patient evaluates the performance of the dental health aide;

(2) “General supervision” means the dentist or dental health aide therapist has authorized the procedures and they are being carried out in accordance with standing orders issued to a specific dental health aide; and

(3) “Indirect supervision” means a dentist or dental health aide therapist is in the facility, authorizes the procedures, and remains in the dental facility while the procedures are being performed by the dental health aide.

¹The supervision (at whatever level is required) of a dental health aide who provides services for which a Medicaid claim will be made must be provided by a dentist.

1 **(c) Village-Based Practice.** Any dental health aide practicing under general supervision, except
2 a primary dental health aide I, must have successfully completed a Board approved village-based dental
3 practice course that satisfies the requirements of section 7.20.050 [village-based dental practice].
4

5 **History:** June 18, 2008, Section 2.30.010(a)(2) was amended to correct a citation. October 3, 2006, Section
6 2.30.010 was amended by adding a footnote to the section title and Section 2.30.010(a) was amended.
7 October 8, 2003, Section 2.30.010(a) was amended.
8

9 **Sec. 2.30.020. Scope of Practice Prior to Certification as a Dental Health Aide.**
10

11 **(a) Minimum Requirements.** A person who satisfies the requirements of subsection
12 2.30.020(b) [scope of practice prior to certification as a DHA; employment] may perform services of a
13 certified dental health aide prior to being certified under this article to the extent the services are
14 performed

- 15 (1) as part of training required for certification;
16 (2) as part of a required preceptorship under sections 2.30.100(b) [PDHA I training &
17 education requirements; preceptorship], 2.30.220(c)(1)(B) [sealant requirements; training, education &
18 preceptorship; (sealants during training)] or (c)(2) [sealant requirements; training, education &
19 preceptorship; (preceptorship)], 2.30.230(d) [dental prophylaxis requirements; preceptorship];
20 2.30.240(c)(1)(D) [dental radiology requirements; training, education & preceptorship; (radiographs
21 during training)] or (c)(2) [dental radiology requirements; training, education & preceptorship; (minimum
22 number radiographs)], 2.30.250(c) [dental assistant function requirements; training, education &
23 preceptorship], 2.30.260(d) [ART requirements; preceptorship], 2.30.400(b) [EFDHA I supervision,
24 training and education requirements; preceptorship], 2.30.500(b) [EFDHA II training & education
25 requirements; preceptorship], 2.30.550(d) [stainless steel crown placement requirements; preceptorship],
26 2.30.600(3) [DHAT training & education requirements; (preceptorship)]; or
27 (3) while an application for certification is pending before the Board after successful
28 completion of all required training and preceptorship.
29

30 **(b) Employment.** To be eligible to perform services under subsection 2.30.020(a) [scope of
31 practice prior to certification as a DHA; minimum requirements], the person must be employed or
32 sponsored by the Indian Health Service or a tribe or tribal program operating a community health aide
33 program in Alaska under the ISDEAA.
34

35 **History:** October 30, 2014, Section 2.30.020(a)(2) was amended. January 31, 2008, Section 2.30.020(b)
36 was amended. October 3, 2006, Section 2.30.020(a) and (b) were amended.
37

38 **Sec. 2.30.030. Multiple Certification.** Under this article a person may be certified under more
39 than one section.
40

41 **Sec. 2.30.050. Certification by Credentials.** The Board may waive one or more of the
42 requirements of sections or 2.30.100 [PDHA I training & education requirements] through 2.30.610
43 [DHAT supervision & competencies] for a person who provides evidence satisfactory to the Board that
44 the person has health care training, education and experience at least equivalent in scope, quality, and
45 difficulty to those imposed under these sections, provided the applicant demonstrates to the satisfaction of
46 the Board that the applicant is adequately familiar with the CHA/P program and will limit his or her
47 practice to the scope of practice of dental health aide under these *Standards*.
48

49 **Sec. 2.30.100. Primary Dental Health Aide I Training and Education Requirements.** A
50 person meets the training and education requirements to be a certified primary dental health aide I upon
51 successful completion of the requirements set forth in subsections (a) [training] and (b) [preceptorship] of
52 this section.

(a) Training.

(1) (A) A Pre-session or Session I training course provided by a CHA/P Training Center, provided that a Pre-session training course must address at a minimum all of the topics identified in section 7.20.010 [DHA core curriculum]; or

(B) a Board approved DHA core curriculum course that satisfies the requirements of section 7.20.010 [DHA core curriculum];

(2) a Board approved primary oral health promotion and disease prevention course that satisfies the requirements of section 7.20.020 [primary oral health promotion & disease prevention];

(3) a Board approved basic dental procedure course that satisfies the requirements of section 7.20.030 [basic dental procedures]; and

(4) Basic Life Support certification.

(b) Preceptorship. A dental health aide must after completion of the requirements in subsection (a) of this section, under the direct supervision of a dentist, dental health aide therapist or dental hygienist, satisfactorily complete a preceptorship, which must include satisfactory performance in the

(1) delivery of a minimum of 20 fluoride treatments, which must include a minimum of 5 varnish, 5 rinse and 5 foam or gel treatments;

(2) delivery of a minimum of 40 oral hygiene sessions of which

(A) a minimum of 10 must be with children under 6 years of age;

(B) a minimum of 10 must be with patients between ages 6 and 14; and

(C) a minimum of 10 must be with patients over age 14;

(3) delivery of a minimum of 20 diet education sessions, including a minimum of:

(A) 10 provided to the primary caregiver of children under age 6; and

(B) 5 provided to an adult regarding the adult's own diet; and

(4) an additional 40 hours of relevant work experience.

(c) Waiver. A person who has equivalent education, training or experience may be deemed by the Board to meet the requirements in subsections (a)(2) [PDHA I training & education requirements; (oral health promotion disease prevention course)] and (3) [PDHA I training & education requirements; (basic dental procedure course)] and (b) [PDHA I training & education requirements; preceptorship] of this section.

Sec. 2.30.110. Primary Dental Health Aide I Supervision and Competencies.

(a) Dental Supervision. A certified primary dental health aide I may provide services under the general supervision of a dentist or dental health aide therapist.

(b) Competencies. A certified primary dental health aide I must successfully demonstrate and maintain

(1) an understanding of:

(A) basic dental anatomy;

(B) caries disease process;

(C) periodontal disease process;

(D) infection control;

(E) health care system access, including access to Medicaid and other third-party resources;

(F) scheduling;

(G) theory of prevention;

(H) fluoride as a drug and related issues;

(2) competency in the following subjects:

(A) fluoride treatments, including gels, foams, varnish and mouth rinse;

- (B) diet education;
- (C) oral hygiene instruction;
- (D) identification of potential dental problems and appropriate referrals;
- (E) those provided for under sections 2.20.110(b)(1), (3) through (12), (14) and (15) [CHA I competencies; (competencies)];
- (F) dental health aide's general scope of work;
- (G) basic life support;
- (3) satisfactory performance of the following skills:
 - (A) use of CHAM;
 - (B) general medical history taking;
 - (C) patient education including:
 - (i) oral hygiene instruction;
 - (ii) diet education;
 - (iii) explanation of prevention strategies, including fluoride and sealants;
 - (D) tooth brush prophylaxis;
 - (E) providing topical fluorides, including gels, foam, varnish and rinses;
 - (F) clean/sterile techniques;
 - (G) universal precautions; and
 - (H) hand washing.

Sec. 2.30.150. [RESERVED]

History: October 8, 2003, Section 2.30.150 was deleted and the section number reserved.

Sec. 2.30.160. [RESERVED]

History: October 8, 2003, Section 2.30.160 was deleted and the section number reserved.

Sec. 2.30.200. Primary Dental Health Aide II Training and Education Requirements. A person meets the training and education requirements to be a certified primary dental health aide II upon successful completion of

- (a) (1) (A) all requirements under sections 2.30.100 [PDHA I training & education requirements] through 2.30.110 [PDHA I supervision & competencies];
- (B) a Board approved DHA Advanced Dental Procedures training session that satisfies the requirements of section 7.20.040 [DHA advanced dental procedures]; and
- (C) one or more certifications under 2.30.220 [sealant requirements], 2.30.230 [dental prophylaxis requirements], 2.30.240 [dental radiology requirements], 2.30.250 [dental assistant function requirements] or 2.30.260 [ART requirements]; or
- (2) the requirements of section 2.30.300(b)(1) and (2) [DHAH training & education requirements; (education options)]; and
- (b) a Board approved DHA village-based dental practice course that satisfies the requirements of section 7.20.050 [village-based dental practice].

History: October 30, 2014, Section 2.30.200(a)(1)(C) was amended. October 8, 2003, Section 2.30.200 was amended.

Sec. 2.30.210. Primary Dental Health Aide II Supervision and Competencies.

(a) Dental Supervision. A certified primary dental health aide II may provide the services under paragraph (b)(2) [competencies; (satisfactory performance)] under the general supervision of a dentist or dental health aide therapist.

- 1 **(b) Competencies.** In addition to meeting the requirements of section 2.30.110 [PDHA I
2 supervision & competencies], a certified dental health aide II must successfully demonstrate and maintain
3 (1) (A) an understanding and knowledge of dental anatomy;
4 (B) an understanding and knowledge of caries and the periodontal disease process;
5 (C) identification and knowledge of dental instruments and equipment;
6 (D) an understanding of telemedicine technology;
7 (E) dental charting;
8 (F) problem-specific medical and dental history taking;
9 (G) basic knowledge of relationship between medical conditions and oral health;
10 (H) basic management of dental emergencies;
11 (I) proper handling and sterilization of instruments;
12 (J) disinfection of the operator; and
13 (2) satisfactory performance of the following skills:
14 (A) problem-specific medical and dental history taking;
15 (B) recognition of medical and dental conditions that may require direct dental
16 supervision or services;
17 (C) recognition of relationship between medical conditions and oral health;
18 (D) dental charting and patient record documentation;
19 (E) instrument handling and sterilization procedures;
20 (F) intra- and extra-oral photographs, if equipment is available;
21 (3) meeting the requirements of one or more of the following sections:
22 (A) 2.30.220 [sealant requirements];
23 (B) 2.30.230 [dental prophylaxis requirements];
24 (C) 2.30.240 [dental radiology requirements];
25 (D) 2.30.250 [dental assistant function requirements]; or
26 (E) 2.30.260 [ART requirements].

27
28 **History:** October 29, 2015, Section 2.30.210(b)(1)(D) was amended. October 30, 2014, Section
29 2.30.210(b)(3) was amended. June 8, 2010, Section 2.30.210(b)(1)(2) was amended. October 8, 2003,
30 the title to Section 2.30.210 and subsections (a) and (b) were amended.
31

32 **Sec. 2.30.220. Sealant Requirements.**

33
34 **(a) Prerequisites.** A dental health aide may be certified under this section to perform sealants
35 under the conditions set forth in subsections (b) through (d) of this section provided the dental health aide
36 satisfies the requirements of sections:

- 37 (1) 2.30.200 [PDHA II training & education] and 2.30.210 [PDHA II supervision &
38 competencies];
39 (2) 2.30.400 [EFDHA I supervision, training & education requirements] and 2.30.410
40 [EFDHA I supervision & competencies]; or
41 (3) 2.30.500 [EFDHA II training & education] and 2.30.510 [EFDHA II supervision &
42 competencies].
43

44 **(b) Dental Supervision.**

45 (1) The sealant procedure must have been ordered by a dentist prior to the sealant
46 procedure.

47 (2) Sealants may be performed under this section by a dental health aide under the general
48 supervision of a dentist provided the dental health aide has met the requirements of this section, including
49 successful completion of the requirements of section 2.30.200(b) [PDHA II training & education
50 requirements; (village-based dental practice course)].

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(3) An expanded function dental health aide I or II who has not completed the requirements of section 2.30.200(b) [PDHA II training & education requirements; (village-based dental practice course)] may perform sealants under this section only under the direct or indirect supervision of a dentist.

(c) Training, Education and Preceptorship. The dental health aide must have satisfactorily completed

(1) (A) a course in sealants
(i) approved by the Board that satisfies the requirements of section 7.20.100 [sealants];

(ii) offered by an accredited school of higher education; or
(iii) offered by IHS; and
(B) under the direct supervision of a dentist, dental health aide therapist, or licensed dental hygienist, satisfactory performance of a minimum of 25 sealant procedures including:

(i) a minimum of 10 on molars;
(ii) a minimum of 5 on children under 7 years of age; and
(iii) a minimum of 10 on second molars; or

(2) under the direct supervision of a dentist, dental health aide therapist, or licensed dental hygienist, satisfactory performance of a minimum of 50 sealant procedures including:

(A) a minimum of 20 on molars;
(B) a minimum of 10 on children under 7 years of age; and
(C) a minimum of 10 on second molars.

(d) Competencies. In addition to meeting all other requirements of this section, the dental health aide must understand and successfully demonstrate and maintain the following competencies and skills:

(1) understanding and following dental orders;
(2) reviewing medical history and identifying contraindications for sealant treatment;
(3) explaining sealant procedure and responding to questions from patient regarding sealants;
(4) proper patient and provider safety procedures;
(A) proper use and safety procedures related to curing light;
(B) proper use of etchant material;
(5) isolating and drying teeth to be sealed;
(6) identifying and correcting occlusal discrepancies caused by excess sealant; and
(7) ensuring retention of the sealant.

History: October 29, 2015, Section 2.30.220(c)(1)(B) and (c)(2) were amended. October 8, 2003, Section 2.30.220(a) was amended.

Sec. 2.30.230. Dental Prophylaxis Requirements.

(a) Prerequisites. A dental health aide may be certified under this section to perform dental prophylaxis under the conditions set forth in subsections (b) through (d) of this section provided the dental health aide satisfies the requirements of sections:

(1) 2.30.200 [PDHA II training & education requirements] and 2.30.210 [PDHA II supervision & competencies];

(2) 2.30.400 [EFDHA I supervision, training & education requirements] and 2.30.410 [EFDHA I supervision & competencies]; or

(3) 2.30.500 [EFDHA II training & education requirements] and 2.30.510 [EFDHA II supervision and competencies].

(b) Dental Supervision.

(1) The dental prophylaxis procedure must have been ordered by a dentist or dental health aide therapist prior to the performance of the procedure.

(2) Dental prophylaxis performed under this section must be carried out under the direct or indirect supervision of a dentist or dental health aide therapist unless the dental health aide has successfully completed the requirements of section 2.30.200(b) [PDHA II training & education requirements; (village-based dental practice course)].

(c) Training and Education. The dental health aide must have satisfactorily completed one of the following:

(1) a Board approved course in dental prophylaxis that satisfies the requirements of section 7.20.110 [dental prophylaxis];

(2) a course in dental prophylaxis offered by an accredited school of higher education; or

(3) a course in dental prophylaxis offered or approved by IHS, including “Clinical Periodontics for the Dental Assistant.”

(d) Preceptorship. A dental health aide must, after completion of the requirements in subsection (c) of this section, under the direct supervision of a dentist, dental health aide therapist, or licensed dental hygienist, satisfactorily complete a preceptorship during which the dental health aide satisfactorily performs a minimum of 40 dental prophylaxis of which

(1) a minimum of 10 must be performed on children under 8 years of age; and

(2) a minimum of 10 must be performed on adults with supra-gingival calculus.

(e) Competencies. In addition to meeting all other requirements of this section, the dental health aide must understand and successfully demonstrate and maintain the following competencies and skills:

(1) understanding and following dental orders;

(2) reviewing medical history and identifying contraindications for performing prophylaxis;

(3) understanding when the patient should be referred to a dentist prior to carrying out prophylaxis;

(4) explaining prophylaxis procedure and respond to questions from patient regarding prophylaxis;

(5) proper patient and provider safety procedures;

(A) proper use of dental instruments for safety of patient and provider;

(B) proper use of ultrasonic or piezoelectric scalers;

(6) scaling and polishing to remove plaque, calculus, and stains from the coronal or exposed surface of the tooth; and

(7) consistent with direct orders from the dentist after a dental examination, sulcular irrigation.

History: October 29, 2015, Section 2.30.230(d) was amended. October 30, 2014, Section 2.30.230(e)(6) was amended. January 11, 2012, Section 2.30.230(d) was amended. June 8, 2010, Section 2.30.230(e) was amended. October 8, 2003, Section 2.30.230(a) was amended.

Sec. 2.30.240. Dental Radiology Requirements.

(a) Prerequisites. A dental health aide may be certified under this section to perform dental radiology under the conditions set forth in subsections (b) through (d) of this section provided the dental health aide satisfies the requirements of sections:

(1) 2.30.200 [PDHA II training & education requirements] and 2.30.210 [PDHA II supervision & competencies];

(2) 2.30.400 [EFDHA I supervision, training & education requirements] and 2.30.410 [EFDHA I supervision & competencies]; or
(3) 2.30.500 [EFDHA II training & education requirements] and 2.30.510 [EFDHA II supervision & competencies].

(b) Dental Supervision. Dental radiology may be performed under this section by a dental health aide under the general supervision of a dentist or dental health aide therapist provided the dental health aide has met the requirements of all of the requirements of this section.

(c) Training, Education and Preceptorship. The dental health aide must have satisfactorily completed one of the following:

(1) (A) a Board approved course in dental radiology that satisfies the requirements of section 7.20.120 [dental radiology];

(B) a course in dental radiology offered by an accredited school of higher education;

(C) a course in dental radiology offered or approved by IHS, including “Basic Radiology for Dental Staff”; or

(D) satisfactory performance in exposing and developing a minimum of 75 dental radiographs under the direct supervision of a dentist, dental health aide therapist, or licensed dental hygienist including:

(i) a minimum of 10 sets of bitewing radiographs, provided that a minimum of 5 sets of the bitewings must be on children under 7 years of age, and

(ii) a minimum of 20 periapicals and 3 occulsals.

(2) If in the course under (1)(A) through (C) the dental health aide did not satisfactorily expose radiographs on at least 10 patients, then after the completion of the course, the dental health aide must complete, under direct supervision of a dentist, dental health aide therapist, or licensed dental hygienist, enough additional radiographs to have satisfactorily completed exposures on no less than 10 patients.

(d) Competencies. In addition to meeting all other requirements of this section, a dental health aide may only perform dental radiology, if the dental health aide successfully demonstrates and maintains

(1) an understanding of

(A) components of an x-ray machine,

(B) kilovoltage (kVp),

(C) density and contrast,

(D) milliamperage (mA),

(E) exposure time,

(F) film type,

(G) automatic processing equipment,

(H) darkroom lighting, and

(I) purpose of film mounts;

(2) competency in the following:

(A) radiological protection,

(B) radiographic quality,

(C) radiographic technique,

(D) processing technique,

(E) presentation of radiographs,

(F) radiographic infection control,

(G) special radiograph techniques,

(H) maintenance of processor equipment, and

(I) mounting and labeling of radiographs;

(3) satisfactory performance of the following skills:

- (A) radiological protection of operator and patient;
- (B) use and storage of the lead apron and thyroid collar;
- (C) review medical history and identify contraindications for performing x-rays;
- (D) dosimeter (film badge) and radiology reports;
- (E) recognition and correction of;
 - (i) distortion,
 - (ii) overlap,
 - (iii) cone-cutting, and
 - (iv) automatic processing problems;
- (F) use of film holding devices;
- (G) positioning and exposing intra-oral radiographs;
- (H) troubleshooting:
 - (i) technique errors, and
 - (ii) processing errors;
- (I) film handling during processing,
- (J) film labeling,
- (K) use of landmarks to mount film,
- (L) use of daylight loader; and
- (M) basic knowledge of digital radiography.

(e) [RESERVED]

History: January 22, 2016, Section 2.30.240(e) was deleted and reserved. October 29, 2015, Section 2.30.240(c)(1)(D) and (c)(2) were amended. May 15, 2014, Section 2.30.240(c)(1)(D) and (2) were amended. June 8, 2010, Section 2.30.240(d)(3) was amended. October 8, 2003, Section 2.30.240(a) was amended.

Sec. 2.30.250. Dental Assistant Function Requirements.

(a) Prerequisites. A dental health aide may be certified under this section to perform the functions of a dental assistant under the conditions set forth in subsections (b) through (c) of this section provided the dental health aide satisfies the requirements of:

- (1) 2.30.200 [PDHA II training & education requirements] and 2.30.210 [PDHA II supervision & competencies].

(b) Dental Supervision. A dental health aide certified under this article who satisfies the requirements of this section may perform the functions of a dental assistant only under the direct or indirect supervision of a

- (1) dentist;
- (2) dental health aide therapist;
- (3) licensed dental hygienist; or
- (4) [RESERVED]
- (5) primary dental health aide II or expanded function dental health aide I or II who is performing procedures under the general supervision of a dentist.

(c) Training, Education and Preceptorship. In addition to performing functions as provided for the level of certification achieved by the dental health aide, a dental health aide may perform the functions of a dental assistant, if the dental health aide has successfully completed one of the following:

- (1) an accredited dental assisting program;
- (2) a Board approved dental assisting program that satisfies the requirements of section 7.20.130 [dental assisting]; or

(3) a program provided by a dentist who directly supervised the person carrying out a sufficient number of patient encounters for the person to develop satisfactory skills, as determined by the supervising dentist, in each of the functions identified in 2.30.250(d) [dental assistant function requirements; competencies].

(d) Competencies. In addition to meeting all other requirements of this section, the dental health aide must understand and successfully demonstrate and maintain the ability to satisfactorily perform the following functions:

- (1) applying topical anesthetic agents;
- (2) placing and removing rubber dams;
- (3) basic knowledge of dental materials, instruments, and procedures; and
- (4) four-handed instrument transfer.
- (5) [RESERVED]
- (6) [RESERVED]
- (7) [RESERVED]
- (8) [RESERVED]

History: October 29, 2015, Section 2.30.250(b)(4) was deleted and reserved. October 30, 2014, Section 2.30.250 was amended. June 8, 2010, Section 2.30.250(c) was amended, numbers 5, 6, 7 and 8 were deleted and reserved. October 8, 2003, Section 2.30.250(a)(5) was amended.

Sec. 2.30.260. Atraumatic Restorative Treatment (ART) Requirements.

(a) Prerequisites. A dental health aide may be certified under this section to perform atraumatic restorative treatment (ART) under the conditions set forth in subsections (b) through (d) of this section provided the dental health aide satisfies the requirements of sections:

- (1) (A) 2.30.200 [PDHA II training & education requirements] and 2.30.210 [PDHA II supervision & competencies];
- (B) 2.30.300 [DHAH training & education requirements] and 2.30.310 [DHAH supervision & competencies];
- (C) 2.30.400 [EFDHA I supervision, training & education requirements] and 2.30.410 [EFDHA I supervision & competencies]; or
- (D) 2.30.500 [EFDHA II training & education requirements] and 2.30.510 [EFDHA II supervision & competencies], and (2) 2.30.220 [sealant requirements], 2.30.230 [dental prophylaxis requirements], and 2.30.240 [dental radiology requirements] and 2.30.240 [dental radiology requirements].

(b) Dental Supervision.

(1) The dental health aide may perform ART only after consultation with a dentist or dental health aide therapist (exception is the dental health aide hygienist who must be supervised by a dentist) who has reviewed appropriate dental records regarding the patient, which may include radiographs and intra-oral photographs.

(2) ART may be performed under this section by a dental health aide under the general supervision of a dentist or dental health aide therapist (exception is the dental health aide hygienist who must be supervised by a dentist) provided the dental health aide has met the requirements of all of the requirements of this section, including successful completion of the requirements of section 2.30.200(b) [PDHA II training & education requirements; (village-based dental practice course)].

(3) An expanded function dental health aide I or II who has not completed the requirements of section 2.30.200(b) [PDHA II training & education requirements; (village-based dental practice course)] may perform ART under this section only under the direct or indirect supervision of a dentist or dental health aide therapist.

1 **(c) Training and Education.** The dental health aide must have satisfactorily completed one of
2 the following:

- 3 (1) a Board approved course in ART that satisfies the requirements of section 7.20.140
4 [ART];
5 (2) a course in ART offered by an accredited school of higher education; or
6 (3) a course in ART offered or approved by IHS, including the course “Early Childhood
7 Caries (ECC) and Midlevel Providers: an Expanded Role for Hygienists and Therapists.”
8

9 **(d) Preceptorship.** A dental health aide must, after completion of the requirements in
10 subsection (c) of this section, under the direct supervision of a dentist, satisfactorily complete a
11 preceptorship during which the dental health aide satisfactorily performs ART on

- 12 (1) a minimum of 10 patients of whom a minimum of 5 must be children under 4 years of
13 age; and
14 (2) a minimum of 50 teeth.
15

16 **(e) Competencies.** In addition to meeting all other requirements of this section, a dental health
17 aide may only perform ART, if the dental health aide successfully demonstrates and maintains:

- 18 (1) an understanding and following dental orders;
19 (2) reviewing medical history and identifying contraindications for performing ART;
20 (3) identify cases appropriate for ART;
21 (4) understanding when the patient should be referred to a dentist;
22 (5) explaining ART procedure and responding to questions from patient regarding ART;
23 (6) proper patient and provider safety procedures, including proper use dental instruments;
24 (7) isolating the tooth/teeth;
25 (8) removing gross caries with hand instruments;
26 (9) mixing, placing and contouring appropriate restorative material; and
27 (10) recognizing potential and actual procedural complications and consulting appropriately
28 with the dentist.
29

30 **History:** October 30, 2013, Section 2.30.260(b)(1) and (2) were amended. June 8, 2010, Section
31 2.30.260(e)(3) was amended. October 8, 2003, Section 2.30.260(a) was amended.
32

33 **Sec. 2.30.300. Dental Health Aide Hygienist Training, Education, and Licensure**

34 **Requirements.** A person meets the training and education requirements to be a certified dental health
35 aide hygienist upon successful completion of

36 (a) all requirements under sections 2.30.100(a)(1) [PDHA I training & education requirements;
37 training (presession)] and (4) [PDHA I training & education requirements; training; (BLS)];

38 (b) (1) an accredited school of dental hygiene; or

39 (2) a dental hygiene training and education program approved by the Board; and

40 (c) if not covered in the training under (b)(1) or (2) of this section or if the training has not been
41 kept up-to-date through practice or continuing education, a course in local anesthetic that is

42 (1) approved by the Board that satisfies the requirements of section 7.20.400 [local
43 anesthetic administration];

44 (2) offered by an accredited school of higher education; or

45 (3) offered or approved by IHS; and

46 (d) is licensed as a dental hygienist in Alaska under AS 08.32.10 or a dental hygienist in the
47 employ of the federal government in the discharge of official duties who is a dental hygienist licensed in
48 one of the states or territories of the United States.
49

50 **History:** May 15, 2014, Section 2.30.300 was amended.

Sec. 2.30.310. Dental Health Aide Hygienist Supervision and Competencies.

(a) Dental Supervision.

(1) Dental hygiene services may be performed under this section by a dental health aide hygienist under the general supervision of a dentist provided the dental health aide hygienist has met the requirements of all of the requirements of this section.

(2) a dental health aide hygienist may perform services identified in section 2.30.260 [ART requirements] under general supervision of a dentist upon successful completion of all of the requirements of the applicable section and requirements of section 2.30.200 (b) [PDHA II training and education requirements].

(b) Competencies. In addition to demonstrating the competencies identified in section 2.30.110(b) [PDHA I supervision & competencies; competencies], 2.30.210(b) [PDHA II supervision & competencies; competencies], 2.30.220(d) [sealant requirements; competencies], 2.30.230(e) [dental prophylaxis requirements; competencies], 2.30.240(d) [dental radiology requirements; competencies], and after satisfying the requirements of 2.30.300 [DHAH training & education requirements], a certified dental health aide hygienist must successfully demonstrate and maintain satisfactory performance of the following skills:

- (1) removing calculus deposits, accretions and stains from the surfaces of teeth by scaling and polishing techniques;
- (2) non-surgical periodontal therapy;
- (3) placing sulcular medicinal or therapeutic materials;
- (4) periodontal probing; and
- (5) administration of local anesthetics and identification and responding to the side effects of local anesthetics.

History: October 12, 2011, Section 2.30.310(a) and (b) were amended. October 14, 2004, Section 2.30.310(a) was amended. October 8, 2003, Section 2.30.310(b) was amended.

Sec. 2.30.400. Expanded Function Dental Health Aide I Supervision, Training and Education Requirements.

(a) Training and Education. A person meets the training and education requirements to be a certified expanded function dental health aide I upon successful completion of

(1) all requirements under sections 2.30.100(a)(1) and (a)(4) [PDHA I training & education requirements; (presession) & (BLS)];

(2) (A) (i) a Board approved course in basic restorative functions that satisfies the requirements of section 7.20.200 [basic restorative functions];

(ii) a course in basic restorative functions offered by an accredited school of higher education; or

(iii) a course in basic restorative functions offered or approved by IHS, including “Restorative Functions – Basic”; or

(B) training that meets the requirements under section 2.30.230 [dental prophylaxis requirements]; and

(3) a preceptorship that satisfies the requirements in subsection (b) [EFDHA I preceptorship] of this section.

(b) Preceptorship.

An expanded function dental health aide I who has satisfied the requirements of

(1) subsection (a)(2)(A) [EFDHA I training & education; (basic restorative functions course)] must, after completion of the other requirements in subsection (a) [EFDHA I training and education] of this section, satisfactorily complete a preceptorship, which must

(A) be under the direct supervision of a dentist;

(B) continue after completion of the training under subsection (a)(2) for a minimum of six months or 800 hours, whichever is longer; and

(C) include satisfactory performance in the dental health aide's clinical setting under direct supervision of a dentist of a minimum of 50 restorations of which a minimum of 5 must be in each classification of amalgam class I, class II, and class V and composite class I, class III and class V; or

(2) subsection (a)(2)(B) [EFDHA I training and education (dental prophylaxis course)] must, after the completion of the other requirements in subsection (a) [EFDHA I training and education] of this section, satisfactorily complete a preceptorship as required under section 2.30.230 [dental prophylaxis requirements].

History: October 12, 2011, Section 2.30.400(a) and (b) were amended. October 8, 2003, Section 2.30.400(a)(2) and (b) were amended.

Sec. 2.30.410. Expanded Function Dental Health Aide I Supervision and Competencies.

(a) Dental Supervision.

(1) An expanded function dental health aide I may perform the functions identified for a dental assistant under sections 2.30.250(c) [dental assistant function requirements; competencies] and 2.30.410(b) [EFDHA I supervision & competencies; competencies] only under the direct or indirect supervision of a dentist or dental health aide therapist.

(2) An expanded function dental health aide I may perform the services identified in section 2.30.550 [stainless steel crown placement requirements] under the direct or indirect supervision of a dentist or dental health aide therapist upon successful completion of all the requirements of the applicable section.

(3) An expanded function dental health aide I may perform the services identified in section 2.30.410 (b)(1) [EFDHA I supervision & competencies] under general supervision of a dentist or dental health aide therapist upon completion of the requirements of section 2.30.200(b) [PDHA II training & education requirements; (village-based dental practice course)].

(4) An expanded function dental health aide I may perform services as provided for under sections 2.30.220 [sealant requirements], 2.30.230 [dental prophylaxis requirements], 2.30.240 [dental radiology requirements], and 2.30.260 [ART requirements] under the general supervision of a dentist or dental health aide therapist, upon successful completion of all of the requirements of the applicable section and the requirements of section 2.30.200(b) [PDHA II training & education requirements; (village-based dental practice course)].

(b) Competencies. In addition to satisfying the requirements of 2.30.400 [EFDHA I training & education requirements], a certified expanded function dental health aide must successfully demonstrate and maintain the following:

(1) (A) an understanding of::

(i) basic dental anatomy;

(ii) caries disease process;

(iii) periodontal disease process;

(iv) infection control;

(v) health care system access, including access to Medicaid and other third-party resources;

(vi) scheduling;

(vii) theory of prevention;

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

- (viii) fluoride as a drug and related issues;
- (ix) dental charting and patient record documentation;
- (B) competency in the following subjects:
- (i) topical fluoride treatment(s);
- (ii) oral hygiene instruction;
- (iii) identification of potential dental problems and appropriate referrals;
- (iv) recognition of medical and dental conditions that may require direct dental supervision or services;
- (v) those provided for under sections 2.20.110(b)(1), (3) through (12), and (14) [CHA I competencies; (competencies)];
- (vi) dental health aide's general scope of work;
- (vii) basic life support and basic management of dental emergencies;
- (C) satisfactory performance of the following skills:
- (i) use of CHAM;
- (ii) general medical history taking;
- (iii) patient education including the explanation of prevention strategies, including fluoride and sealants;
- (iv) toothbrush prophylaxis;
- (v) clean/sterile techniques;
- (I) proper handling and sterilization of instruments;
- (II) disinfection of the operatory;
- (vi) universal precautions; and
- (vii) hand washing;
- (viii) basic knowledge of dental materials, instruments and procedures;
- (ix) four-handed instrument transfer;
- (x) applying topical anesthetic agents;
- (xi) placing and removing rubber dams;
- (2) (A) for an expanded function dental health aide I who has satisfied the requirements of section 2.30.400(a)(2)(A) [EFDHA I training & education requirements; training & education; (basic restorative functions course)] and (b) [EFDHA I training & education requirements; preceptorship]:
- (i) (I) advanced understanding of tooth morphology, structure and function;
- and
- (II) an ability to discriminate between acceptable and unacceptable restoration; and
- (ii) competency in and satisfactory performance of the following skills:
- (I) placement and finishing of Class I, II and V dental amalgams (simple fillings) after preparation by the dentist or dental health aide therapist; and
- (II) dental composite placement Class I, III and V (simple fillings) after preparation by a dentist or dental health aide therapist; and
- (III) provide appropriate post-procedure instructions; and
- (B) for an expanded function dental health aide I who has satisfied the requirements of section 2.30.400(a)(2)(B) [EFDHA I training & education requirements; training and education; (prophylaxis training)], the requirements of section 2.30.230(e) [dental prophylaxis requirements; competencies].

History: October 29, 2015, Section 2.30.410(b)(C)(ix) was amended. October 12, 2011, Section 2.30.410 was amended. June 18, 2008, Section 2.30.410(b)(2)(ii)(III) was amended by adding punctuation at the end. In the Standards amended January 31, 2005, Section 2.30.410(a)(1) a cross-citation was corrected. October 8, 2003, Section 2.30.410(b)(1)(B) and (b)(2) were amended.

Sec. 2.30.500. Expanded Function Dental Health Aide II Training and Education Requirements.

(a) **Training and Education.** A person meets the training and education requirements to be a certified expanded function dental health aide II upon successful completion of

- (1) all requirements under sections 2.30.100(a)(1) and (a)(4) [PDHA I training & education requirements; training; (presession) & (BLS)], and 2.30.400(a)(2)(A), and (b)(1) [EFDHA I training & education requirements] and 2.30.410 [EFDHA I supervision & competencies];
- (2) (A) a Board approved course in advanced restorative functions that satisfies the requirements of section 7.20.210 [advanced restorative functions];
- (B) a course in advanced restorative functions offered by an accredited school of higher education; or
- (C) a course in advanced restorative functions offered or approved by IHS, including “Restorative Functions – Advanced”; and
- (3) a preceptorship that satisfies the requirements in subsection (b) [EFDHA II preceptorship] of this section.

(b) **Preceptorship.** An expanded function dental health aide II must after completion of the requirements in subsection (a) [EFDHA II training & education] of this section, satisfactorily complete a preceptorship, which must

- (1) be under the direct supervision of a dentist;
- (2) continue after completion of the training under subsection (a)(2) [EFDHA II training & education; (advanced restorative functions course)] for a minimum of six months or 800 hours whichever is longer; and
- (3) include satisfactory performance in the dental health aide's clinical setting under direct supervision of a dentist of a minimum of 50 complex restorations.

History: October 29, 2015, Section 2.30.500(a)(1) was amended. October 12, 2011, Section 2.30.500(a)(1) was amended. October 7, 2009, Section 2.30.500(a)(1) was amended. October 8, 2003, Section 2.30.500(a)(1) was amended.

Sec. 2.30.510. Expanded Function Dental Health Aide Supervision and Competencies.

(a) Dental Supervision.

- (1) An expanded function dental health aide II may perform the functions identified for a dental assistant under sections 2.30.250(c) [dental assistant function requirements; competencies] and 2.30.510(b) [EFDHA II supervision & competencies; competencies] only under the direct or indirect supervision of a dentist or dental health aide therapist.
- (2) An expanded function dental health aide II may perform the services identified in section 2.30.550 [stainless steel crown placement requirements] under the direct or indirect supervision of a dentist or dental health aide therapist upon successful completion of all of the requirements of the applicable section.
- (3) An expanded function dental health aide II may perform the services identified in section 2.30.410 (b)(1) [EFDHA I supervision & competencies; competencies under general supervision of a dentist or dental health aide therapist upon completion of the requirements of section 2.30.200(b) [PDHA II training & education requirements; (village-based dental practice course)]].
- (4) An expanded function dental health aide II may perform services as provided for under sections 2.30.220 [sealant requirements], 2.30.230 [dental prophylaxis requirements], 2.30.240 [dental radiology requirements], and 2.30.260 [ART requirements] under the general supervision of a dentist or dental health aide therapist, upon successful completion of all of the requirements of the applicable

section and the requirements of section 2.30.200(b) [PDHA II training & education requirements; village-based dental practice].

(b) Competencies. In addition to satisfying the requirements of 2.30.500 [EFDHA II training & education requirements], a certified expanded function dental health aide must demonstrate and maintain the following:

- (1) the satisfactory performance of the competencies identified in sections
 - (A) 2.30.240(d) [dental radiology requirements; competencies];
 - (B) 2.30.250(c) [dental assistant function requirements; competencies];
 - (C) 2.30.410(b) [EFDHA I supervision & competencies; competencies]; and
- (2) understanding of
 - (A) the basics of occlusion as they apply to restorative dentistry; and
 - (B) current state-of-the-art dentinal bonding agents;
- (3) competency in and satisfactory performance of the following skills:
 - (A) placement and finishing of cusp protected amalgam and complex Class II amalgams (complex fillings);
 - (B) placement and finishing of dental composite Class II and IV (complex fillings);
 - (C) provide appropriate post-procedure instructions.

History: October 12, 2011, Section 2.30.510 was amended. In the Standards amended January 31, 2005, Section 2.30.510(a)(1) a cross-citation was corrected. October 8, 2003, Section 2.30.510(b)(1)(B) and (D) were amended.

Sec. 2.30.550. Stainless Steel Crown Placement Requirements.

(a) Prerequisites. An expanded function dental health aide may be certified under this section to place stainless steel crowns under the conditions set forth in subsections (b) through (e) of this section provided the expanded function dental health aide satisfies the requirements of

- (1) sections 2.30.400(a)(1), (a)(2)(A), (a)(3), and (b) [EFDHA I training & education requirements; training & education & preceptorship] and 2.30.410 [EFDHA I supervision & competencies]; or
- (2) sections 2.30.500 [EFDHA II training & education requirements] and 2.30.510 [EFDHA II supervision & competencies].

(b) Dental Supervision. An expanded function dental health aide I or II may perform stainless steel crown placement only under the direct or indirect supervision of a dentist or dental health aide therapist.

(c) Training and Education. A person meets the training and education requirements to place stainless steel crowns upon successful completion of

- (1) all requirements under sections 2.30.400(a)(1), (a)(2)(A), (a)(3), and (b) [EFDHA I training & education requirements; training & education & preceptorship] and 2.30.410 [EFDHA I supervision & competencies] or 2.30.500 [EFDHA II training & education requirements] and 2.30.510 [EFDHA II supervision & competencies];
- (2)
 - (A) a Board approved course in stainless steel crown placement that satisfies the requirements of section 7.20.220 [stainless steel crowns];
 - (B) a course in stainless steel crown placement offered by an accredited school of higher education; or
 - (C) a course in stainless steel crown placement offered or approved by IHS, which includes “Advanced Pediatric Restorative Techniques for Expanded Function Dental Assistants”; and

(3) a preceptorship that satisfies the requirements of subsection (d) [preceptorship] of this section.

(d) Preceptorship. A dental health aide must after completion of the requirements in subsection (a) of this section, satisfactorily complete a preceptorship, which must

- (1) be under the direct supervision of a dentist; and
- (2) include satisfactory performance under the direct supervision of a dentist in the expanded function dental health aide's clinical setting of placing a minimum of 20 stainless steel crowns.

(e) Competencies. In addition to meeting all other requirements of this section, the expanded function dental health aide must understand and successfully demonstrate and maintain the following competencies and skills:

- (1) selecting the appropriate stainless steel crown;
- (2) modifying the crown, as necessary;
- (3) checking and correcting occlusion, contact and margins of stainless steel crown;
- (4) cementing and removing excess cement;
- (5) re-verifying the occlusion; and
- (6) providing appropriate post-procedure instructions.

History: October 12, 2011, Section 2.30.550(a) and (c) were amended. October 8, 2003, Section 2.30.550(a)(1), (2) and (c)(1) were amended.

Sec. 2.30.600. Dental Health Aide Therapist Training and Education Requirements.

A person meets the training and education requirements to be a certified dental health aide therapist upon successful completion of

- (1) the requirements of section 2.30.100(a)(1) and (a)(4) [PDHA I training & education requirements; training; (presession) & (BLS)], and
- (2) (A) an accredited school of dental therapy or its equivalent; or
(B) a Board approved course of dental therapy that satisfies the requirements of section 7.20.500 [DHAT training program]; and
- (3) a clinical preceptorship under the direct supervision of a dentist for a minimum of three months or 400 hours whichever is longer. The preceptorship should encompass all competencies required of a dental health aide therapist outlined in section 2.30.610(b)(1), (2) and (3) [DHAT supervision and competencies; competencies], and students should demonstrate each procedure or service independently to the satisfaction of the preceptor dentist.

History: October 30, 2014, Section 2.30.600(3) was amended. June 20, 2007, Section 2.30.600(3) was amended.

Sec. 2.30.610. Dental Health Aide Therapist Supervision and Competencies.

(a) Dental Supervision. Dental health aide therapist services may be performed under this section by a dental health aide therapist under the general supervision of a dentist provided the dental health aide therapist has met the requirements of this section. Pulpal therapy (not including pulpotomies on deciduous teeth) or extraction of adult teeth can be performed by a dental health aide therapist only after consultation with a licensed dentist who determines that the procedure is a medical emergency that cannot be resolved with palliative treatment.

(b) Competencies. In addition to meeting the requirements of section 2.30.100(a)(1) and (a)(4) [PDHA I training & education requirements; training; (presession) & (BLS)] and 2.30.600 [DHAT

training & education requirements], a certified dental health aide therapist must successfully demonstrate and maintain

- (1) an understanding of
 - (A) medical evaluation,
 - (B) dental evaluation,
 - (C) periodontic techniques,
 - (D) clinic management and supervision,
 - (E) restorative dentistry,
 - (F) oral surgery and local anesthesia,
 - (G) infection control,
 - (H) equipment maintenance and repair, and
 - (I) community and preventive dentistry;
- (2) competency in the above subjects to the level of performance required at the time of meeting the requirements of section 2.30.600(2)(A) [DHAT training & education requirements; (education options)]; and
- (3) satisfactory performance under general supervision of a dentist of
 - (A) all of the skills identified in sections 2.30.110 [PDHA I supervision & competencies], 2.30.210 [PDHA II supervision & competencies], 2.30.220 [sealant requirements], 2.30.230 [dental prophylaxis requirements], 2.30.240 [dental radiology requirements], 2.30.250 [dental assistant function requirements], 2.30.260 [ART requirements], 2.30.410 [EFDHA I supervision & competencies], 2.30.510 [EFDHA II supervision & competencies], and 2.30.550 [stainless steel crown placement requirements];
 - (B) diagnosis and treatment of caries;
 - (C) performance of uncomplicated extractions of primary and permanent teeth;
 - (D) response to emergencies to alleviate pain and infection;
 - (E) administration of local anesthetic;
 - (F) recognition of and referring conditions needing space maintenance;
 - (G) maintenance of and repair of dental equipment;
 - (H) development of and carrying out community health prevention and education program; and
 - (I) performance of pulpotomies on primary teeth.

History: October 30, 2014, Section 2.30.610(b)(3)(A) was amended. June 13, 2012, Section 2.30.610(a) was amended. January 11, 2012, Section 2.30.610(b)(3) was amended. June 8, 2010, Section 2.30.610(b)(3) was amended. June 18, 2008, Section 2.30.610(a) and (b) were amended. October 14, 2004, Section 2.30.610(b)(3)(B) was amended. October 8, 2003, Section 2.30.610(b)(3) was amended.

Article 40.

Standards for Behavioral Health Aides and Practitioners

History: June 18, 2008, Article 40 was added.

Sec. 2.40.010. Supervision of Behavioral Health Aides and Behavioral Health Practitioners.

(a) Clinical Oversight.

(1) Program Responsibility. A behavioral health aide or practitioner may only practice in a program in which clinical oversight of the behavioral health program is provided and responsibility is taken by a licensed behavioral health clinician who must be

- (A) familiar with the BHA/P program, the *Standards* and the BHAM; and
- (B) employed by the federal government or employed by or under contract with a tribal health program operating a community health aide program in Alaska under the ISDEAA.

1 **(2) Qualifications.** A licensed behavioral health clinician or behavioral health professional
2 providing clinical oversight or clinical supervision

3 (A) must have demonstrated the ability to provide culturally competent services; and
4 (B) if providing direct supervision of behavioral health aides or practitioners:
5 (i) must have demonstrated the ability to provide such services in a village
6 setting; and
7 (ii) through education and experience, be able to supervise village-based
8 behavioral health aides and practitioners.

9
10 **(b) Levels of Supervision.** The clinical supervision of a behavioral health aide or practitioner
11 may be direct, indirect, or general as defined in section 2.40.010(c) [supervision of BHA/Ps; definitions
12 of level of supervision] provided that

13 (1) the person providing clinical supervision must either be a licensed behavioral health
14 clinician or behavioral health professional, provided that a behavioral health practitioner acting within the
15 scope of his or her certification may provide day-to-day support and mentoring of behavioral health aides;

16 (2) the behavioral health aide or practitioner must be supervised at what ever level of
17 supervision is required for the specific service or care being provided;

18 (3) the supervisor may impose a higher level of supervision on the behavioral health aide or
19 practitioner than that provided in this article; and

20 (4) the supervisor may develop an individualized protocol under which the behavioral
21 health aide or practitioner is permitted to engage in a wider range of activities than that allowed under this
22 article, provided

23 (A) the individualized protocol is in writing signed by the behavioral health aide or
24 practitioner and a licensed behavioral health clinician who is both familiar with the work of the behavioral
25 health aide or practitioner and the setting in which the authorized services will be provided;

26 (B) the level of supervision and level of performance required for each service to be
27 provided under the individualized protocol is specified; and

28 (C) the individualized protocol must be reviewed and updated upon re-certification
29 of the behavioral health aide or practitioner.

30
31 **(c) Definitions of Level of Supervision.** For the purposes of this article:

32 (1) “Direct supervision” means that a licensed behavioral health clinician or a behavioral
33 health professional

34 (A) consults in advance with the behavioral health aide or practitioner prior to the
35 behavioral health aide or practitioner performing service;

36 (B) is available in person or through the use of telehealth, which for the purposes of
37 supervision and consultation with behavioral health aides and practitioners includes instant messaging and
38 telephone communications, while the behavioral health aide or practitioner performs the service; and

39 (C) reviews the outcome of specific services performed with the behavioral health
40 aide or practitioner on a relatively contemporaneous basis after their completion.

41 (2) “Indirect supervision” means that a licensed behavioral health clinician or a behavioral
42 health professional

43 (A) consults in advance with the behavioral health aide or practitioner with regard to
44 the plan for performing services; and

45 (B) routinely reviews with the behavioral health aide or practitioner services
46 provided.

47 (3) “General supervision” means, with regard to

48 (A) direct client services, that a licensed behavioral health clinician or behavioral
49 health professional has authorized and or planned with the behavioral health aide or practitioner and client
50 a treatment, case management, or services plan that is intended to be carried out by a specific behavioral
51 health aide or practitioner subject to regular case review by the supervisor; or

(B) outreach (including initial contacts with individuals who may seek or be referred for services, community-based education and prevention activities, and community organization work), that a licensed behavioral health clinician or a behavioral health professional has consulted with and authorized the behavioral health aide or practitioner to perform such activities independently so long as the behavioral health aide or practitioner is within the scope of practice for which the behavioral health aide or practitioner is certified and will be reported to and periodically reviewed by the supervisor.

History: May 15, 2014, Section 2.40.010(a)(1) was amended. June 18, 2008, Section 2.40.010 was added.

Sec. 2.40.020. Scope of Practice Prior to Certification as a Behavioral Health Aide or Practitioner.

(a) Minimum Requirements. A person who satisfies the requirements of subsection 2.40.020(b) [scope of practice prior to certification as a BHA/P; employment] may perform services of a certified behavioral health aide or practitioner prior to being certified to the extent the services are performed

- (1) as part of the required training for certification;
- (2) as part of a clinical practicum;
- (3) to satisfy work experience requirements required for certification; or
- (4) after the application for certification has been submitted to the Board, while certification is pending after successful completion of all training, clinical practicum and work experience requirements.

(b) Employment. To be eligible to perform services under subsection 2.40.020(a) [scope of practice prior to certification as a BHA/P; minimum requirements], the person must

- (1) be employed by the Indian Health Service or a tribe or tribal health program operating a community health aide program in Alaska under the ISDEAA;
- (2) provide only those services for which the person has been trained and has demonstrated successful performance; and
- (3) provide services only under the direct, indirect, or general supervision as required under section 2.40.010 [supervision of BHA/Ps] and other relevant sections of this article 40 [standards for BHAs] of this Chapter.

History: June 18, 2008, Section 2.40.020 was added.

Sec. 2.40.030. Behavioral Health Aide/Practitioner Trial Examination [Deleted].

History: June 13, 2012, Section 2.40.030 was deleted in its entirety. June 18, 2008, Section 2.40.030 was added.

Sec. 2.40.100. Behavioral Health Aide I Training, Practicum, and Experience Requirements.

A person meets the training and education, practicum, and experience requirements to be a certified behavioral health aide I upon successful completion of the requirements set forth in subsections (a) [BHA I specialized training program] or (b) [BHA I alternative training] and the requirements of (c) [BHA I practicum] and (d) [BHA I work experience] of this section.

(a) Behavioral Health Aide I Specialized Training Program. The specialized behavioral health aide I training program is comprised of Board approved courses, or their equivalent, that satisfy the requirements of sections:

- (1) 8.20.050 [general orientation];
- (2) 8.20.100 [orientation to village-based behavioral health services];
- (3) 8.20.110 [ethics and consent];

- (4) 8.20.115 [confidentiality and privacy];
- (5) 8.20.125 [introduction to behavioral health];
- (6) 8.20.135 [introduction to counseling];
- (7) 8.20.140 [introduction to documentation];
- (8) 8.20.145 [survey of community resources and case management];
- (9) 8.20.150 [working with diverse populations];
- (10) 8.20.155 [introduction to group counseling];
- (11) 8.20.160 [crisis intervention];
- (12) 8.20.165 [HIV/AIDS and blood borne pathogens];
- (13) 8.20.170 [community approach to promoting behavioral health];
- (14) 8.20.175 [family systems I]; and
- (15) 8.20.180 [recovery, health, wellness and balance].

(b) Behavioral Health Aide I Alternative Training.

(1) Required Content. In lieu of completing one or more of the specialized training courses described in subsection (a) [BHA I specialized training program], a person may satisfy the course requirements for certification as a behavioral health aide I by successfully completing courses of study determined by the Board under Sec. 8.20.010 [equivalent courses] to be equivalent to those required under subsection (a) [BHA I specialized training].

(c) Behavioral Health Aide I Practicum. After completion of the training listed in subsection (a) [BHA I specialized training program] or (b) [BHA I alternative training] of this section, the applicant must additionally complete a 100 hour clinical practicum under the direct supervision of a licensed behavioral health clinician or behavioral health professional. The applicant must satisfactorily perform each of the following:

- (1) no fewer than 25 hours of providing client orientation to services including screening and initial intake, with appropriate case documentation;
- (2) no fewer than 25 hours of providing case management and referral with appropriate case documentation;
- (3) no fewer than 35 hours of providing village-based community education, prevention, and early intervention services with appropriate case documentation; and
- (4) the balance of the hours must be related to practicum components listed in subsections (c)(1) through (c)(3) of this section.

(d) Behavioral Health Aide I Work Experience.

(1) Minimum Experience. Prior to being certified as a behavioral health aide I, a person, who seeks certification based on training or education described in subsections (a) [BHA I specialized training] or (b) [BHA I alternative training], must have provided village-based behavioral health services for no fewer than 1,000 hours under the direct supervision of a licensed behavioral health clinician or behavioral health professional.

(2) Exceptions and Substitutions. An applicant who demonstrates that he or she satisfies the applicable requirements of section 2.40.500 [BHA/P knowledge, skills, and scope of practice] and has the capacity to provide culturally appropriate services in a village setting may substitute experience, or be exempted from the experience requirement, as provided in subparagraphs (A) and (B) of this paragraph.

(A) An applicant with experience providing behavioral health services other than that described in subsection (d)(1) [minimum experience] or who has education and training beyond that required for this level of certification may substitute such training and education.

(B) Relevant practice experience acquired while obtaining the education or training required under subsection (a) [BHA I specialized training] or subsection (b) [BHA I alternative training]

may be relied upon to satisfy the requirement under subsection (d)(1) [minimum experience] on an hour for hour basis.

History: June 12, 2014, Section 2.40.100(b)(c) and (d) were amended. June 18, 2008, Section 2.40.100 was added.

Sec. 2.40.110. Clinical Supervision Requirement for Behavioral Health Aide I. Except as provided in section 2.40.010(b) [supervision of BHA/Ps; levels of supervision], a behavioral health aide I requires the direct supervision by a licensed behavioral health clinician or a behavioral health professional when carrying out any of the activities referred to in subsection (b) [knowledge and skills] of sections:

- (1) 2.40.510 [foundational skills in client and community engagement];
- (2) 2.40.515 [foundational knowledge to be applied in all activities];
- (3) 2.40.520 [foundational professional readiness];
- (4) 2.40.525 [prevention, community education, and community organizing];
- (5) 2.40.530 [routine contact, screening, assessment, and evaluation];
- (6) 2.40.535 [treatment planning];
- (7) 2.40.540 [community resources and referral];
- (8) 2.40.545 [case management, coordination, and monitoring treatment plans];
- (9) 2.40.550 [medication management];
- (10) 2.40.555 [counseling];
- (11) 2.40.560 [crisis management]; and
- (12) 2.40.565 [supervision, training, and professional development].

History: June 18, 2008, Section 2.40.110 was added.

Sec. 2.40.200. Behavioral Health Aide II Training, Practicum, and Experience
Requirements. A person meets the training and education, practicum, and experience requirements to be a certified behavioral health aide II upon successful completion of the requirements set forth in subsection (a) [prerequisites], and subsections (b) [BHA II specialized training program] or (c) [BHA II alternative training], and subsections (d) [BHA II practicum] and (e) [BHA II work experience] of this section.

(a) Prerequisites. A behavioral health aide II must satisfy all requirements applicable to a BHA I under sections 2.40.100 [BHA I training, practicum, & experience requirements] and 2.40.500 [BHA/P knowledge, skills, and scope of practice].

(b) Behavioral Health Aide II Specialized Training Program. The behavioral health aide II specialized training program is comprised of Board approved courses, or their equivalent, that satisfy the requirements of sections:

- (1) 8.20.220 [psycho-physiology and behavioral health];
- (2) 8.20.225 [introduction to co-occurring disorders];
- (3) 8.20.228 [tobacco dependency treatment];
- (4) 8.20.230 [DSM practice application];
- (5) 8.20.235 [advanced interviewing skills];
- (6) 8.20.240 [ASAM patient placement criteria practice application];
- (7) 8.20.245 [case studies and clinical case management];
- (8) 8.20.250 [traditional health based practices];
- (9) 8.20.255 [intermediate therapeutic group counseling];
- (10) 8.20.260 [applied crisis management];
- (11) 8.20.270 [community development approach to prevention]; and
- (12) 8.20.275 [family systems II].

(c) Behavioral Health Aide II Alternative Training.

(1) Required Content. In lieu of completing one or more of the specialized training courses described in subsection (b) [BHA II specialized training program], a person may satisfy the course requirements for certification as a behavioral health aide II by successfully completing courses of study determined by the Board under Sec. 8.20.010 [equivalent courses] to be equivalent to those required under subsection (b) [BHA II specialized training].

(A) Such course of study must have included the content equivalent to that described in subsection (b) [BHA II specialized training program]; or

(B) to the extent it did not, the person successfully completed the courses listed in subsection (b) as necessary to fill any gaps.

(d) Behavioral Health Aide II Practicum. After meeting the requirements of subsection (a) [prerequisites] and completion of the training listed in subsection (b) [BHA II specialized training] or (c) [BHA II alternative training] of this section, the applicant must additionally complete a 100 hour clinical practicum under the direct supervision of a licensed behavioral health clinician or behavioral health professional. The applicant satisfactorily perform each of the following:

(1) no fewer than 35 hours of providing client substance use assessment and treatment planning using the *Diagnostic and Statistical Manual* and American Society of Addiction Medicine patient placement criteria with appropriate case documentation;

(2) no fewer than 30 hours of providing rehabilitative services (e.g., comprehensive community support services or therapeutic behavioral health service) with appropriate case documentation;

(3) no fewer than 25 hours of providing community readiness evaluation and prevention plan development with appropriate case documentation; and

(4) the balance of the hours must be related to practicum components listed in subsections (d)(1) through (d)(3) of this section.

(e) Behavioral Health Aide II Work Experience.

(1) Minimum Experience. Except as provided in paragraph (2) [exceptions and substitutions] of this subsection, prior to being certified as a behavioral health aide II, a person, who seeks certification based on training or education described in subsections (b) [BHA II specialized training] or (c) [alternative training], must have provided village-based behavioral health services for no fewer than 2,000 hours under the direct or indirect (as applicable) supervision of a licensed behavioral health clinician or behavioral health professional.

(2) Exceptions and Substitutions. An applicant who demonstrates that he or she satisfies the applicable requirements of section 2.40.500 [BHA/P knowledge, skills, & scope of practice] and has the capacity to provide culturally appropriate services in a village setting may substitute experience, or be exempted from the experience requirement, as provided in subparagraphs (A) and (B) of this paragraph.

(A) An applicant with experience providing behavioral health services other than that described in subsection (e)(1) [minimum experience] or who has education and training beyond that required for this level of certification may substitute such training and education.

(B) Relevant practice experience acquired while obtaining the education or training required under subsections (b) [BHA II specialized training] or (c) [BHA II alternative training] and in meeting the experience requirements for certification as a behavioral health aide I may be relied upon to satisfy the experience requirement under subsection (e)(1) [minimum experience] on an hour for hour basis.

History: June 12, 2014, Section 2.40.200 (c)(d) and (e) were amended. June 18, 2008, Section 2.40.200 was added.

Sec. 2.40.210. Clinical Supervision Requirement for Behavioral Health Aide II.

Except as provided in section 2.40.010(b)[supervision of BHA/Ps; levels of supervision], a behavioral health aide II requires supervision by a licensed behavioral health clinician or a behavioral health professional, as provided below:

- (a) direct supervision when carrying out any of the activities referred to in subsection (b) [knowledge and skills] of sections:
 - (1) 2.40.535 [treatment planning];
 - (2) 2.40.550 [medication management];
 - (3) 2.40.555 [counseling];
 - (4) 2.40.560 [crisis management]; and
 - (5) 2.40.565 [supervision, training, and professional development]; and
- (b) indirect supervision when carrying out any of the activities referred to in subsection (b) [knowledge and skills] of sections:
 - (1) 2.40.510 [foundational skills in client and community engagement];
 - (2) 2.40.515 [foundational knowledge to be applied in all activities];
 - (3) 2.40.520 [foundational professional readiness];
 - (4) 2.40.525 [prevention, community education, and community organizing];
 - (5) 2.40.530 [routine contact, screening, assessment, and evaluation];
 - (6) 2.40.540 [community resources and referral]; and
 - (7) 2.40.545 [case management, coordination, and monitoring treatment plans].

History: June 18, 2008, Section 2.40.210 was added.

Sec. 2.40.300. Behavioral Health Aide III Training, Practicum, and Experience

Requirements. A person meets the training and education, practicum, and experience requirements to be a certified behavioral health aide III upon successful completion of the requirements set forth in subsection (a) [prerequisites], and subsections (b) [BHA III specialized training program] or (c) [BHA III alternative training], and subsections (d) [BHA III practicum] and (e) [BHA III work experience] of this section.

(a) Prerequisites. A behavioral health aide III must satisfy all requirements applicable to a behavioral health aide I and II under sections 2.40.100 [BHA I training, practicum, and experience requirements], 2.40.200 [BHA II training, practicum, and experience requirements] and 2.40.500 [BHA/P knowledge, skills, and scope of practice].

(b) Behavioral Health Aide III Specialized Training Program. The behavioral health aide III specialized training program is comprised of Board approved courses, or their equivalent, that satisfy the requirements of sections:

- (1) 8.20.325 [treatment of co-occurring disorders];
- (2) 8.20.335 [advanced behavioral health clinical care];
- (3) 8.20.340 [documentation and quality assurance];
- (4) 8.20.345 [introduction to case management supervision];
- (5) 8.20.350 [applied case studies in Alaska Native culture based issues];
- (6) 8.20.370 [behavioral health clinical team building];
- (7) 8.20.385 [introduction to supervision]; and
- (8) 8.20.390 [child development].

(c) Behavioral Health Aide III Alternative Training.

(1) Required Content. In lieu of completing the specialized training courses described in subsection (b) [BHA III specialized training program], a person may satisfy the course requirements for certification as a behavioral health aide III by successfully completing courses of study determined by the

Board under Sec. 8.20.010 [equivalent courses] to be equivalent to those required under subsection (b) [BHA III specialized training].

(A) Such course of study must have included the content equivalent to that described in subsection (b) [BHA III specialized training program]; or

(B) to the extent it did not, the person successfully completed the courses listed in subsection (b) as necessary to fill any gaps.

(d) Behavioral Health Aide III Practicum. After meeting the requirements of subsection (a) [prerequisites] and completion of the training listed in subsection (b) [BHA III specialized training] or (c) [BHA III alternative training] of this section, the applicant must additionally complete a 100 hour clinical practicum under the direct supervision of a licensed behavioral health clinician or behavioral health professional. The applicant must satisfactorily perform each of the following components:

(1) no fewer than 45 hours of providing behavioral health clinical assessment, treatment planning, and rehabilitative services for clients with issues related to co-occurring disorders;

(2) no fewer than 20 hours of providing quality assurance case review with documentation of review activity;

(3) no fewer than 20 hours of providing clinical team leadership by leading clinical team case reviews; and

(4) the balance of the hours must be related to practicum components listed in subsections (d)(1) through (d)(3) of this section.

(e) Behavioral Health Aide III Work Experience.

(1) Minimum Experience. Except as provided in paragraph (2) [exceptions and substitutions] of this subsection, prior to being certified as a behavioral health aide III, a person, who seeks certification based on training or education described in subsections (b) [BHA III specialized training] (c) [alternative training], must have provided village-based behavioral health services for no fewer than 4,000 hours under the direct or indirect supervision (as applicable) of a licensed behavioral health clinician or behavioral health professional.

(2) Exceptions and Substitutions. An applicant who demonstrates that he or she satisfies the applicable requirements of section 2.40.500 [BHA/P knowledge, skills, and scope of practice] and has the capacity to provide culturally appropriate services in a village setting may substitute experience, or be exempted from the experience requirement, as provided in subparagraphs (A) through (B) of this paragraph.

(A) An applicant with experience providing behavioral health services other than that described in subsection (e)(1) [minimum experience] or who has education and training beyond that required for this level of certification may substitute such training and education.

(B) Relevant practice experience acquired while obtaining the education or training required under subsection (b) [BHA III specialized training] or (c) [alternative training] and in meeting the experience requirements for certification as a behavioral health aide I and II may be relied upon to satisfy the experience requirement under subsection (e)(1) [minimum experience] on an hour for hour basis.

History: June 12, 2014, Section 2.40.300(c), (d) and (e) were amended. May 15, 2014, Section 2.40.300(b) was amended. June 18, 2008, Section 2.40.300 was added.

Sec. 2.40.310. Clinical Supervision Requirement for Behavioral Health Aide III.

Except as provided in section 2.40.010(b) [supervision of BHA/Ps; levels of supervision], a certified behavioral health aide III requires supervision by a licensed behavioral health clinician or a behavioral health professional, as provided below:

- 1 (a) direct supervision when carrying out any of the activities referred to in subsection (b)
2 [knowledge and skills] of section 2.40.560 [crisis management];
3 (b) indirect supervision when carrying out any of the activities referred to in subsection (b)
4 [knowledge and skills] of sections:
5 (1) 2.40.535 [treatment planning];
6 (2) 2.40.545 [case management, coordination, and monitoring treatment plans];
7 (3) 2.40.550 [medication management];
8 (4) 2.40.555 [counseling]; and
9 (5) 2.40.565 [supervision, training, and professional development]; and
10 (c) general supervision when carrying out any of the activities referred to in subsection (b)
11 [knowledge and skills] of sections:
12 (1) 2.40.510 [foundational skills in client and community engagement];
13 (2) 2.40.515 [foundational knowledge to be applied in all activities];
14 (3) 2.40.520 [foundational professional readiness];
15 (4) 2.40.525 [prevention, community education, and community organizing];
16 (5) 2.40.530 [routine contact, screening, assessment, and evaluation]; and
17 (6) 2.40.540 [community resources and referral].
18

19 **History:** June 18, 2008, Section 2.40.310 was added.
20

21 **Sec. 2.40.400. Behavioral Health Practitioner Training, Practicum, and Experience**

22 **Requirements.** A person meets the training and education, practicum and experience requirements to
23 be a certified behavioral health practitioner upon successful completion of the requirements set forth
24 in subsection (a) [prerequisites], and subsections (b) [BHP specialized training program] or (c) [BHP
25 alternative training], and subsections (d) [BHP practicum] and (e) [BHP work experience] of this
26 section.
27

28 (a) **Prerequisites.** A behavioral health practitioner must satisfy all requirements applicable to a
29 behavioral health aide I, II and III under sections 2.40.100 [BHA I training, practicum, and experience
30 requirements], 2.40.200 [BHA II training, practicum, and experience requirements], 2.40.300 [BHA III
31 training, practicum, & experience requirements] and 2.40.500 [BHA/P knowledge, skills, and scope of
32 practice].
33

34 (b) **Behavioral Health Practitioner Specialized Training Program.** The behavioral health
35 practitioner specialized training program is comprised of Board approved courses, or their equivalent, that
36 satisfy the requirements of sections:

- 37 (1) 8.20.400 [issues in village-based behavioral health care];
38 (2) 8.20.425 [special issues in behavioral health services];
39 (3) 8.20.485 [competencies for village-based supervision];
40 (4) 8.20.490 [principles and practice of clinical supervision]; and
41 (5) 8.20.495 [child-centered interventions].
42

43 (c) **Behavioral Health Practitioner Alternative Training.**

44 (1) **Required Content.** In lieu of completing one or more of the specialized training
45 courses described in subsection (b) [BHP specialized training program], a person may satisfy the course
46 requirements for certification as a behavioral health practitioner by successfully completing courses of
47 study determined by the Board under Sec. 8.20.010 [equivalent courses] to be equivalent to those required
48 under subsection (b) [BHP specialized training].

49 (A) Such course of study must have included the content equivalent to that described
50 in subsection (b) [BHP specialized training program]; or

(B) to the extent it did not, the person successfully completed the courses listed in subsection (b) as necessary to fill any gaps.

(d) Behavioral Health Practitioner Practicum. After meeting the requirements of subsection (a) [prerequisites] and completion of the training listed in subsection (b) [BHP specialized training] or (c) [BHP alternative training] of this section, the applicant must additionally complete a 100 hour clinical practicum under the direct supervision of a licensed behavioral health clinician or behavioral health professional. The individual must satisfactorily perform each of the following:

(1) no fewer than 45 hours engaging, mentoring, and supporting, as well as participating in supervision and evaluation of a behavioral health aide I, II, and III based on the understanding of the supervisee's level of knowledge and skills, professional goals, and behavior;

(2) no fewer than 25 hours of providing clinical team leadership by leading clinical team case reviews; and

(3) the balance of the hours must be related to practicum components listed in subsections (d)(1) and (d)(2) of this section.

(e) Behavioral Health Practitioner Work Experience.

(1) Minimum Experience. Except as provided in paragraph (2) [exceptions and substitutions] of this subsection, prior to being certified as a behavioral health aide practitioner, a person, who seeks certification based on training or education described in subsections (b) [BHP specialized training] or (c) [BHP alternative training], must have provided village-based behavioral health services for no fewer than 6,000 hours under the direct or indirect (as applicable) supervision of a licensed behavioral health clinician or behavioral health professional.

(2) Exceptions and Substitutions. An applicant who demonstrates that he or she satisfies the applicable requirements of section 2.40.500 [BHA/P knowledge, skills, and scope of practice] and has the capacity to provide culturally appropriate services in a village setting may substitute experience, or be exempted from the experience requirement, as provided in subparagraphs (A) and (B) of this paragraph.

(A) An applicant with experience providing behavioral health services other than that described in subsection (e)(1) [minimum experience] or who has education and training beyond that required for this level of certification may substitute such training and education.

(B) Relevant practice experience acquired while obtaining the education or training required under subsection (b) [BHP specialized training] or (c) [BHP alternative training] and in meeting the experience requirements for certification as a behavioral health aide I, II and III may be relied upon to satisfy the experience requirement under subsection (e)(1) [minimum experience] on an hour for hour basis.

History: June 12, 2014, Section 2.40.400(b), (c), (d) and (e) were amended. June 18, 2008, Section 2.40.400 was added.

Sec. 2.40.410. Clinical Supervision Requirement for Behavioral Health Practitioner.

Except as provided in section 2.40.010(b) [supervision of BHA/Ps; levels of supervision], a certified behavioral health practitioner requires supervision by a licensed behavioral health clinician or a behavioral health professional, as provided below:

(a) direct supervision when carrying out any of the activities referred to in subsection (b) [knowledge and skills] of section 2.40.560 [crisis management];

(b) indirect supervision when carrying out any of the activities referred to in subsection (b) [knowledge and skills] of sections:

(1) 2.40.550 [medication management]; and

(2) 2.40.555 [counseling]; and

(c) general supervision when carrying out any of the activities referred to in subsection (b) [knowledge and skills] of sections:

- (1) 2.40.510 [foundational skills in client and community engagement];
- (2) 2.40.515 [foundational knowledge to be applied in all activities];
- (3) 2.40.520 [foundational professional readiness];
- (4) 2.40.525 [prevention, community education, and community organizing];
- (5) 2.40.530 [routine contact, screening, assessment, and evaluation];
- (6) 2.40.535 [treatment planning];
- (7) 2.40.540 [community resources and referral];
- (8) 2.40.545 [case management, coordination, and monitoring treatment plans]; and
- (9) 2.40.565 [supervision, training, and professional development].

History: June 18, 2008, Section 2.40.410 was added.

Sec. 2.40.500. Behavioral Health Aide and Practitioner Knowledge, Skills, and Scope of Practice.

(a) **Minimum Knowledge and Skills.** In addition to meeting all other requirements of sections 2.40.100 [BHA I training, practicum, and experience requirements], 2.40.200 [BHA II training, practicum, and work experience], 2.40.300 [BHA III training, practicum, and work experience], and 2.40.400 [BHP training, practicum, and work experience], as applicable to the level of certification for which the individual is applying, the behavioral health aide or practitioner must understand and successfully demonstrate and maintain the knowledge and skills listed in subsection (b) [knowledge and skills] of sections 2.40.510 [foundational skills in client and community engagement], through 2.40.565 [supervision, training, and professional development] at the applicable level of performance described in subsection (a) [level of performance] of each of these sections.

(b) **Scope of Practice.** Except as provided in section 2.40.010(b)(4) [supervision of BHA/Ps; levels of supervision; (individualized protocols)], a certified behavioral health aide or practitioner must limit their scope of practice to performing only those activities described in subsection (b) [knowledge and skills] of the sections listed in subsection (a) [minimum knowledge and skills] of this section at the applicable level of performance described in subsection (a) level of performance] of each of these sections.

History: June 18, 2008, Section 2.40.500 was added.

Sec. 2.40.510. Foundational Skills in Client and Community Engagement.

(a) **Level of Performance.** A behavioral health aide or practitioner must demonstrate the knowledge and perform the skills and competencies described in subsection (b) [knowledge & skills] as provided in paragraphs (1) through (4) of this subsection, as applicable:

- (1) a behavioral health aide I demonstrates the skill, applies it as directed, and routinely seeks assistance;
- (2) a behavioral health aide II utilizes the knowledge or skill consistently and recognizes when to seek assistance;
- (3) a behavioral health aide III utilizes the knowledge or skills consistently as a means toward meeting treatment goals; and
- (4) a behavioral health practitioner applies knowledge to mentor and support others in the use of the skill and to participate in supervision and evaluation of behavioral health aides I, II and III.

(b) Knowledge and Skills. Client and community engagement require a behavioral health aide or practitioner to

(1) demonstrate client centered communication that focuses on the concerns and decisions of the client by

(A) demonstrating active, reflective listening and communication skills;
(B) demonstrating capacities of warmth (acceptance, respect, commitment and unconditional regard), empathy (ability to perceive and communicate, accurately and with sensitivity, the feelings of an individual and the meaning of those feelings) and genuineness (openness, spontaneity, and congruence) in communication;

(2) demonstrate cultural competence by

(A) valuing diversity;
(B) conducting self-assessment;
(C) managing the dynamics of difference (e.g. engaging in activities that help reduce any negative impacts of cultural differences);

(D) acquiring and incorporating cultural knowledge in practice; and

(E) adapting to diversity and the cultural contexts of the villages;

(3) promote mutual respect by being

(A) knowledgeable about cultural differences and their impact on attitudes and behaviors;

(B) sensitive, understanding, and non-judgmental in dealings with others; and

(C) flexible in responding and adapting to different cultural contexts and circumstances, including recognizing that acculturation occurs differently and at different rates even within the same family;

(4) demonstrate ability to apply critical judgment in interactions in evaluating information from the client and assessing the need to follow-up;

(5) demonstrate ability to communicate appropriately with client's significant others and family; and

(6) act professionally in client interactions and in the community.

History: June 18, 2008, Section 2.40.510 was added.

Sec. 2.40.515. Foundational Knowledge to Be Applied in All Activities.

(a) Level of Performance. A behavioral health aide or practitioner must demonstrate the knowledge and perform the skills and competencies described in subsection (b) as provided in paragraphs (1) through (4) of this subsection, as applicable:

(1) a behavioral health aide I recognizes issues and provides general information to clients and the community that incorporates that recognition;

(2) a behavioral health aide II recognizes symptoms, condition, or characteristics and responds therapeutically with support from the supervisor;

(3) a behavioral health aide III applies knowledge in interaction with a client in the assessment and treatment of that client; and

(4) a behavioral health practitioner applies knowledge to mentor and support others in the use of the skill and to participate in supervision and evaluation of behavioral health aides I, II and III.

(b) Knowledge and Skills. A behavioral health aide and practitioner must apply in all activities the fundamental knowledge and skills described below:

(1) community culture, language, history, and demographics and stages of acculturation;

(2) inter-generational losses and trauma (e.g. flu epidemic, boarding schools, suicide), with emphasis on experience in Alaska, and their application to individuals and communities and risk and

experience of substance use and mental health disorders and other disruptive or traumatic experiences (e.g. child abuse, domestic violence);

- (3) role of gender, including its role in the culture being served;
- (4) life span development (e.g. developmental milestones and expectations at various stages) with emphasis on differences that may occur among cultures;
- (5) general characteristics and dynamics of families and significant others, including
 - (A) familiarity with role of extended family and kinship within the culture (e.g. cultural placement and adoption, clan systems);
 - (B) ability to develop with client genograms and sociograms (including multi-generational biological and formal and informal familial relationships and other significant relationships);
 - (C) effect of family disruption due to illness, separation and divorce, death, abuse, legal interventions and other causes;
- (6) strategies for improving health (e.g. how increased physical activity can reduce symptoms of depression);
- (7) substance use and mental health disorders, co-occurring disorders and other behavioral issues, including characteristics of addictive behavior, addiction, abuse and violence, and separation and loss;
- (8) interaction between substance use disorders and mental health disorders;
- (9) how to screen for medical and substance use and mental health disorders and their symptoms;
- (10) risk factors for substance use and mental health disorders, including impact of risk behaviors (e.g. infectious diseases);
- (11) behavioral, psychological, physical health and social effects, including symptoms associated with use, of most prevalent psychoactive substances (licit and illicit), provided;
- (12) effects of substance use and mental health disorders on physical health (egs. diabetes, cardiac disease, cancer, etc.);
- (13) effects of substance use and mental health disorder on families and significant others;
- (14) Alaska Native traditional communication and support and their role in prevention and treatment (e.g. storytelling, deferring to elders, talking circles); and
- (15) the role of research and reported experience in developing best practices.

History: June 18, 2008, Section 2.40.515 was added.

Sec. 2.40.520. Foundational Professional Readiness.

(a) Level of Performance. A behavioral health aide or practitioner must demonstrate the knowledge and perform the skills and competencies described in

(1) subsections (b)(1) [Ethics], (b)(2) [Consent], and (b)(3) [Confidentiality and Privacy] as provided in paragraphs (A) through (D) of this paragraph, as applicable:

(A) a behavioral health aide I demonstrates the skill, applies it as directed, and routinely seeks assistance;

(B) a behavioral health aide II utilizes the skill consistently and recognizes when to seek assistance;

(C) a behavioral health aide III consistently applies the principles to specific client and community situations; and

(D) a behavioral health practitioner applies knowledge to mentor and support others in the use of the skill and to participate in supervision and evaluation of behavioral health aides I, II and III; and

(2) subsection (b)(4) [Documentation] as provided in subparagraphs (A) through (D) of this paragraph, as applicable:

- 1 (A) a behavioral health aide I demonstrates the skill, applies it as directed, and
2 routinely seeks assistance;
3 (B) a behavioral health aide II utilizes the skill consistently and recognizes when to
4 seek assistance;
5 (C) a behavioral health aide III consistently applies the principles to specific client
6 and community work; and
7 (D) a behavioral health practitioner applies knowledge to mentor and support others
8 in the use of the skill and to participate in supervision and evaluation of behavioral health aides I, II and
9 III.

10
11 **(b) Knowledge and Skills.** Professional readiness requires a behavioral health aide or
12 practitioner to:

13 **(1) Ethics.**

- 14 (A) Demonstrate understanding of Behavioral Health Aide Code of Ethics and
15 ethical considerations of helping professions;
16 (B) demonstrate understanding of professional standards from the perspective of
17 laws to agency policies;
18 (C) demonstrate understanding of personal and professional boundaries and
19 application of them appropriately in a village setting, including identification of personal relationships and
20 potential conflicts that may make certain client interactions inappropriate;
21 (D) demonstrate understanding of and communicate with the client about the client's
22 rights and responsibilities;
23 (E) protect and advocate client's rights;
24 (F) incorporate advances in clinical practice to improve services and seeks
25 continuing education;
26 (G) seek out and accept supervision, as required or needed; and
27 (H) model appropriate personal and professional behavior within the community;
28

29 **(2) Consent.**

- 30 (A) Demonstrate understanding of client consent;
31 (B) apply special rules that are applicable to
32 (i) minors;
33 (ii) individuals subject to guardianships or other court orders that authorize
34 others to grant consent on their behalf, and
35 (iii) individuals who may have limited capacity to understand and therefore to
36 consent;
37 (C) provide information and obtains appropriate level of consent prior to providing
38 services; and
39 (D) be aware of and respond appropriately in situations in which exceptions to the
40 requirement for consent apply (e.g. involuntary commitments and reporting obligations);
41

42 **(3) Confidentiality and Privacy.**

- 43 (A) Comply with applicable laws requiring confidentiality, including the Health
44 Insurance Portability and Accountability Act ("HIPAA"), Federal Privacy Act (including 42 C.F.R. Part 2
45 regulations applicable to alcohol and substance abuse programs), and laws and regulations that may be
46 applicable based on the way in which service is delivered or the payer for the service, if any;
47 (B) demonstrate understanding of laws and doctrines limiting application of
48 confidentiality laws, including exceptions provided for in confidentiality laws, mandatory reporting laws,
49 and situations in which there is risk of harm to an individual or others;
50 (C) comply with formal requirements that must be satisfied prior to disclosure of
51 otherwise confidential information;

- (D) accurately inform clients and others about the protections and limits of confidentiality, including those that apply in family and group counseling, when applicable;
- (E) assist clients to understand options regarding disclosure of information held by the behavioral health aide or practitioner's agency;
- (F) assist clients to appropriately authorize disclosure of confidential information held by other agencies;
- (G) obtain appropriate authority for disclosure of otherwise confidential information prior to disclosure, including information obtained from other agencies;
- (H) protect written and electronic information regarding clients from breaches of confidentiality by maintaining appropriate security, including locking cabinets and using electronic security measures;
- (I) maintain confidences and privacy of clients and others, even when not required to do so by confidentiality laws or policies;
- (J) when sharing information does so in a respectful manner;
- (K) communicate with clients and others in a way most designed to minimize disclosures of confidential information;
- (L) protect client anonymity in provision of information for statistical reporting and research; and
- (M) assist in assuring that all individuals with working in or using the offices in which behavioral health services are provided are familiar with and abide by the requirements of this paragraph.

(4) Documentation.

- (A) Demonstrate understanding of professional documentation practices and appropriate use of different documentation formats, including those specific to screening, intake, treatment plans, monitoring treatment (including family and group counseling) and discharge (including dating and signing all documentation);
- (B) maintain orderly records of all client and client-related contacts;
- (C) maintain record of non-client related activities;
- (D) complete documentation on a timely basis;
- (E) respond appropriately to client requests to review records; and
- (F) when reviewing records with client, do so with sensitivity and assists client to understand the information.

History: June 18, 2008, Section 2.40.520 was added.

Sec. 2.40.525. Prevention, Community Education, and Community Organizing.

(a) Level of Performance. A behavioral health aide or practitioner must demonstrate the knowledge and perform the skills and competencies described in subsection (b) as provided in paragraphs (1) through (4) of this subsection, as applicable:

- (1) a behavioral health aide I demonstrates the skill, applies it as directed, and routinely seeks assistance;
- (2) a behavioral health aide II utilizes the skill consistently and recognizes when to seek assistance;
- (3) a behavioral health aide III consistently applies the skills to specific client and community situations; and
- (4) a behavioral health practitioner applies knowledge to mentor and support others in the use of the skill and to participate in supervision and evaluation of behavioral health aides I, II and III.

1 **(b) Knowledge and Skills.** Prevention, community education and community organizing
2 require a behavioral health aide or practitioner to:
3 (1) use foundational knowledge to educate clients, other individuals, and the community as
4 part of primary prevention or to fortify treatment strategies;
5 (2) in individual and community settings, de-stigmatize mental health and substance use
6 disorders and seeking help to address these disorders;
7 (3) use community gatherings to encourage support for healthy behaviors and community
8 stability;
9 (4) participate in community-based advocacy and in work-groups that are focused on
10 prevention and early intervention efforts related to behavioral health issues;
11 (5) work with community leadership and elders to develop supports for at-risk individuals
12 and families;
13 (6) understand and communicates the difference between prevention and treatment
14 processes;
15 (7) recognize and engage with individuals at risk; and
16 (8) assess community readiness for prevention and early intervention activities (e.g.
17 community surveys, work with community leaders and subgroups), provided
18 (A) a behavioral health aide I may administer surveys;
19 (B) a behavioral health aide II contributes to developing survey tools and other
20 readiness assessment strategies;
21 (C) a behavioral health aide III interacts directly with village leaders with regard to
22 development of and carrying out the assessment; and
23 (D) a behavioral health practitioner is able to initiate programs and services in
24 response to community feedback.

25
26 **History:** June 18, 2008, Section 2.40.525 was added.
27

28 **Sec. 2.40.530. Routine Contact, Screening, Assessment, and Evaluation.**
29

30 **(a) Level of Performance.** A behavioral health aide or practitioner must demonstrate the
31 knowledge and perform the skills and competencies described in subsection (b) as provided in paragraphs
32 (1) through (4) of this subsection, as applicable:

- 33 (1) a behavioral health aide I demonstrates the skill, applies it as directed, and routinely
34 seeks assistance;
35 (2) a behavioral health aide II utilizes the skill consistently and seeks additional
36 intervention or assistance as needed to achieve the purpose of the interaction; and
37 (3) a behavioral health aide III engages the client more effectively based on a
38 understanding of the client's information or behavior; and
39 (4) a behavioral health practitioner performs the skill independently, subject to applicable
40 restrictions, and applies knowledge to mentor and support others in the use of the skill and to participate
41 in supervision and evaluation of the skill in behavioral health aides I, II and III.
42

43 **(b) Knowledge and Skills.** Routine contact, screening, assessment, and evaluation require a
44 behavioral health aide or practitioner, in non-emergency situations, to

- 45 (1) gather basic demographic information;
46 (2) demonstrate sensitivity to the client's personal level of assimilation or acculturation;
47 (3) assess client's literacy in English (oral and written), as is relevant to the client's
48 situation or treatment, and arranges for appropriate assistance and/or services;
49 (4) assess the extent to which there are language barriers and arrange for appropriate
50 assistance and services;

- (5) assist clients to complete appropriate screening tools intended to initially identify substance use disorders, mental health conditions, or other behavioral health issues;
- (6) score the screening tool;
- (7) identify additional evaluation that may be needed;
- (8) gather additional bio-psycho-social information through a standardized interview process, including medical history;
- (9) identify immediate risk of harming self or others and intervenes;
- (10) evaluate information obtained during intake, including likelihood or presence of co-occurring conditions, and determines whether additional evaluation is necessary;
- (11) communicate with client regarding need for referral for additional evaluation;
- (12) organize referral material, including written materials when required;
- (13) communicate directly with the person or agency to whom the client is being referred for additional evaluation;
- (14) complete, when appropriate, American Society of Addiction Medicine (“ASAM”) alcohol and drug screening criteria used for treatment planning and “best fit” of level of rehabilitative care; and
- (15) evaluate substance use and mental health conditions using criteria contained within the current *Diagnostic and Statistical Manual*.

History: June 18, 2008, Section 2.40.530 was added.

Sec. 2.40.535. Treatment Planning.

(a) Level of Performance. A behavioral health aide or practitioner must demonstrate the knowledge and perform the skills and competencies described in subsection (b) as provided in paragraphs (1) through (4) of this subsection, as applicable:

- (1) a behavioral health aide I demonstrates the skill, applies it as directed, and routinely seeks assistance;
- (2) a behavioral health aide II utilizes the skill consistently and identifies when additional intervention or assistance may be needed to achieve the purpose of the interaction; and
- (3) a behavioral health aide III engages the client more effectively based on a understanding of the client’s information or behavior; and
- (4) a behavioral health practitioner performs the skill independently, subject to applicable restrictions, and applies knowledge to mentor and support others in the use of the skill and to participate in supervision and evaluation of behavioral health aides I, II and III.

(b) Knowledge and Skills. Treatment planning, which is to be carried out with the active participation of the client to the maximum extent possible, requires the behavioral health aide or practitioner to

- (1)
 - (A) be aware of a variety of treatment interventions and modalities;
 - (B) evaluate their appropriateness based on experience and research; and
 - (C) select those most appropriate to meet the client’s needs;
- (2) encourage client willingness to participate in planning;
- (3) develop a list of client strengths, needs, and other issues;
- (4) evaluate the identified client’s
 - (A) substance use and mental health disorder;
 - (B) other behavioral health issues, if any;
 - (C) strengths and how to use them to improve the likelihood of positive outcomesfor the client;
- (5) communicate the outcomes of the assessment;
- (6) assist client to understand his or her condition and the effects on the client and others;

- (7) assess readiness for treatment;
- (8) assist client to identify desired outcomes and the objectives necessary to achieve those outcomes;
- (9) discuss treatment options;
- (10) solicit response to options;
- (11) identify other resources for the client, including family, and services available in the community and outside the community;
- (12) identify the issues that will be addressed initially and longer term;
- (13) establish treatment goals with maximum client participation;
- (14) assist client to communicate needs to family or other significant people and, as appropriate, communicate directly with the client's family and other significant people;
- (15) plan course of initial and continued interaction; and
- (16) evaluate progress and modify the plan appropriately.

History: June 18, 2008, Section 2.40.535 was added.

Sec. 2.40.540. Community Resources and Referral.

(a) Level of Performance. A behavioral health aide or practitioner must demonstrate the knowledge and perform the skills and competencies described in subsection (b) as provided in paragraphs (1) through (4) of this subsection, as applicable:

- (1) a behavioral health aide I demonstrates the skill, applies it as directed, and routinely seeks assistance;
- (2) a behavioral health aide II utilizes the skill consistently and identifies when additional intervention or assistance may be needed to achieve the purpose of the interaction;
- (3) a behavioral health aide III applies knowledge and skills to increase access to resources and engages the client more effectively based on a understanding of the community and the client's information or behavior; and
- (4) a behavioral health practitioner performs the skill independently, subject to applicable restrictions, and applies knowledge to mentor and support others in the use of the skill and to participate in supervision and evaluation of behavioral health aides I, II and III.

(b) Knowledge and Skills. Use of community resources and referral requires the behavioral health aide or practitioner to:

- (1) obtain client information from service providers who have knowledge of the client;
- (2) know about professional, agency, volunteer, organized, or pre-existing resources that exist in the community;
- (3) know about resources to assist client to access services, including eligibility for tribal health program and to Medicaid, Medicare, and other insurance;
- (4) identify traditional support and intervention resources, e.g. elders, traditional healers, shaman;
- (5) access various services - including how to determine eligibility for services and to complete the intake process;
- (6) use traditional support and intervention resources appropriately;
- (7) identify other community resources that can be brought to bear and know how to engage them;
- (8) if a behavioral health aide III or a behavioral health aide practitioner, identify resources outside the community that may be needed (either to be brought in or to which the client may be referred);
- (9) motivate and assist client to accept referral services;
- (10) ensure that each referral was accepted and the client received the services, and, if not, make an alternative plan;

- 1 (11) if client accepted for referral services:
2 (A) monitor the course of treatment as it proceeds;
3 (B) support the client and referral provider;
4 (C) continue to motivate the client to use services, as appropriate; and
5 (D) participate in developing and monitoring the discharge plan;
6 (E) obtain the discharge plan;
7 (F) use the referral agency's discharge plan in follow-up with the treatment plan;
8 (12) initiate collaboration with other providers, including those from other disciplines;
9 (13) work with treatment teams within the behavioral health aide's or practitioner's agency
10 and across agencies to ensure coordination of services for the client;
11 (14) establish routine working relationships and collaboration among agencies, programs,
12 and others involved in treatment and monitoring services; and
13 (15) assist in negotiating formal relationships with other agencies, including development of
14 written agreements regarding service delivery, prevention activities, and other issues of multi-agency
15 concern.

16
17 **History:** June 18, 2008, Section 2.40.540 was added.
18

19 **Sec. 2.40.545. Case Management, Coordination, and Monitoring Treatment Plans.**

20
21 **(a) Level of Performance.** A behavioral health aide or practitioner must demonstrate the
22 knowledge and perform the skills and competencies described in subsection (b) as provided in paragraphs
23 (1) through (4) of this subsection, as applicable:

- 24 (1) a behavioral health aide I demonstrates the skill, applies it as directed, and routinely
25 seeks assistance;
26 (2) a behavioral health aide II utilizes the skill consistently and identifies when additional
27 intervention or assistance may be needed to achieve the purpose of the interaction;
28 (3) a behavioral health aide III applies knowledge and skills to increase access to resources
29 and engages the client more effectively based on a understanding of the client's information or behavior;
30 and
31 (4) a behavioral health practitioner performs the skill independently, subject to applicable
32 restrictions, and applies knowledge to mentor and support others in the use of the skill and to participate
33 in supervision and evaluation of behavioral health aides I, II and III.
34

35 **(b) Knowledge and Skills.** Case management, coordination of services, and monitoring
36 treatment plans require a behavioral health aide or practitioner to

- 37 (1) implement plan (e.g. referral, begin treatment services);
38 (2) assess client progress on a continuous basis, including beneficial and detrimental
39 behaviors of the client that affect treatment progress;
40 (3) review treatment plan, with the client when feasible, at regular intervals and as needed
41 and adjust treatment plans, as needed;
42 (4) encourage client participation in the plan and address issues that impede progress with
43 the plan;
44 (5) recognize when progress slowed and, as appropriate, address barriers and assist to
45 motivate the client;
46 (6) reach out to clients who are not following through with the plan of service;
47 (7) recognize crisis events as they occur during the course of a treatment plan and
48 intervene; and
49 (8) engage in discharge planning, including identification of other services from which the
50 client may benefit (e.g. support groups, other community activities).

History: June 18, 2008, Section 2.40.545 was added.

Sec. 2.40.550. Medication Management.

(a) Level of Performance. A behavioral health aide or practitioner must demonstrate the knowledge and perform the skills and competencies described in subsection (b) as provided in paragraphs (1) through (4) of this subsection, as applicable:

- (1) a behavioral health aide I demonstrates the skill, applies it as directed, and routinely seeks assistance;
- (2) a behavioral health aide II utilizes the skill consistently and identifies when additional intervention or assistance may be needed to achieve the purpose of the interaction;
- (3) a behavioral health aide III applies knowledge and skills and engages the client more effectively based on a understanding of the client; and
- (4) a behavioral health practitioner performs the skill independently, subject to applicable restrictions, and applies knowledge to mentor and support others in the use of the skill and to participate in supervision and evaluation of behavioral health aides I, II and III.

(b) Knowledge and Skills. Medication management requires the behavioral health aide or practitioner to

- (1) recognize biological, psychological, and social effects of medications;
- (2) monitor the client, including
 - (A) supporting the client to use medications appropriately;
 - (B) assisting the client to self-monitor response to medication and to report information about the response accurately to the medical provider who prescribed the medication or who is providing ongoing medical or psychiatric care to the client;
 - (C) assisting client to cooperate with medical monitoring of use of medications, when necessary, including making and keeping appointments for follow-up testing, such as urinalysis and blood tests;
 - (D) supporting the education of the client regarding predictable course of response to medication and possible side effects;
 - (E) coaching the client with regard to strategies for following medication regimen (e.g. keeping logs, using pill boxes, soliciting family help to remember to take medication);
- (3) assist the client to identify when there is a less than desirable or negative outcome and refer the client for appropriate follow-up; and
- (4) assist the family and other support systems to participate in medication monitoring, as appropriate.

History: June 18, 2008, Section 2.40.550 was added.

Sec. 2.40.555. Counseling.

(a) Level of Performance. A behavioral health aide or practitioner must demonstrate the knowledge and perform the skills and competencies described in

(1) subsections (b)(1) [Individual Counseling] and (b)(2) [Family Counseling], as provided in paragraphs (A) through (D) of this paragraph, as applicable:

- (A) a behavioral health aide I demonstrates the skill at a basic level, applies it as directed, and routinely seeks assistance;
- (B) a behavioral health aide II utilizes the skill consistently and identifies when additional intervention or assistance is needed to achieve the purpose of the interaction;
- (C) a behavioral health aide III applies knowledge and skills and engages the client more effectively based on a understanding of the client's information or behavior; and

(D) a behavioral health practitioner performs the skill independently, subject to applicable restrictions, and applies knowledge to mentor and support others in the use of the skill and to participate in supervision and evaluation of behavioral health aides I, II and III; and

(2) subsection (b)(3) [Group Counseling], as provided in subparagraphs (A) through (D) of this paragraph, as applicable:

(A) a behavioral health aide I demonstrates the skill, applies it as directed, and routinely seeks assistance; a behavioral health aide I may assist in facilitating groups, but is not expected to be able to independently plan groups or facilitate them;

(B) a behavioral health aide II utilizes the skill consistently and identifies when additional intervention or assistance may be needed to achieve the purpose of the interaction; a behavioral health aide II may assist in facilitating groups and is expected to be able to participate in planning groups;

(C) a behavioral health aide III applies knowledge and skills to plan and participate in groups more effectively based on a understanding of the clients who will be in the group, but is not expected to be able to plan or carry out group treatment described in subsections (b)(3)(C)(vi) or (vii) without a co-facilitator; and

(D) a behavioral health practitioner performs the skill independently, subject to applicable restrictions, and applies knowledge to mentor and support others in the use of the skill and to participate in supervision and evaluation of behavioral health aides I, II and III, provided that a behavioral health practitioner is not expected to plan or carry out group treatment described in subsection (b)(3)(C)(vii) without a co-facilitator.

(b) Knowledge and Skills.

(1) Individual Counseling. The behavioral health aide or practitioner applies the knowledge described throughout this article, understands the stages of counseling, and engages in:

(A) Problem Definition to

(i) support the client in telling his or her story (empathy, establishing rapport, recognizing blocks, etc.);

(ii) help the client focus by helping them develop clarity (exploration, probing, etc.); and

(iii) challenge the client to develop new perspectives to encourage action (challenging, self-challenge, ownership, etc.).

(B) Goal Development to

(i) help the client construct new scenarios;

(ii) help the client evaluate scenarios; and

(iii) help the client choose goals and commit to them.

(C) Action to

(i) help the client consider possible strategies (e.g. help clients with divergent thinking, brainstorming, reflection on past experiences in responding to issues; client education);

(ii) help the client choose strategies and formulate action plans (choose “best fit” strategies, planning, contingency planning, elaboration, etc.); and

(iii) help the client implement action plan (e.g. improving readiness for change, overcoming external barriers; contracting; and providing feedback and training such as assertiveness training).

(2) Family Counseling. Family, couple and significant other counseling requires the behavioral health aide or practitioner to apply the knowledge and skills described in subsection (b)(1) [Individual Counseling] in interactive counseling with the client and family members or significant others and to

(A) understand family systems and theory: closed and open systems;

(B) understand family dynamics;

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

- (C) understand and respect family roles, including the accommodations made to respond to substance use or mental health disorders within the family;
- (D) recognize the elements of functional family units versus dysfunctional systems;
- (E) recognize barriers to communications within the family;
- (F) understand roles and impact of extended family;
- (G) recognize the effects of housing concerns, financial status, and outside factors on family functioning;
- (H) apply the knowledge described in subparagraphs (A) through (G) of this paragraph;
- (I) assess family norms (e.g. mealtimes, use of electronics, child care and babysitters);
- (J) understand and respond to mitigating factors in family functioning such as debilitating illnesses, substance use disorders, mental health disorders, history of molestation or violence, history and nature of deaths, etc.;
- (K) recognize familial fears (inherited diseases, family grief, family self-image, family expectations); and
- (L) understand and implement engagement among family members in which issues are defined within safe therapeutic boundaries.

(3) Group Counseling. Group counseling requires the behavioral health aide or practitioner to apply the knowledge and skills described in section (b)(1) [Individual Counseling] and to

- (A) know about different group models;
- (B) identify appropriate membership for groups by identifying individual characteristics and needs of potential members to assure they can be met within the group (e.g. matching individuals with similar needs, minimizing risks);
- (C) know the appropriate application and the limitations or risks associated with different types of groups:
- (i) educational (teaching) groups, (groups for the transmission of information - largely preventative, e.g. parenting, communications, alcohol and narcotics);
 - (ii) self-help groups (e.g. Alcoholics Anonymous, Al-Anon, Alateen, Narcotics Anonymous);
 - (iii) support groups (e.g. adult children of alcoholics, family members of people with mental health, cancer and other chronic diseases, nutrition and weight control);
 - (iv) activity groups (e.g. crafts, nutrition, subsistence activities, sweat houses, movie nights, physical activities);
 - (v) skill development groups (e.g. parenting skills, couples communication);
 - (vi) psycho-educational groups for clients as part of a treatment plan to address specific behavioral health issues (e.g. anger management, parenting, substance abuse); and
 - (vii) therapeutic group treatment (focused counseling);
- (D) develop cohesion among members of the group;
- (E) set therapeutic boundaries in groups, including assisting participants to make appropriate levels of disclosure;
- (F) assist group members who are in transition from one group to another; and
- (G) determine criteria for ending a group or a client's participation in a particular group and assist with regard to identifying other services, as appropriate.

History: June 18, 2008, Section 2.40.555 was added.

Sec. 2.40.560. Crisis Management.

(a) Level of Performance. A behavioral health aide or practitioner must demonstrate the knowledge and perform the skills and competencies described in subsection (b) as provided in paragraphs (1) through (3) of this subsection, as applicable:

- (1) a behavioral health aide I demonstrates the skill, applies it as directed, and routinely seeks assistance;
- (2) a behavioral health aide II utilizes the skill consistently and determines, with assistance, when additional intervention or assistance may be needed to achieve the purpose of the interaction; and
- (3) a behavioral health aide III and behavioral health practitioner apply knowledge and skills and engages the client more effectively based on a understanding of the client; and
- (4) a behavioral health practitioner, subject to applicable restrictions, applies knowledge to mentor and support others in the use of the skill and to participate in supervision and evaluation of behavioral health aides I, II and III.

(b) Knowledge and Skills. Crisis management requires the behavioral health aide or practitioner to have knowledge of and be able to:

- (1) recognize behavioral health crisis events;
- (2) identify the crisis and report to a licensed behavioral health clinician or behavioral health professional regarding crisis events;
- (3) conduct assessment of risk of harm to self or others;
- (4) conduct assessment of risk associated with acute intoxication, overdose, detoxification, and withdrawal;
- (5) obtain assistance from supervisors and other community resources (e.g. CHA/P, Village Public Safety Officer) to respond;
- (6) follow clinical instructions;
- (7) communicate with family and others regarding existence of and response to crisis;
- (8) assist with necessary steps to achieve and follow-up involuntary treatment, when required;
- (9) refer to and cooperate with authorities after deaths (including suicide and homicide), child neglect or abuse, elder abuse, and other reportable events;
- (10) assist client to report violence (e.g. domestic violence or sexual assault);
- (11) assist client to obtain immediate services after a critical event (e.g. domestic violence shelter, foster care) and provide support for others immediately affected, such as family members and close friends;
- (12) assist individuals who have experienced critical event (themselves or as a family member, friend or community member) to consider behavioral health services; and
- (13) apply foundational and other skills, subject to direction, to assist with emergency management and critical incident response to individual events and mass casualties, whether manmade or natural.

History: June 18, 2008, Section 2.40.560 was added.

Sec. 2.40.565. Supervision, Training and Professional Development.

(a) Level of Performance. A behavioral health aide or practitioner must demonstrate the knowledge and perform the skills and competencies described in subsection (b) in their own interaction with supervisors, mentors and trainers, in pursuing their own professional development, and as provided in paragraphs (1) through (3) of this subsection, as applicable:

(1) a behavioral health aide I or II does not perform supervision, training, or professional development of other behavioral health aides or practitioners, but a BHA I may provide peer support for a person training to be a behavioral health aide I and a BHA II may provide peer support for a BHA I;

(2) a behavioral health aide III demonstrates the skills and competencies and applies it as directed and routinely seeks assistance; and

(3) a behavioral health practitioner applies the knowledge and skills to engage, mentor and support, and participate in supervision and evaluation of behavioral health aides I, II and III, based on an understanding of the supervisee's level of knowledge and skills, professional goals, and behavior.

(b) Knowledge and Skills. Supervision and mentoring of other behavioral health aides requires a behavioral health aide II or III or behavioral health practitioner to

(1) use supervision, peer consultation and self-evaluation to enhance self-awareness and improve professional performance;

(2) identify methods of health promotion, stress reduction, and burn out prevention;

(3) use evaluations to improve professional performance and quality of services;

(4) assist in defining continuing education opportunities consistent with professional development needs; and

(5) provide professional development through education and participation in regular supervision and consultation.

History: June 18, 2008, Section 2.40.565 was added.

Article 50. Term of Certificate

History: June 18, 2008, Article 40 was renumbered as Article 50. November 26, 2002, Article 30 was renumbered as Article 40.

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

History: June 18, 2008, Section 2.40.010 was renumbered as Section 2.50.010 and amended to address renumbering of other sections. November 26, 2002, Section 2.30.010 was renumbered as Section 2.40.010 and amended.

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.

History: June 18, 2008, Section 2.40.020 was renumbered as Section 2.50.020. November 26, 2002, Section 2.30.020 was renumbered as section 2.40.020.

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.

History: June 18, 2008, Section 2.40.100 was renumbered as 2.50.100 and amended. November 26, 2002, Section 2.30.100 was renumbered as Section 2.40.100.

Sec. 2.50.200. Requirements for Renewal.

(a) A certified community health aide, community health practitioner, dental health aide, or behavioral health aide or practitioner applying for certificate renewal shall:

(1) apply on a form provided by the Board;

- (2) pay the application fees required by the Board;
- (3) provide evidence satisfactory to the Board that the applicant has met the continuing education requirements of the Board;
- (4) provide evidence satisfactory to the Board that the applicant continues to demonstrate the practical professional competencies required for the level of certification sought;
- (5) continue to meet the requirements of chapter 2 [certification of CHA/Ps, DHAs, & BHAs]; and
- (6) if seeking recertification as a community health practitioner, no less often than once every six years, the individual must re-satisfy the requirements of section 2.20.500 [CHP training & education requirements].

(b) An applicant who has not been employed as a community health aide, community health practitioner, dental health aide, or behavioral health aide or behavioral health practitioner an average of at least 15 hours a week for at least six months of the previous 12 months prior to submission of the application must provide evidence satisfactory to the Board that he or she has been monitored in the performance of each required competence until he or she has demonstrated successful performance of each.

History: January 22, 2015, Section 2.50.200(b) was amended. June 18, 2008, Section 2.40.200 was renumbered as Section 2.50.200 and subsections (a) and (b) were amended. November 26, 2002, Section 2.30.200 was renumbered as Section 2.40.200 and was amended.

Sec. 2.50.300. Reinstatement or Renewal of a Lapsed Certificate. The Board will, in its discretion, reinstate or renew a certificate that has lapsed if the applicant complies with the certificate renewal requirements under section 2.50.200 [requirements for renewal], provided that the applicant must provide evidence satisfactory to the Board that the applicant has completed the continuing education requirements under chapter 3 [continuing education].

History: June 18, 2008, Section 2.40.300 was renumbered as Section 2.50.300 and amended to address renumbering of other sections. November 26, 2002, Section 2.30.300 was renumbered as Section 2.40.300 and was amended.

Chapter 3. Continuing Education

Sec. 3.10.005. Multiple Certifications. Up to 12 hours of training, acquired in the previous 2 years, obtained to achieve initial certification, to increase the level of certification, or to satisfy continuing education requirements under this chapter 3 [continuing education] as a community health aide or practitioner, dental health aide, or behavioral health aide or practitioner, may be applied to satisfying the continuing education requirements for other certificates held by the same person under these *Standards*.

Sec. 3.10.010. CHA/P Continuing Education Requirements.

(a) **Unlapsed Certificate.** A community health aide or practitioner whose certification has not lapsed who is an applicant for renewal of a certificate under article 20 of chapter 2:

- (1) (A) as a community health aide who has not completed the requirements for the next level of certification prior to the deadline for recertification; or
- (B) as a community health practitioner.
- (2) must provide evidence satisfactory to the Board that he or she has completed a minimum of 48 contact hours of continuing education approved by the Board on varied or updated topics during the concluding two-year certification period. No more than 24 of the required contact hours may be

regarding emergency care. A minimum of 24 of the required contact hours must be in the competencies listed in sections 2.20.100 [CHA I training & education requirements] through .510 [CHP competencies].

(b) Lapsed Certificate. An applicant for renewal of a certificate under article 20 of chapter 2 whose certification has lapsed must provide evidence satisfactory to the Board that he or she has met the requirements for continuing education set forth in subsection (a)(2) of this section.

History: June 18, 2008, Section 3.10.010(a) was amended and (b) was deleted. November 26, 2002, Section 3.10.010(a) was amended and (b) was added.

Sec. 3.10.050. DHA Continuing Education Requirements.

(a) Unlapsed Certificate.

(1) An applicant for renewal of a certificate under article 30 of chapter 2 whose certificate has not lapsed must meet

- (A) any specific recertification requirements set forth therein;
- (B) satisfactory performance under the direct supervision of a dentist, dental hygienist, or dental health aide therapist of a minimum of
 - (i) 80 hours, demonstrating competence in each procedure for which the dental health aide is certified; or
 - (ii) 8 of each procedure for which the dental health aide is certified; and
- (C) if the dental health aide has not completed the requirements for another level of certification or module during the concluding two-year certification period, satisfactory completion of 24 contact hours of continuing education approved by the Board on varied or updated topics.

(2) If the direct supervision required under subsections (1)(B) of this section is provided by anyone other than a dentist, the supervisor must have been authorized to supervise the preceptorship of the procedures being performed under the applicable provision of chapter 2, article 30 [Standards for Dental Health Aides].

(b) Lapsed Certificate. An applicant for renewal of a certificate under article 30 of chapter 2 whose certification has lapsed must provide evidence satisfactory to the Board that in the two years preceding recertification he or she has met the requirements for continuing education set forth in subsection (a) of this section.

History: January 11, 2013, Section 3.10.050 was amended. June 18, 2008, Section 3.10.050(a)(1)(C)(i) was amended. June 20, 2007, Section 3.10.050(a) was amended. October 8, 2003, Section 3.10.050(a)(3) was amended. November 26, 2002, Section 3.10.050 was added.

Sec. 3.10.070. BHA/P Continuing Education Requirements.

(a) Unlapsed Certificate. A behavioral health aide or practitioner whose certification has not lapsed who is an applicant for renewal of a certificate under article 40 [standards for BHA/Ps] of chapter 2 [certification of CHAs, CHPs, DHAs, BHAs, and BHPs]:

- (1) (A) as a behavioral health aide who has not completed the requirements for the next level of certification prior to the deadline for recertification; or
- (B) as a behavioral health practitioner;
- (2) must provide evidence satisfactory to the Board that he or she has completed a minimum of 40 contact hours of continuing education approved by the Board on varied or updated topics during the concluding two-year certification period, provided that
 - (A) no fewer than 4 of the required contact hours must be regarding ethics and consent;

1 (B) no fewer than 4 of the required contact hours must be regarding confidentiality
2 and privacy; and

3 (C) no fewer than 4 of the required contact hours must be regarding cross cultural
4 communication and understanding and working with diverse populations:

5 (i) various ethnicities or cultural heritages, age groups, genders, lifestyles,
6 family dynamics, or socioeconomic statuses, or diagnostic categories; or

7 (ii) effective strategies for working with diverse populations, conducting self-
8 assessments and navigating value differences, developing cultural awareness and an understanding of the
9 potential influence on a person's behavioral health; and

10 (D) the balance of the hours must be related to the knowledge and skills identified or
11 related to those described in section 2.40.500 [BHA/P knowledge, skills, and scope of practice]; and

12 (E) a minimum of 20 CEUs are attended via face-to-face instruction.

13
14 **(b) Lapsed Certificate.** An applicant for renewal of a certificate under article 40 [standards for
15 BHA/Ps] of chapter 2 [certification of CHAs, CHPs, DHAs, BHAs, and BHPs] whose certification has
16 lapsed must provide evidence satisfactory to the Board that he or she has met the requirements for
17 continuing education set forth in subsection (a)(2) [BHA/P continuing education requirements; unlapsed
18 certificate; (required continuing education)] of this section in the two-year period prior to seeking
19 recertification.

20
21 **History:** June 12, 2014, Section 3.10.070 was amended. June 18, 2008, Section 3.10.070 was added.

22 23 **Sec. 3.10.100. Approved Continuing Education Programs for CHA/P.**

24
25 **(a) Competencies.** To be approved by the Board, a continuing education program must

26 (1) cover one or more of the course of study subjects or competencies listed in sections
27 2.20.100 [CHA I training & education requirements] through .510 [CHP competencies], the CHA/P
28 Curriculum, or the CHAM;

29 (2) directly relate to the clinical practice of a community health aide or community health
30 practitioner; and

31 (3) be no less than 1 hour in length.

32
33 **(b) Sponsorship.** A continuing education program that meets the requirements of section
34 3.10.100(a) [approved continuing education programs for CHA/P; competencies] and is sponsored by any
35 of the following organizations is considered approved by the Board:

36 (1) a certified CHA/P Training Center;

37 (2) the American Medical Association;

38 (3) the American Nurses' Association;

39 (4) an accredited postsecondary educational institution;

40 (5) the Indian Health Service;

41 (6) an emergency care course approved by the State of Alaska, Indian Health Service,
42 American Heart Association, or American Red Cross; or

43 (7) Smiles for Life

44
45 **(c) Tribal Continuing Education Programs.** A continuing education program provided by the
46 tribe or tribal organization's health program that meets the requirements of section 3.10.100(a) [approved
47 continuing education programs for CHA/P; competencies] shall be approved by the Board. Submission of
48 the plan or CHA/P Curriculum for the continuing education program or programs to the Board may be
49 done prior to or after the program has been conducted. Approval may be granted for more than one
50 program at a time. Re-approval need not be obtained for an approved program that is being repeated
51 within a three year period after the most recent approval.

1 **(d) Self-Study Programs.** A self-study continuing education program sponsored by one of the
2 organizations listed in subsections 3.10.100(b) [approved continuing education programs for CHA/P;
3 sponsorship] or (c) [approved continuing education programs for CHA/P; tribal continuing education
4 programs] that meets the requirements of section 3.10.100(a) [approved continuing education programs
5 for CHA/P; competencies] is considered approved by the Board.
6

7 **(e) Other.** A continuing education program not sponsored by one of the organizations listed in
8 subsections 3.10.100(b) [approved continuing education programs for CHA/P; sponsorship] or (c)
9 [approved continuing education programs for CHA/P; tribal continuing education programs] must be
10 individually approved by the Board. Such approval can be provided at the time of application for
11 recertification if the applicant submits evidence sufficient to permit the Board to determine whether the
12 training meets the requirements of this section.
13

14 **History:** January 22, 2016, Section 3.10.100(b) was amended. October 4, 2012, Section 3.10.100(a) was
15 renumbered and amended. June 18, 2008, Section 3.10.100(c) was amended. November 26, 2002,
16 Section 3.10.100(a), (b) and (c) were amended and titles were added to (d) and (e).
17

18 **Sec. 3.10.200. Approved Continuing Education Programs for DHA.**

19

20 **(a) Competencies.** To be approved by the Board, a continuing education program for a dental
21 health aide must

- 22 (1) cover one or more of the course of study subjects or competencies listed in sections
23 2.30.100 [PDHA I training & education requirements] through 2.30.610 [DHAT supervision &
24 competencies];
25 (2) directly relate to the clinical practice of a dental health aide; and
26 (3) be no less than 1 hour in length.
27

28 **(b) Sponsorship.** A continuing education program that meets the requirements of section
29 3.10.200(a) [approved continuing education programs for DHA; competencies] and is sponsored by any
30 of the following organizations considered approved by the Board:

- 31 (1) a certified CHA/P Training Center;
32 (2) the American Dental Association;
33 (3) the Academy of General Dentistry;
34 (4) the Alaska Dental Society;
35 (5) the Alaska Dental Hygiene Society;
36 (6) an accredited postsecondary educational institution;
37 (7) the Indian Health Service or other agencies of the Federal government; or
38 (8) an emergency care course approved by the State of Alaska, Indian Health Service,
39 American Heart Association, or American Red Cross.
40

41 **(c) Tribal Continuing Education Programs.** A continuing education program provided by the
42 tribe or tribal organization's health program that meets the requirements of section 3.10.200(a) [approved
43 continuing education programs for DHA; competencies] shall be approved by the Board. Submission of
44 the plan or DHA Curriculum for the continuing education program or programs to the Board may be done
45 prior to or after the program has been conducted. Approval may be granted for more than one program at
46 a time. Re-approval need not be obtained for an approved program that is being repeated within a three
47 year period after the most recent approval.
48

49 **(d) Self-Study.** A self-study continuing education program sponsored by one of the
50 organizations listed in subsections 3.10.200(b) [approved continuing education programs for DHA;
51 sponsorship] or (c) [approved continuing education programs for DHA; tribal continuing education

programs] that meets the requirements of section 3.10.200(a) [approved continuing education programs for DHA; competencies] is considered approved by the Board.

(e) **Other.** A continuing education program not sponsored by one of the organizations listed in subsections 3.10.200(b) [approved continuing education programs for DHA; sponsorship] or (c) [approved continuing education programs for DHA; tribal continuing education programs] must be individually approved by the Board. Such approval can be provided at the time of application for recertification if the applicant submits evidence sufficient to permit the Board to determine whether the training meets the requirements of this section.

History: October 4, 2012, Section 3.10.200(a) was renumbered and amended. June 18, 2008, Section 3.10.200(c) was amended. November 26, 2002, Sections 3.10.200 was added.

Sec. 3.10.300. Approved Continuing Education Programs for BHA/P.

(a) **Competencies.** To be approved by the Board, a continuing education program must

- (1) contribute to the knowledge or skills described in section 2.40.500 [BHA/P knowledge, skills, and scope of practice] or expand on content or subject matter described in chapter 8 [BHA curricula];
- (2) directly relate to the clinical practice of a behavioral health aide or practitioner, which shall include courses related to the effects of tobacco use and tobacco use assessment and treatment; and
- (3) be no less than 1 hour in length.

(b) **Sponsorship.** A continuing education program that meets the requirements of section 3.10.300(a) [approved continuing education programs for BHA/P; competencies] and is sponsored by any of the following organizations is considered approved by the Board:

- (1) a certified CHA/P Training Center;
- (2) Alaska Commission for Behavioral Health Certification;
- (3) the Indian Health Service;
- (4) an accredited postsecondary educational institution;
- (5) American Mental Health Counselors Association (AMHCA);
- (6) American Psychiatric Association (APA);
- (7) American Psychiatric Nurses Association (APNA);
- (8) American Society of Addiction Medicine (ASAM);
- (9) American Psychological Association (APA);
- (10) American Rehabilitation Counseling Association (ARCA);
- (11) Association for Assessment in Counseling and Education (AACE);
- (12) Association for Counselor Education and Supervision (ACES);
- (13) Association for Counselors and Educators in Government (ACEG);
- (14) International Association of Addictions and Offender Counselors (IAAOC);
- (15) International Association of Marriage and Family Counselors (IAMFC);
- (16) International Certification & Reciprocity Consortium (IC&RC);
- (17) National Association of Alcohol and Drug Abuse Counselors (NAADAC);
- (18) National Association of Social Workers (NASW);
- (19) National Board of Certified Counselors (NBCC); or
- (20) National Association of Direct Service Providers (NADSP).

(c) **Tribal Continuing Education Programs.** A continuing education program provided by the tribe or tribal organization's health program that meets the requirements of section 3.10.300(a) [approved continuing education programs for BHA/P; competencies] shall be approved by the Board. Submission of the plan or BHA Curriculum for the continuing education program or programs to the Board may be done

prior to or after the program has been conducted. Approval may be granted for more than one program at a time. Re-approval need not be obtained for an approved program that is being repeated within a three year period after the most recent approval.

(d) Self-Study Programs. A self-study continuing education program sponsored by one of the organizations listed in subsections 3.10.300(b) [approved continuing education programs for BHA/P; sponsorship] or (c) [approved continuing education programs for BHA/P; tribal continuing education programs] that meets the requirements of section 3.10.300(a) [approved continuing education programs for BHA/P; competencies] is considered approved by the Board.

(e) Other. A continuing education program not sponsored by one of the organizations education programs] must be individually approved by the Board. Such approval can be provided at the time of application for recertification if the applicant submits evidence sufficient to permit the Board to determine whether the training meets the requirements of this section.

History: October 29, 2015, Section 3.10.300(b) was amended. October 4, 2012, Section 3.10.300(a) was amended.

Chapter 4.

Discipline, Suspension or Revocation of a Community Health Aide, Community Health Practitioner, Dental Health Aide, Behavioral Health Aide or Behavioral Health Practitioner Certificate

History: June 18, 2008, the title for Chapter 4 was amended. November 26, 2002, the title for Chapter 4 was amended.

Sec. 4.10.010. Grounds for Discipline. The Board may impose a disciplinary sanction under this chapter on a person holding a certificate under these standards if the Board finds that the person

- (a) secured a certificate through deceit, fraud, or intentional misrepresentation;
- (b) engaged in deceit, fraud, or intentional misrepresentation in the course of providing professional services or engaging in professional activities, including holding himself or herself out as another health provider for which he or she has not met applicable licensing or other credentialing requirements;
- (c) failed to surrender the certificate if required to do so under section 2.10.020 [surrender of a certificate];
- (d) has been convicted of a felony or other crime that affects the certified community health aide or practitioner's, dental health aide's, or behavioral health aide or practitioner's ability to continue to practice competently and safely;
- (e) intentionally or negligently engaged in or permitted the performance of patient care by persons under the certified community health aide or practitioner's, dental health aide's, or behavioral health aide or practitioner's supervision that does not conform to minimum professional standards regardless of whether actual injury to a patient occurred;
- (f) failed to comply with any requirement or order of the Board applicable to the certified community health aide or practitioner, dental health aide, or behavioral health aide or practitioner;
- (g) continued to practice after becoming unfit due to
 - (1) professional incompetence;
 - (2) failure to keep informed of current professional practices;

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

- 1 (3) addiction or dependency on alcohol or other drugs that impair the ability to practice
2 safely;
- 3 (4) physical or mental disability;
- 4 (h) engaged in lewd or immoral conduct in connection with the delivery of service to patients;
- 5 (i) engaged in unprofessional conduct, including having:
- 6 (1) failed to use sufficient knowledge, skills or judgment for the community health aide or
7 practitioner's, dental health aide's or behavioral health aide or practitioner's level of certification;
- 8 (2) assumed duties and responsibilities:
- 9 (A) without sufficient preparation;
- 10 (B) for which competency has not been maintained; or
- 11 (C) for which the community health aide or practitioner, dental health aide, or
12 behavioral health aide or practitioner is not certified, provided that such duties were not assumed as part
13 of meeting the requirements for the next level of certification;
- 14 (D) for which the community health aide or practitioner, dental health aide, or
15 behavioral health aide or practitioner has not been trained through training described in sections
16 [competencies], sections 2.40.100 [BHA I training, practicum, and experience requirements] through
17 2.40.500 [BHA/P knowledge, skills, and scope of practice], as applicable, or continuing education
18 approved under Chapter 3, provided that the community health aide or practitioner, dental health aide, or
19 behavioral health aide or practitioner may provide services under this paragraph only at the direction of
20 his or her employer; or
- 21 (E) a community health aide or practitioner or behavioral health aide or practitioner
22 assigned to be available on-call failed to respond to an emergency;
- 23 (3) knowingly delegated a community health aide or practitioner, dental health aide or
24 behavioral health aide or practitioner function to another who is not certified to perform that function;
- 25 (4) violated the confidentiality of information or knowledge concerning a patient;
- 26 (5) physically or verbally abused a patient;
- 27 (6) performed duties as a community health aide or practitioner, dental health aide, or
28 behavioral health aide or practitioner while under the influence of alcohol, illegal drugs or any other
29 substance likely to impair the community health aide or practitioner's, dental health aide's, or behavioral
30 health aide or practitioner's ability to provide competent care;
- 31 (7) violated state or federal laws regulating drugs, including but not limited to forging
32 prescriptions or unlawfully distributing drugs or narcotics;
- 33 (8) failed to maintain a record for each patient which accurately reflects the patient
34 encounter and interventions provided, or falsification of a patient's records or intentionally making an
35 incorrect entry in a patient's record;
- 36 (9) left a clinic assignment without properly notifying the appropriate personnel;
- 37 (10) failed to report, through proper channels, facts known to the community health aide or
38 practitioner, dental health aide, or behavioral health aide or practitioner regarding incompetent,
39 unprofessional or illegal practice of another health care provider;
- 40 (11) signed a record as a witness attesting to the wastage of controlled substances which the
41 community health aide or practitioner, dental health aide, or behavioral health aide or practitioner did not
42 actually witness;
- 43 (12) exploited a patient for financial gain or offering, giving, soliciting, or receiving fees for
44 referral of a patient;
- 45 (13) was responsible for untruthful or misleading advertisement of available services;
- 46 (14) knowingly violated laws regulating health insurance or the potential for health
47 insurance reimbursement;
- 48 (15) been found guilty of, or entered a plea of nolo contendere or guilty to, any offense
49 under Federal, State or Tribal law involving crimes of violence; sexual assault, molestation, exploitation,
50 contact or prostitution; or crimes against persons within the meaning of section 408 of the Indian Child
51 Protection and Family Violence Prevention Act, P.L. 101-630, 25 U.S.C. § 3207;

- (16) failed to comply with applicable mandatory reporting laws of the State of Alaska; or
(17) failed to respond to a request for services where a duty to respond existed.

History: June 18, 2008, Section 4.10.010(d), (e), (f), (i)(2)(C), (i)(2)(D), (i)(2)(E), (i)(3), (i)(6), (i)(10), and (i)(11) were amended. November 26, 2002, Section 4.10.010 introductory paragraph, (b), (d), (e), (f), (h), (i)(1), (i)(2)(C), (D) and (E), (i)(3), (i)(6), (i)(10), (i)(11) were amended. September 25, 1998, Section 4.10.010(i)(15), (16), and (17) were amended.

Sec. 4.10.100. Community Health Aide or Practitioner, Dental Health Aide, or Behavioral Health Aide or Practitioner Sanctions. When it finds that a person holding a certificate as a community health aide or practitioner, dental health aide, or behavioral health aide or practitioner has violated one of the conditions of section 4.10.010 [grounds for discipline], the Board may impose the following sanctions singly or in combination:

- (1) permanently revoke a certificate to practice;
- (2) suspend a certificate for a determinate period of time;
- (3) censure a person holding a certificate;
- (4) issue a letter of reprimand;
- (5) place a person holding a certificate on probationary status and require the person to
 - (A) report regularly to the Board upon matters involving the basis of probation;
 - (B) limit practice to those areas prescribed;
 - (C) continue professional education until a satisfactory degree of skill has been attained in those areas determined by the Board to need improvement; and
- (6) impose limitations or conditions on the practice of a person holding a certificate.

History: June 18, 2008, Section 4.10.100 title and introductory sentence were amended. November 26, 2002, Section 4.10.100 title and introductory sentence were amended.

Sec. 4.10.110. Withdrawing Probation. The Board may withdraw probationary status if it finds that the deficiencies that required the sanction have been remedied.

Sec. 4.10.120. Summary Suspension. The Board may summarily suspend a certificate before final hearing or during the appeals process if the Board finds that the person holding a certificate poses a clear and immediate danger to the public health and safety if the person continues to practice. A person whose certificate is suspended under this subsection shall be entitled to a hearing pursuant to section 9.10.010 [hearings]. The person may appeal the suspension after a hearing to the Area Director of the Alaska Area Native Health Service.

Sec. 4.10.130. Consistency. The Board shall seek consistency in the application of disciplinary sanctions, and significant departure from prior decisions involving similar situations shall be explained in findings of fact or orders.

Chapter 5. CHA/P Training Centers

Article 10. Requirements for Certification

Sec. 5.10.010. Certification. The Board shall issue a CHA/P Training Center certificate to a training center which

- (1) applies on a form provided by the Board; and
- (2) adopts and adheres to requirements of sections 5.10.015 [educational program philosophy] through 5.10.070 [faculty continuing education].

Sec. 5.10.015. Educational Program Philosophy. A CHA/P Training Center must have on file a mission statement that reflects the statewide nature of the program and the goals and objectives of the program, which must include quality health care, competency based instruction, emphasis on clinical instruction and skills, emphasis on a positive learning environment, and respect for the unique needs of the adult learner must also be on file.

Sec. 5.10.020. Training Facilities. A CHA/P Training Center facility must provide classroom, or e-classroom and clinical environments that are conducive to a positive learning experience for faculty and community health aide trainees by ensuring that

(1) traditional classrooms have appropriate space and privacy. An environmental health review of the facility must be performed and on file. Specific consideration and evaluation in the areas of safety, adequacy of space, air quality, lighting, heating, and storage and disposal of hazardous waste must be documented; and

(2) e-classrooms have appropriate policies on Internet safety and privacy, appropriate language, emergency procedures for Internet outages, and recommendations on lighting, noise, and an ergonomic environment.

History: October 29, 2013, Section 5.10.020 was amended.

Sec. 5.10.025. Training Staff.

(a) Qualifications and Roles.

(1) Director/Instructor of Record. The following standards apply to the CHA/P Training Center Director/Instructor of Record.

(A) The CHA/P Training Center Director/Instructor of Record should be an individual with a combination of education, research, work, and/or life experience which are relevant to providing leadership in a CHA/P Training Center Program.

(B) In recognition of the diverse role of the CHA/P Training Center Director/Instructor of Record, it is preferred that the Director or Instructor of Record have a background in health and education and be able to administrate, serve in a statewide liaison role, hold the mission of the statewide program, and provide program direction, development, and leadership.

(C) The Instructor of Record must at a minimum be a state licensed mid-level practitioner who will assume responsibilities for course development, evaluation and revision, clinical site development and evaluation, and evaluation of students and instructors.

(2) Instructor. CHA/P Training Center instructors must consist of a majority of full-time equivalent mid-level practitioner or physician instructors who are employees of the federal government or licensed by the State of Alaska. Additional instructors should be certified or licensed and have formal training in the knowledge and skills that they are teaching. All instructors will be monitored to assure compliance with the CHA/P Curriculum and competence in subject being taught. Instructors teaching CHA curriculum via eLearning must demonstrate competency in e-teaching by experience, completed coursework, or other approved measure.

(3) Clinical Instructor. Clinical instructors must be mid-level practitioners or physicians who are employees of the federal government or licensed by the State of Alaska. Certain diagnostic procedures may be taught by other persons who have appropriate experience or certification (e.g. well child examination, prenatal exam by a public health nurse). These encounters must occur under the general review of the mid-level practitioner or physician.

(4) Medical Advisor. The CHA/P Training Center Medical Advisor must be a physician employed by the federal government or licensed by the State of Alaska who is practicing primary care and

1 is currently working with community health aides or practitioners. The Medical Advisor should have prior
2 experience with the CHA/P program. The Medical Advisor's classroom instruction and clinical
3 preceptorship will comply with the CHA/P Curriculum and statewide goals of the Community Health
4 Aide Program. The Medical Advisor will participate in quality assurance/continuing quality improvement
5 efforts, serve as a resource and be available for consultation and regular meetings.

6
7 **(b) Job Descriptions.** Job descriptions for each of the training staff which reflect these roles
8 and responsibilities must be on file.

9
10 **(c) Orientation of New Staff.** Each CHA/P Training Center must have in place a written
11 orientation procedure for new employees which will minimally include the CHA/P Training Center's
12 mission, goals, and objectives; the CHA/P Curriculum; the methods of instruction and function of the
13 statewide Community Health Aide Program; cultural diversity; the role of the CHA/P; and the CHA/P
14 certification process.

15
16 **(d) Faculty Turnover.** In order to maintain the quality of instruction, the Board must be
17 notified if during any twelve-month period 50 percent of the instructor staff of a CHA/P Training Center
18 resigns and whenever a CHA/P Training Center Director resigns. Documentation of new employee
19 orientation, peer review and student evaluation and examination must be available for review for each
20 new instructor.

21
22 **History:** October 29, 2013, Section 5.10.025(a)(2) was amended. June 24, 2009, Section 5.10.025(a)(2)
23 and Section 5.10.025(d) were amended. November 26, 2002, Section 5.10.025(a)(2), (3) and (4) and (c)
24 were amended.

25 26 **Sec. 5.10.030. Hospital/Clinic Affiliation.**

27
28 **(a) Accreditation.** A CHA/P Training Center must be affiliated with the Alaska Native Medical
29 Center or a hospital or clinic accredited by The Joint Commission (formerly known as the Joint
30 Commission on Accreditation of Healthcare Organizations (JCAHO)) or licensed by the State of Alaska.
31 Exception can be made in a clinic facility for which The Joint Commission accreditation or state licensing
32 is not available.

33
34 **(b) Hospital/Clinic Commitment.** A CHA/P Training Center must have the support of
35 hospital/clinic and/or corporation administration to provide on-going access to clinical training for
36 CHA/Ps. A letter of support should be updated with each new clinical director and hospital or clinical
37 administrator or corporation Board.

38
39 **History:** June 18, 2008, Section 5.10.030(a) was amended.

40
41 **Sec. 5.10.035. Volume, Hours and Distribution of Patient Encounters.** Clinical hours will be
42 scheduled in compliance with the CHA/P Curriculum. For each trainee a CHA/P Training Center's
43 documentation of volume, hours and distribution of patient encounters must meet the requirements of this
44 section.

45 46 **(a) Encounters.**

47 **(1) Session I.** Ten encounters under the following conditions: the trainee will be the
48 primary provider in at least four patient encounters with particular emphasis on the patient problems
49 delineated in the CHA/P Curriculum, as outlined below, and at least six additional encounters with the
50 trainee as an active participant.

(2) **Session II.** Ten encounters under the following conditions: the trainee will be the primary provider in at least six patient encounters with particular emphasis on patient problems delineated in the CHA/P Curriculum, as outlined below and at least four additional encounters with the trainee as active participant.

(3) **Session III.** Ten encounters under the following conditions: the trainee will be the primary provider in at least six patient encounters with particular emphasis on the patient problems delineated in the CHA/P Curriculum, as outlined below, and at least four additional encounters with the trainee as active participant.

(4) **Session IV.** Fourteen encounters under the following conditions: the trainee will be the primary provider in at least ten patient encounters with particular emphasis on the patient problems delineated in the CHA/P Curriculum, as outlined below, and at least four additional encounters with the trainee as active participant.

(b) (1) **Primary Provider.** Under subsection (a) [volume, hours & distribution of patient encounters; encounters] of this section, the primary provider must initiate the history and examination, and depending on the complexity of the encounter and the skill and confidence level of the trainee, determine the assessment and plan in conjunction with the instructor.

(2) **Active Participant.** Under this section, the active participant performs part of the patient encounter with direction or guidance of the instructor.

(c) **Distribution of Clinical Hours.** The distribution of clinical hours must be available in the following kinds of patient encounters:

(1) **Session I.**

Encounter Type	Hours
Acute care	12
Lab	1
Respiratory	1
Ear	1
Digestive system	1
Screening exam	1
Sick child	4
Vital signs	3
Approach to child (observe)	2
Total Hours	26

(2) **Session II.**

Encounter Type	Hours
Acute care	12
Lab	1
Respiratory	1
Circulatory	1
Digestive system	1
Prenatal	2
Mental illness	4
Sick child	4
Screening physical exam	1
Approach to child (observe)	4
Total Hours	31

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(3) Session III.

Encounter Type	Hours
Prenatal	8
Newborn	1
Sick child	4
Post partum	1
Well child	8
STD	4
Total Hours	26

(4) Session IV.

Encounter Type	Hours
Acute care	8
Ear	1
Respiratory	1
Circulatory	1
Digestive	1
Female reproductive	4
Prenatal	3
Sick child	4
Well child	3.5
Newborn	1
Chronic disease	4
H & P	2.5
Total Hours	34

History: January 16, 2009, Section 5.10.035(c)(2) and (c)(4) were amended. November 26, 2002, Section 5.10.035(a) was amended.

Sec. 5.10.040. Trainees Selection Process.

(a) Qualifications for Trainees and Application Process. The CHA/P Training Center will have a policy for selection of trainees. The selection process will include requiring applicants for trainee slots to file a completed statewide application form recommended no less than four weeks prior to the start of the training session, unless extraordinary circumstances are present. The policy for selection must include requirements that the training applicants have no less than sixth grade math and reading skills and that they have completed Pre-Session, unless the applicant satisfies one of the exceptions to these requirements adopted under section 5.10.040(c) [trainees selection process; exceptions].

(b) Statewide Priorities. The CHA/P Training Center must adhere to statewide placement priorities for training applicants for a limited number of training slots.

(c) Exceptions. The CHA/P Training Center must have exception policies. Policies must be written to incorporate individual hardship cases, including emergency training needs in communities where there are no trained personnel and in situations where community health aides or practitioners have no access to field site courses (presession and ETT). Exception policies must also include arrangements for applicants with prior medical training, such as registered nurses, National Guard Corpsman, etc.

History: January 16, 2009, Section 5.10.040(a) was amended. November 26, 2002, Section 4.10.040(a) was amended.

Sec. 5.10.045. Trainee Services.

(a) **Counseling and Health Services.** The CHA/P Training Center must have a system for onsite or online initial individual counseling for trainees, which may include assigning faculty members for this purpose. Referral for confidential counseling by mental health professionals must be available to trainees. A system to provide acute care and emergency health services must also be provided.

(b) **Academic Advising.** A CHA/P Training Center must provide an onsite or online system for trainee academic advising, documentation of formative and summative evaluations, and advising pertinent to the role of the community health aide and practitioner and certification.

(c) **Attrition.** A system of recording trainee attrition data including the causes and timing of attrition during training must be in place.

(d) **Housing, Meals, and Transportation.** Housing, meals and transportation should be available, affordable, and conveniently located to face-to-face or traditional trainees.

(e) **Internet Connectivity.** A workstation with Internet connectivity must be accessible as an alternate to an eLearning student's own Internet service.

History: October 29, 2013, Section 5.10.045 was amended.

Sec. 5.10.050. Community Health Aide Curriculum and Teaching Guidelines.

(a) **Duration of Training and Attendance.** The length of Sessions I, II, III and IV training sessions are based on the competencies as stated in Sec. 2.20.110, CHA I; Sec. 2.20.210, CHA II; Sec. 2.20.310, CHA III; and Sec. 2.20.410, CHA IV. The CHA/P Training Center must establish and enforce an attendance policy, which assures that each training participant fully satisfies all conditions of the training.

(b) **Class Size.** The size of classes must allow for faculty/trainee ratios under section 5.10.050(c) [CHA/P curriculum & teaching guidelines; faculty/trainee ratio], and otherwise be determined by the number of exam rooms available for clinical experience, the size of the classroom for onsite didactic instruction, course content, past trends identified in the particular class, and the CHA/P Curriculum requirements for lab skills instruction.

(c) **Faculty/Trainee Ratio.** Due to the short, intensive nature of CHA/P courses, faculty/trainee ratios for clinical instruction during patient encounters, in which the trainee is the primary provider, as defined in Sec. 5.10.035(b)(1), must be done on a one-to-one basis. For all other clinical instructions the following faculty/trainee ratios for clinical instruction may not be exceeded:

- (1) **Sessions I and II:** one to one;
- (2) **Sessions III and IV:** one to two depending on the independence of the trainees.

(d) **Classroom and Clinical Instruction.** The intent in instruction for each session is to integrate the CHA/P Curriculum, the CHAM, and the training and skill of the community health aide/practitioner, with consideration to the "Role of the Community Health Aide/Practitioner."

- (1) The CHA/P Curriculum objectives must be followed as a minimum standard.
- (2) The CHAM must be used as a reference book for teaching community health aides and practitioners, as a minimum standard.

(3) The instructional materials for faculty must consist of the CHA/P Curriculum course objectives and lesson plans. Instructional materials must be updated every three years. Additionally, eLearning classes externally linked content not created by the CHA/P instructor must be checked for accuracy prior to every session.

(4) Learning objectives and course expectations must be clearly defined for each trainee.

History: October 29, 2013, Section 5.10.050 was amended. January 13, 2011, Section 5.10.050(c) and (d)(3) were amended. October 7, 2009, Section 5.10.050(d)(3) was amended. June 24, 2009, Section 5.10.050(c) was amended. June 18, 2008, Section 5.10.050(d) was amended. November 26, 2002, Section 5.10.050(a), (b), and (d) were amended.

Sec. 5.10.055. Field Training.

(a) The CHA/P Training Center staff must evaluate each trainee at the end of each session and prepare a Post Session Learning Needs (PSLN) form to reinforce training and help the trainee to gain further competency during the 200 hours of village clinical experience between sessions.

(b) CHA/P Training Center staff must review the Post Session Field Training Follow-up Plan for completion of the field training requirements of Basic Training for placement in the next session.

History: June 24, 2009 Section 5.10.055(a) and (b) were amended.

Sec. 5.10.060. CHA/P Training Center Administration and Records.

(a) **Commitment of Administration.** A CHA/P Training Center must have a memorandum of agreement updated with each new CHA/P Training Center administrative agency to document on-going support of staffing positions and program needs.

(b) **Secretarial Support.** A CHA/P Training Center should have administrative and secretarial support sufficient to assure timely and smooth functioning of the program.

(c) **CHA/P Training Center Files.** A CHA/P Training Center must have on file for review: CHA/P Curriculum outlines, learning objectives/lesson plans, session quizzes/exams, CHA/P evaluation records, application forms, student training files, quality assurance/continuous quality improvement files and a training plan for employees. A CHA/P Training Center must adopt and enforce policies regarding retention of CHA/P Training Center files and conditions under which transfer of files may occur. The retention schedule policy must be consistent with a schedule approved by the Board. The file transfer policy must require that a record be retained identifying the files that were transferred and to whom.

(d) **CHA/P Training Center Office Space.** A CHA/P Training Center should have offices available for instructors which provide an environment that is conducive to high productivity of its faculty in preparation for instruction.

History: November 26, 2002, Section 5.10.060(c) was amended.

Sec. 5.10.065. CHA/P Training Center Self-Evaluation.

(a) **CHA/P Training Center.** A CHA/P Training Center must have a policy on quality assurance (QA)/continuous quality improvement (CQI). This policy must include

(1) documentation of post-session meetings for staff evaluation of training sessions and quarterly program reviews;

(2) evaluation of CHA clinical encounters;

- 1 (3) Patient Encounter Form (PEF) evaluation for quality and appropriateness of patient care
2 as delineated by the CHAM;
3 (4) weekly evaluation of the CHA in a learner role;
4 (5) a summary evaluation of the CHA;
5 (6) CHA evaluations of training sessions and individual instructors; and
6 (7) faculty peer review of didactic and clinical instruction.
7

8 (b) **QA/CQI.** The QA/CQI process must be in effect, documenting that evaluation tools are in
9 use, trends are identified and the continuous quality improvement process is being implemented to
10 address and modify those identified trends.
11

12 **History:** June 8, 2010, Section 5.10.065 was amended and reformatted. November 26, 2002, Section
13 5.10.065 was amended.
14

15 **Sec. 5.10.070. Faculty Continuing Education.** A CHA/P Training Center must have a
16 policy on faculty continuing education both in the educational and medical fields. A plan should be
17 developed annually to meet the policy goals.
18

19 **Article 20.**

20 **Types of CHA/P Training Center Certification and Recertification**

21
22 **Sec. 5.20.010. Start-up Certification.** A CHA/P Training Center may obtain start-up
23 certification prior to conducting its first training session upon submission of evidence satisfactory to the
24 Board that it will meet the requirements of sections 5.10.010 [certification] through 5.10.070 [faculty
25 continuing education]. Start-up certification shall be valid only until the Board evaluates and acts on the
26 first on-site evaluation, which shall occur during the first training session. At the end of the start-up
27 certification period the Board shall terminate the certification or grant provisional or full certification.
28

29 **Sec. 5.20.020. Full Certification.** The Board shall grant full certification to a CHA/P Training
30 Center that demonstrates substantial compliance with the requirements of sections 5.10.010 [full
31 certification] through 5.10.070 [faculty continuing education], through evidence satisfactory to the Board.
32 Such evidence shall include submission of required materials, satisfactory performance during the on-site
33 review and satisfactory completion of at least one training session. “Substantial compliance” shall require
34 a minimum score of 90% on the Review and Approval Committee CHA Education Program Evaluation
35 Checklist to include meeting all essential items as defined in the checklist.
36

37 **History:** January 13, 2011, Section 5.10.020 was amended. October 7, 2009, Section 5.10.020 was amended.
38

39 **Sec. 5.20.030. Provisional Certification.** The Board may grant provisional certification to a
40 CHA/P Training Center with Start-up Certification that is not eligible for full certification under section
41 5.20.020 provided it meets all the requirements for full certification, except that it is required to score only
42 a minimum of 80% on the Review and Approval Committee CHA Education Program Evaluation
43 Checklist. Provisional certification shall be effective for only six months and may be renewed only one
44 time for a total of no more than one year.
45

46 **History:** June 24, 2009, Section 5.20.030 was amended.

Article 30. Continuing Requirements

Sec. 5.30.010. Periodic Submissions and Reviews. A CHA/P Training Center fully certified under section 5.20.020 [full certification] shall submit a CHA Training Center Annual Self-Evaluation Checklist each year and shall be subject to on-site reviews, upon reasonable notice, at the discretion of the Board, provided that an on-site review must occur no less often than once every five years. Such a CHA/P Training Center must notify the Board if a change in any of the following occurs:

- (1) the person responsible for coordination of the training within the center;
- (2) 50 percent or more of the staff within a three-month period;
- (3) Medical Advisor;
- (4) methods of CHA/P Curriculum delivery;
- (5) facilities used for training; or
- (6) administration or finance that affects the viability of the training program.

History: October 7, 2009, Section 5.30.010 was amended. November 26, 2002, Section 5.30.010(4) was amended.

Sec. 5.30.020. Monitoring. A fully or provisionally certified CHA/P Training Center may be required to submit periodic reports of progress regarding its response to any changes reported under section 5.30.010 [periodic submissions and reviews], or problems or deficiencies noted during any review or on-site evaluation.

Article 40. CHA/P Training Center Sanctions

Sec. 5.40.010. Probation or Termination. Upon determining that a provisionally certified CHA/P Training Center has failed to achieve full certification within the required time limit or that a provisionally or fully certified CHA/P Training Center has failed to demonstrate continued performance at the applicable levels required under this section, the Board may place the center's certification in a probationary status or terminate the certification.

Sec. 5.40.020. Conditions of Probation. If the Board grants a probationary status, it must specify the conditions for reinstatement of full or provisional certification, which must be satisfied within the time frame established by the Board, which shall not be longer than six months. The conditions of probation may include, but are not limited to

- (1) requiring reports to the Board upon matters involving the basis of probation;
- (2) limiting training to those sessions prescribed by the Board; and
- (3) terminating training until prescribed conditions are satisfied.

Chapter 6. Certification of CHA/P Training Curriculum

History: November 26, 2002, Chapter 6, title was amended.

Sec. 6.10.010. Continuous Review. The Board shall develop and follow a schedule for periodic review, amendment, and adoption of all aspects of the CHA/P Curriculum and standards relied upon in the Community Health Aide Program for Alaska. Comments and participation shall be solicited from Association of Community Health Aide Program Directors, field staff, community health aides and practitioners, CHA/P Training Center staff, and health care providers who relate in any way to the Community Health Aide Program.

History: November 26, 2002, Section 6.10.010 was amended.

Sec. 6.10.900. Transition. The Board shall use the CHA/P Curriculum, field work guidelines, and other materials and standards developed by committees of the Community Health Aide Directors Association, including the Academic Review Committee (ARC), Review and Approval Committee (RAC), CHAM Revision Committee, until such time as it can review and adopt such materials under this section.

History: October 3, 2006, Section 6.10.900 was amended. November 26, 2002, Section 6.10.900 was amended.

Chapter 7.

Certification of DHA Training and Curriculum

History: November 26, 2002, Chapter 7 was renumbered Chapter 8 and this new Chapter 7 was added.

Article 10. Training Programs, Facilities and Training Staff

Sec. 7.10.010. Facilities. Dental health aide training may occur in:

- (1) any certified CHA/P Training Center with facilities appropriate to the training being provided;
- (2) for training not requiring clinical activity, any classroom that generally meets the standards set under section 5.10.020 [training facilities];
- (3) for training requiring clinical activity, any Federal, State, university, or tribal facility with space, equipment and materials appropriate and adequate to provide each student with a sufficient opportunity to observe and participate in the training activities; and
- (4) as necessary, other locations may be used provided they meet the standards set forth in this section.

History: November 26, 2002, Section 7.10.010 was added.

Sec. 7.10.020. Training Staff.

(a) Qualification and Roles. Dental health aide training may be coordinated and conducted by any person who generally meets the standards of section 5.10.025(a) [training staff; qualifications & roles] as applicable to the specific training being conducted.

(b) Dental Advisor. All dental health aide training must be conducted under the general supervision of a dental advisor who must be a dentist, as defined in section 2.30.010 [supervision of DHAs], who is familiar with the CHA/P Program. The dental advisor may or may not participate directly in the training, but must be familiar with and have approved the curriculum being taught and the qualifications of the training staff, and be available to consult with training staff during the training session should the need arise. Such consultation may occur telephonically or in person.

History: November 26, 2002, Section 7.10.020 was added.

Sec. 7.10.030. DHA Training Administration and Records.

(a) Commitment of Administration. The sponsor of Board approved DHA training programs must have an agreement with the Alaska Native Tribal Health Consortium Department of Oral Health

Promotion which will document on-going support of staffing positions and program needs and accept and retain records regarding training and continuing education carried out by the DHA training program.

(b) Secretarial Support. A DHA training program should have administrative and secretarial support sufficient to assure timely and smooth functioning of the program and transmittal of records to the Department of Oral Health Promotion.

(c) DHA Training Program Files.

(1) A DHA training program must have on file for review, or transmit to the Department of Oral Health Promotion for retention, DHA training outlines, learning objectives/lesson plans, session quizzes/exams, dental health aide evaluation records, application forms, student training files, quality assurance/continuous quality improvement files and a training plan for employees.

(2) A DHA training program must promptly after the conclusion of each training session, course or continuing education program transmit to the Department of Oral Health Promotion a list of each student who attended the program with information about whether the student completed the course and an evaluation of the student's performance.

History: January 22, 2016, Section 7.10.030(a), (b) and (c) were amended. November 26, 2002, Section 7.10.030 was added.

Article 20. Dental Health Aide Curricula

Sec. 7.20.010. DHA Core Curriculum.

(a) Subject Matter. A DHA Core Curriculum course must address the following topics:

- (1) role of community health aide and practitioner, dental health aide and behavioral health aide and practitioner in a village;
- (2) general scope of work;
- (3) medical ethics;
- (4) legal issues;
- (5) State of Alaska reporting requirements;
- (6) consent for treatment;
- (7) interviewing skills;
- (8) health/disease process;
- (9) infection and communicable disease;
- (10) introductory anatomy and dental anatomy;
- (11) vocabulary and abbreviations;
- (12) documentation, including "HEAP" (history, examination, assessment and plan) and "SOAP" (subjective, objective, assessment and plan) forms of documentation;
- (13) introduction to pharmacology;
- (14) introduction to clinic management;
- (15) health care system access, including Medicaid and third party insurance;
- (16) scheduling;
- (17) use of CHAM; and
- (18) introductory medical history taking.

(b) CHA/P Equivalency. The topics listed in subsection (a) must be addressed in a way comparable to that required under the CHA/P Curriculum for the comparable topics.

1 **(c) Training.** The training will include didactic instruction and hands-on practice in a lab or
2 clinic setting sufficient to demonstrate competency of the subject matter listed in subsection (a) of this
3 section.

4 **History:** January 22, 2016, Section 7.20.010(c) was amended. June 18, 2008, Section 7.20.010(a)(1)
5 was amended. January 31, 2005, Section 7.20.010 was amended. November 26, 2002, Section 7.20.010
6 was added.
7

8 **Sec. 7.20.020. Primary Oral Health Promotion and Disease Prevention.**
9

10 **(a) Subject Matter.** A primary oral health promotion and disease prevention course must
11 address the following topics:

- 12 (1) introduction to caries disease process;
- 13 (2) introduction to periodontal disease process;
- 14 (3) theory of oral health promotion and disease prevention;
- 15 (4) fluoride as a drug and related issues, including toxicity;
- 16 (5) topical fluoride treatments, including gel, foam, varnish and rinse;
- 17 (6) diet counseling; and
- 18 (7) oral hygiene instruction.
- 19

20 **(b) Training.** The training will include instruction and hands-on practice in a lab or clinic
21 setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-
22 on practice must include a minimum of 6 hours of clinical encounters.
23

24 **History:** January 22, 2016, Section 7.20.020(b) was amended. November 26, 2002, Section 7.20.020 was
25 added.
26

27 **Sec. 7.20.030. Basic Dental Procedures.**
28

29 **(a) Subject Matter.** A Basic Dental Procedures course must address the following topics:

- 30 (1) introductory dental anatomy;
- 31 (2) basic infection control principles and practices, including
 - 32 (A) universal precautions; and
 - 33 (B) hand washing;
- 34 (3) introductory clean/sterile techniques;
- 35 (4) introductory identification of dental problems, including oral cancer, and referral;
- 36 (5) introductory problem specific history taking; and
- 37 (6) introductory dental charting.
- 38

39 **(b) Training.** The training will include instruction and hands-on practice in a lab or clinic
40 setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-
41 on practice must include a minimum of 6 hours clinical encounters.
42

43 **History:** January 22, 2016, Section 7.20.030(b) was amended. November 26, 2002, Section 7.20.030 was
44 added.
45

46 **Sec. 7.20.040. DHA Advanced Dental Procedures.**
47

48 **(a) Subject Matter.** A DHA Advanced Dental Procedures course must address the following
49 topics:

- 50 (1) dental anatomy;
- 51 (2) caries and periodontal disease process;
- 52 (3) dental instruments and equipment;

- (4) dental charting;
- (5) handling and sterilization of instruments;
- (6) disinfection of operator; and
- (7) patient record documentation.

(b) Training. The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 7 hours of clinical encounters.

History: January 22, 2016, Section 7.20.040(b) was amended. November 26, 2002, Section 7.20.040 was added.

Sec. 7.20.050. Village-Based Dental Practice.

(a) Subject Matter. A Village-Based Dental Practice course must address the following topics:

- (1) use of telemedicine technology, including use of intra- and extra-oral cameras;
- (2) problem specific medical and dental history taking;
- (3) recognition of medical and dental conditions; and
- (4) recognition of relationship between medical conditions and oral health.

(b) Training. The Training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 7 hours clinical encounters.

History: January 22, 2016, Section 7.20.050(b) was amended. June 8, 2010, Section 7.20.050(a) was amended. November 26, 2002, Section 7.20.050 was added.

Sec. 7.20.100. Sealants.

(a) Subject Matter. A course in sealants must address the following topics:

- (1) understanding and following dental orders;
- (2) reviewing medical history and identifying contraindications for sealant treatment;
- (3) explaining sealant procedure and responding to questions regarding sealant;
- (4) proper patient and provider safety procedures, including
 - (A) proper use and safety procedures related to curing light; and
 - (B) proper use of etchant material;
- (5) isolating and drying teeth to be sealed;
- (6) identifying and correcting occlusal discrepancies caused by excess sealant; and
- (7) ensuring retention of the sealant.

(b) Training. The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 7 hours clinical encounters.

History: January 22, 2016, Section 7.20.100(b) was amended. November 26, 2002, Section 7.20.100 was added.

Sec. 7.20.110. Dental Prophylaxis.

(a) Subject Matter. A course in dental prophylaxis must address the following topics:

- (1) understanding and following dental orders;
- (2) reviewing medical history and identify contraindications for performing prophylaxis;

- 1 (3) understanding when the patient should be referred to a dentist prior to carrying out
2 prophylaxis;
3 (4) explaining prophylaxis procedure and respond to questions from patient regarding
4 prophylaxis;
5 (5) proper patient and provider safety procedures, including:
6 (A) proper use of dental instruments for safety of patient and provider; and
7 (B) proper use of ultrasonic or piezoelectric scalers;
8 (6) scaling and polishing to remove plaque, calculus, and stains from the coronal or
9 exposed surface of the tooth; and
10 (7) consistent with direct orders from the dentist after a dental examination, sulcular
11 irrigation.
12

13 **(b) Training.** The training will include instruction and hands-on practice in a lab or clinic
14 setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-
15 on practice must include a minimum of 16 hours of clinical encounters.
16

17 **History:** January 22, 2016, Section 7.20.110(b) was amended. October 30, 2014, Section 7.20.110(a)(6) was
18 amended. June 8, 2010, Section 7.20.110(a) and (b) were amended. November 26, 2002, Section 7.20.110
19 was added.
20

21 **Sec. 7.20.120. Dental Radiology.**

22

23 **(a) Subject Matter.** A course in dental radiology must address the following topics:

- 24 (1) components of an x-ray machine,
25 (2) kilovoltage (kVp),
26 (3) density and contrast,
27 (4) milliamperage (mA),
28 (5) exposure time,
29 (6) film type,
30 (7) automatic processing equipment,
31 (8) darkroom lighting,
32 (9) purpose of film mounts,
33 (10) radiological protection,
34 (11) radiographic quality,
35 (12) radiographic technique,
36 (13) processing technique,
37 (14) presentation of radiographs,
38 (15) radiographic infection control,
39 (16) special radiograph techniques,
40 (17) maintenance of processor equipment,
41 (18) mounting and labeling of radiographs,
42 (19) radiological protection of operator and patient,
43 (20) use and storage of the lead apron and thyroid collar,
44 (21) review medical history and identify contraindications for performing x-rays,
45 (22) dosimeter (film badge) and radiology reports,
46 (23) recognition and correction of
47 (A) distortion,
48 (B) overlap,
49 (C) cone-cutting, and
50 (D) automatic processing problems;
51 (24) use of film holding devices,

- (25) positioning and exposing intra-oral radiographs,
- (26) troubleshooting
 - (A) technique errors, and
 - (B) processing errors;
- (27) film handling during processing,
- (28) film labeling,
- (29) use of landmarks to mount film,
- (30) use of daylight loader, and
- (31) basic knowledge of digital radiography.

(b) Training. The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 12 hours of clinical encounters.

History: January 22, 2016, Section 7.20.120(b) was amended. June 8, 2010, Section 7.20.120(a) was amended. November 26, 2002, Section 7.20.120 was added.

Sec. 7.20.130. Dental Assisting.

(a) Subject Matter. A course in dental assisting must address the following topics:

- (1) applying topical anesthetic agents;
- (2) placing and removing rubber dams;
- (3) basic knowledge of dental materials, instruments, and procedures; and
- (4) four-handed instrument transfer.

(b) Training. The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 20 hours of clinical encounters

History: January 22, 2016, Section 7.20.130(b) was amended. June 8, 2010, Section 7.20.130(a) was amended. November 26, 2002, Section 7.20.130 was added.

Sec. 7.20.140. Atraumatic Restorative Treatment (ART).

(a) Subject Matter. A course in atraumatic restorative treatment must address the following topics:

- (1) understanding and following dental orders;
- (2) reviewing medical history and identifying contraindications for performing ART;
- (3) identify cases appropriate for ART;
- (4) understanding when the patient should be referred to a dentist;
- (5) explaining ART procedure and responding to questions from patient regarding ART;
- (6) proper patient and provider safety procedures, including proper use of dental instruments;
- (7) isolating the tooth/teeth;
- (8) removing gross caries with hand instruments;
- (9) mixing, placing and contouring appropriate restorative material; and
- (10) recognizing potential and actual procedural complications and consulting appropriately with the dentist.

1 **(b) Training.** The training will include instruction and hands-on practice in a lab or clinic
2 setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-
3 on practice must include a minimum of 21 hours of clinical encounters
4

5 **History:** January 22, 2016, Section 7.20.140(b) was amended. June 8, 2010, Section 7.20.140(a)(3) was
6 amended. November 26, 2002, Section 7.20.140 was added.
7

8 **Sec. 7.20.200. Basic Restorative Functions.**
9

10 **(a) Subject Matter.** A course in basic restorative functions must address the following topics:
11 (1) advanced tooth morphology, structure and function;
12 (2) discrimination between acceptable and unacceptable restoration;
13 (3) placement and finishing of Class I, II and V dental amalgams (simple fillings) after
14 preparation by the dentist or dental health aide therapist;
15 (4) dental composite placement Class I, III and V (simple fillings) after preparation by a
16 dentist or dental health aide therapist; and
17 (5) appropriate post-procedure instructions.
18

19 **(b) Training.** The training will include instruction and hands-on practice in a lab or clinic
20 setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-
21 on practice must include a minimum of 21 hours of clinical encounters.
22

23 **History:** January 22, 2016, Section 7.20.200(b) was amended. November 26, 2002, Section 7.20.200 was
24 added.
25

26 **Sec. 7.20.210. Advanced Restorative Functions.**
27

28 **(a) Subject Matter.** A course in advanced restorative functions must address the following
29 topics:
30 (1) the basics of occlusion as they apply to restorative dentistry; and
31 (2) current state-of-the-art dentinal bonding agents;
32 (3) placement and finishing of cusp protected amalgam and complex Class II amalgams
33 (complex fillings);
34 (4) placement and finishing of dental composite Class II and IV (complex fillings); and
35 (5) appropriate post-procedure instructions.
36

37 **(b) Training.** The training will include instruction and hands-on practice in a lab or clinic
38 setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-
39 on practice must include a minimum of 21 hours of clinical encounters.
40

41 **History:** January 22, 2016, Section 7.20.210(b) was amended. November 26, 2002, Section 7.20.210 was
42 added.
43

44 **Sec. 7.20.220. Stainless Steel Crowns.**
45

46 **(a) Subject Matter.** A course in stainless steel crowns must address the following topics:
47 (1) selecting the appropriate stainless steel crown;
48 (2) modifying the crown, as necessary;
49 (3) checking and correcting occlusion, contact and margins of stainless steel crown;
50 (4) cementing and removing excess cement;
51 (5) reverifying the occlusion; and
52 (6) providing appropriate post-procedure instructions.

1 **(b) Training.** The training will include instruction and hands-on practice in a lab or clinic
2 setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-
3 on practice must include a minimum of 14 hours of clinical encounters.

4
5 **History:** January 22, 2016, Section 7.20.220(b) was amended. November 26, 2002, Section 7.20.220 was
6 added.

7
8 **Sec. 7.20.300. Dental Health Aide Hygienist Training Program.** A DHA hygienist training
9 program must provide instruction and clinical training equivalent to that required for accreditation by the
10 Commission on Dental Accreditation of the American Dental Association.

11
12 **History:** June 8, 2010, Section 7.20.300 was amended. November 26, 2002, Section 7.20.300 was added.

13
14 **Sec. 7.20.400. Local Anesthetic Administration.**

15
16 **(a) Subject Matter.** A course in local anesthetic administration must address the following
17 topics:

- 18 (1) medical history evaluation procedures;
 - 19 (2) anatomy of the head, neck and oral cavity as it relates to administering local anesthetic
20 agents;
 - 21 (3) pharmacology of local anesthetic agents, vasoconstrictors and preservatives, including
22 physiologic actions, types of anesthetics, and maximum dose per weight;
 - 23 (4) systemic conditions which influence selection and administration of anesthetic agents;
 - 24 (5) signs and symptoms of reactions to local anesthetic agents, including monitoring of
25 vital signs;
 - 26 (6) management of reactions to, or complications associated with, the administration of
27 local anesthetic agents;
 - 28 (7) selection and preparation of the instruments, supplies and equipment for administering
29 various local anesthetic agents; and
 - 30 (8) methods of administering local anesthetic agents with emphasis on
31 (A) technique,
32 (B) aspiration,
33 (C) slow injection, and
34 (D) minimum effective dosage.
- 35

36 **(b) Training.** The training will include instruction and hands-on practice in a lab or clinic
37 setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-
38 on practice must include clinical experience sufficient to establish the dental health aide's ability to
39 adequately anesthetize the entire dentition and supporting structure in a clinical setting, and a minimum of
40 16 hours of clinical encounters.

41
42 **History:** January 22, 2016, Section 7.20.400(b) was amended. January 13, 2011, Section 7.20.400(b)(3) was
43 amended. June 8, 2010, Section 7.20.400(b) was amended. November 26, 2002, Section 7.20.400 was added.

44
45 **Sec. 7.20.500. Dental Health Aide Therapist Educational Program.** A DHAT Educational
46 Program must provide instruction and clinical education equivalent to that established by the Commission
47 on Dental Accreditation (CODA) in their accreditation standards for dental therapy education programs or
48 the Alaska DHAT Educational Program.

49
50 **History:** January 22, 2016, Section 7.20.500 was amended. November 26, 2002, Section 7.20.500 was added.

Article 30. Certification of DHA Training Curriculum

Sec. 7.30.010. Curriculum Approval. Dental health aide training curriculum may be approved by the Board generally or on a class by class basis provided each course curriculum meets the minimum content requirements set forth in article 20 of this chapter and has been reviewed and is recommended by the Dental Academic Review Committee described under section 7.30.100 [DARC].

History: November 26, 2002, Section 7.30.010 was added.

Sec. 7.30.100. Dental Academic Review Committee (DARC).

(a) Membership. The dental academic review committee satisfies these *Standards* if it includes:

(1) 3 dentists, as defined in sec 2.30.010 [supervision of DHAs], who are employed by the IHS, a tribe or tribal organization, provided that at least:

(A) one must be actively involved in development and implementation of dental health aide training;

(B) one must be the chief or deputy chief dentist in a tribal health program, and

(C) one must be actively engaged in clinical practice;

(2) one licensed dental hygienist employed by the IHS, a tribe or tribal organization; and

(3) to the extent feasible,

(A) one representative of the CHA/P Academic Review Committee; and

(B) one CHA/P Training Center representative; and currently employed by a certified CHA/P Training Center; and

(4) provided that at least one of the members must have community health aide or dental health aide field supervision experience.

(b) Quorum. Recommendations for approval of curriculum under section 7.30.010 [curriculum approval] may only be made by the DARC if a quorum was first established. A quorum shall consist of a minimum of four members at least two of whom must be dentists.

History: June 18, 2008, Section 7.30.100(a) was amended. November 26, 2002, Section 7.30.100 was added.

Sec. 7.30.200. Development and Transition.

(a) Development. The Board shall use IHS training and work guidelines, standardized materials accepted in the dental practice community, materials developed by DARC, applicable materials and standards developed by committees of the Community Health Aide Directors Association, including ARC, RAC, CHAM, and other appropriate resource material until fully integrated DHA program center and curriculum standards are developed and reviewed and approved by the Board.

(b) Transition. The absence of a fully developed DHA training program and DHA curriculum standards shall not be justification for the Board deferring the review and approval of curriculum recommended by DARC or for denying certification to an individual who has otherwise met the requirements of Chapter 2 Article 30.

History: October 3, 2006, Section 7.30.200(a) was amended. November 26, 2002, Section 7.30.200 was added.

Chapter 8. Certification of BHA Training and Curriculum

History: June 18, 2008, Chapter 8 was renumbered Chapter 9 and this new Chapter 8 was added.

Article 10. Training Programs, Facilities, and Training Staff.

Sec. 8.10.010. Facilities. A BHA training center facility must provide classroom, or e-classroom and clinical environments that are conducive to a positive learning experience for faculty and behavioral health aide trainees by ensuring that:

(1) Traditional classrooms have appropriate space and privacy. Specific consideration and evaluation in the areas of safety, adequacy of space, air quality, lighting, heating, and storage must be documented; and

(2) e-classrooms have appropriate policies on Internet safety and privacy, appropriate language, emergency procedures for Internet outages, and recommendations on lighting, noise, and an ergonomic environment.

History: January 22, 2015, Section 8.10.010 was amended. June 18, 2008, Section 8.10.010 was added.

Sec. 8.10.020. Training Staff.

(a) **Qualification and Roles.** Behavioral health aide and practitioner training may be coordinated and conducted by any person who generally meets the standards of this section.

(1) **Director/Instructor of Record.** The BHA training center Director/Instructor of Record

(A) must be a licensed behavioral health clinician or behavioral health professional who will assume responsibilities for course development, evaluation and revision, and the evaluation of students and instructors.

(B) should be an individual with a combination of education, research, work, and/or life experience which are relevant to providing leadership in a BHA training center program, including an orientation to Alaska Native culture and traditions and be familiar with the CHA Program.

(C) may or may not participate directly in the training, but must be familiar with and have approved the curriculum being taught and the qualifications of the training staff, and be available to consult with training staff during the training session should the need arise. Such consultation may occur telephonically or in person.

(D) should have a background in health and education and be able to administrate, serve in a statewide liaison role, uphold the mission of the statewide program, and provide program direction, development, and leadership.

(2) **Instructor.** BHA training center instructors must consist of a majority of behavioral health professionals or licensed behavioral health clinicians. All instructors will be monitored to assure compliance with the BHA Curriculum and competence in subject being taught. Instructors teaching BHA curriculum via eLearning must demonstrate competency in e-teaching by experience, completed coursework, or other approved measures. All instructors should be certified, licensed, or have other training in the knowledge and skills that they are teaching, including knowledge of Alaska Native traditions and culture.

History: January 22, 2015, Section 8.10.020 was amended. June 18, 2008, Section 8.10.020 was added.

Sec. 8.10.030. BHA/P Training Administration and Records.

(a) **Educational Program Philosophy.** A BHA training program must have on file a mission statement that reflects the statewide nature of the program, and the goals and objectives, which must

1 include quality health care, competency based instruction, emphasis on clinical instruction and skills,
2 awareness of cultural influences, emphasis on a positive learning environment, and respect for the unique
3 needs of the adult learner.

4
5 **(b) Job Descriptions.** Job descriptions must be on file for each member of the training staff
6 which reflect the roles and responsibilities outlined in Sec. 8.10.020(a) [Qualifications and Roles].
7

8 **(c) Orientation of New Staff.** A training program must have in place a written orientation
9 procedure for new employees which will minimally include the BHA mission, goals, and objectives; the
10 BHA Curriculum; the methods of instruction, and function of the statewide program; cultural diversity;
11 the role of the BHA; and the BHA certification process.
12

13 **(d) Commitment of Administration.** A training program must document on-going support of
14 staffing positions and program needs and accept and retain records regarding training and continuing
15 education.
16

17 **(e) Secretarial Support.** A training program should have administrative and secretarial support
18 sufficient to assure timely and smooth functioning of the program and transmittal of records to the
19 Certification Board, as required.
20

21 **(f) Training Program Files.** A training program must have on file for review: training outlines,
22 learning objectives, lesson plans, session quizzes and exams, behavioral health aide or practitioner
23 evaluation records, application forms, student training files, quality assurance/continuous quality
24 improvement files and a training plan for employees.
25

26 **(g) Continuing Education.** A training center must have a policy on continuing education
27 requirements for the Director and Instructors. A plan should be developed annually to meet the policy
28 goals.
29

30 **History:** January 22, 2015, Section 8.10.030 was amended. October 17, 2014, Section 8.10.030(a) was
31 amended. June 12, 2014, Section 8.10.030 was amended. June 18, 2008, Section 8.10.030 was added.
32

33 **Sec. 8.10.040. BHA Training Center Self-Evaluation.**

34
35 **(a) BHA Training Center.** A behavioral health aide or practitioner training program must have
36 a policy on quality assurance (QA)/continuous quality improvement (CQI). This policy must include:

- 37 (1) BHA evaluations of training sessions and individual instructors, and
38 (2) documentation of meetings for staff evaluation of training sessions and quarterly
39 program reviews.
40

41 **(b) QA/CQI.** The QA/CQI process must be in effect, documenting that evaluation tools are in
42 use, trends are identified and the continuous quality improvement process is being implemented to
43 address and modify those identified trends.
44

45 **History:** January 22, 2015, Section 8.10.040 was added.
46

47 **Sec. 8.10.050. Trainee Services.**

48
49 **(a) Counseling and Health Services.** A system must be in place to refer trainees to confidential
50 counseling by a behavioral health professional or licensed behavioral health clinician which may include

1 having such persons available during course training. A system to provide acute care and emergency
2 health services must also be provided.

3
4 **(b) Academic Advising.** A training center must provide a system for trainee academic advising
5 pertinent to the role and certification of the BHA.

6
7 **(c) Attrition.** A system of recording trainee attrition data including the causes and timing of
8 attrition during training must be in place.

9
10 **(d) Housing, Meals, and Transportation.** Housing, meals and transportation should be
11 available, affordable, and conveniently located to the face-to-face training site.

12
13 **(e) Internet Connectivity.** A workstation with Internet connectivity must be accessible as an
14 alternate to an eLearning student's own Internet service.

15
16 **History:** January 22, 2015, Section 8.10.050 was added.

17
18 **Article 20.**
19 **Behavioral Health Aide and Practitioner Curricula**

20
21 **Sec. 8.20.010. Equivalent Courses.** The Behavioral Health Academic Review Committee shall
22 maintain and provide to the Board a list of courses that the Behavioral Health Academic Review
23 Committee has determined to contain course content equivalent to that required under this Article 20
24 [BHA curricula]. Applicants who have satisfactorily completed such courses shall be deemed to have met
25 the applicable curricula requirements.

26
27 **History:** June 12, 2014, Section 8.20.010 was amended. June 18, 2008, Section 8.20.010 was added.

28
29 **Sec. 8.20.050. General Orientation.**

30
31 **(a) Minimum Hours.** This course shall be no fewer than 28 contact hours which must include 4
32 contact hours regarding communication skills identified in section 8.20.050(c) and may be provided as an
33 in-service training program by the employer.

34
35 **(b) Content.** This course shall provide an introduction to:
36 (1) the Alaska Tribal Health System;
37 (2) the history, statutory authority for, and current status of the Community Health Aide
38 Program;
39 (3) community health aide program certification and the Community Health Aide Program
40 Certification Board;
41 (4) the *Alaska Community Health Aide/Practitioner Manual* and the *Behavioral Health*
42 *Aide Manual* and their uses;
43 (5) the dental health aide component of the community health aide program;
44 (6) the behavioral health care system in Alaska and how individuals may access it; and
45 (7) how the Alaska Tribal Health System is structured and the relationship of behavioral
46 health within the care system, including individual regional differences, as appropriate.

47
48 **(c) Communication Skills.** During this general orientation, an evaluation of the trainee's
49 communication, including writing skills, shall be conducted. If the trainee's communication skills are
50 insufficient to allow the trainee to successfully complete the remainder of the training and perform the
51 work of a behavioral health aide or practitioner, a plan for improvement must be developed, before the

1 trainee may proceed with other courses. The plan must be monitored for successful achievement of skills
2 sufficient for the trainee to successfully perform the requisite course work and, ultimately, the work
3 required for certification at the level of certification sought by the trainee. The communication skills
4 improvement plan and monitoring may be required and continued throughout training and certification for
5 each level of behavioral health aide or practitioner certification. This requirement shall not preclude
6 assisting the trainee to satisfy the minimum communication skills requirements through accommodations
7 such as dictation; computer assisted spelling programs and other means to assist the trainee to adequately
8 communicate necessary information.

9
10 **History:** June 12, 2014, Section 8.20.050 was amended. June 18, 2008, Section 8.20.050 was added.

11
12 **Sec. 8.20.100. Orientation to Village-Based Behavioral Health Services.** This course shall be 8
13 contact hours and may be provided as an in-service training program by the employer.

- 14
15 (a) The course will provide an introduction to:
16 (1) village-based behavioral health services;
17 (2) the rationale and philosophy for providing prevention, early intervention and case
18 management within the community of client residence;
19 (3) emergency behavioral health response protocols;
20 (4) the use of clinical supervision to support quality of services.
21 (b) The instructor will work with each student to create a strength-based professional
22 development plan that identifies the student's training and supervision needs and use the student's test
23 results to identify strengths and areas for development.

24
25 **History:** June 18, 2008, Section 8.20.100 was added.

- 26
27 **Sec. 8.20.110. Ethics and Consent.** This course, which shall be 6 contact hours, will provide
28 (a) foundational information regarding:
29 (1) the need for professional ethics;
30 (2) the difference among ethics, agency policies and procedures, and laws that govern
31 practice;
32 (3) personal and professional boundaries in a village-based setting, including identification
33 of personal relationships and conflicts and their effect on a professional relationship;
34 (4) client's rights and the duty to protect and advocate for them;
35 (5) the code of ethics for Behavioral Health Aides, with discussion of using the code of
36 ethics as guidance in providing client services; and
37 (6) the duty to obtain informed consent, including its application to:
38 (A) adults, minors, individuals with limited or impaired capacity, and individuals
39 subject to court order such as guardianship;
40 (B) disclosure of information;
41 (C) providers who are delivering services through tele-health modalities; and
42 (b) applied exercises to help trainees identify and develop responses to common ethical and
43 consent issues.

44
45 **History:** June 18, 2008, Section 8.20.110 was added.

46
47 **Sec. 8.20.115. Confidentiality and Privacy.** This course, which shall be 6 contact hours, will
48 provide

- 49 (a) foundational and practice information about:

- (1) confidentiality and privacy requirements under applicable law and regulation, including the Federal Privacy Act and the Health Insurance Portability and Accountability Act (“HIPAA”) and their application to delivery of behavioral health services;
- (2) exceptions to confidentiality requirements that occur without client consent, including:
 - (A) reporting requirements, including those arising from suspected child abuse, elder abuse;
 - (B) risk of harm to self or others;
 - (C) others permitted by law; and
 - (D) distinguishing among types of court orders (e.g. subpoenas vs. direct judicial orders);
- (3) client consent, including
 - (A) form of and limits to authorizations; and
 - (B) special issues applicable to minors and individuals subject to guardianship;
- (4) protecting written and electronic records;
- (5) protecting privacy in various situations, including crowded settings, and in family and group counseling;
- (6) special rules regarding infectious diseases and other information subject to special confidentiality or privacy rules; and
- (b) applied exercises to help trainees:
 - (1) identify and develop responses to common confidentiality and privacy situations; and
 - (2) obtain appropriate authorizations for release of information and how to use and document such authorizations.

History: June 18, 2008, Section 8.20.115 was added.

Sec. 8.20.125. Introduction to Behavioral Health. This course, which shall require 24 contact hours (which shall include 8 contact hours regarding mental health, 8 contact hours regarding substance use disorders, and 8 contact hours regarding other behavioral health issues), will provide an introduction to

- (1) the range of behavioral health issues experienced by individuals, families, and communities;
- (2) the comprehensive continuum of care that can address behavioral health issues of various degrees of seriousness;
- (3) common mental health disorders and the associated risk factors and treatment options, including therapeutic medications;
- (4) addictive substances, including alcohol, tobacco (cigarettes/cigars/pipe, commercial chew, Iqmik/Dedigus/Blackbull), psychoactive substances (stimulants, depressants and psychedelics), and other substances (e.g., inhalants, anabolic steroids, and prescription drugs) and the associated risk factors and treatment options;
- (5) other addictive behaviors (e.g. gambling, pornography) and the associated risk factors and treatment options; and
- (6) other behavioral health issues, including child abuse and neglect, domestic violence, elder abuse, fetal alcohol spectrum disorder (FASD), homicide, disaster events, attention deficit disorder (ADD), attention deficit hyperactivity disorder (ADHD), developmental disabilities, co-occurring disorders, and other conditions and events that effect behavior and adjustment.

History: June 18, 2008, Section 8.20.125 was added.

Sec. 8.20.135. Introduction to Counseling. This course, which shall be 12 contact hours, will provide

- (a) foundational information about:

- 1 (1) personal characteristics of an effective counselor (establishing personal counseling
2 values and philosophy);
3 (2) interviewing and listening skills;
4 (3) defining counselor and client roles;
5 (4) how to establish a counseling relationship;
6 (5) problem identification, goal development, and action planning with a client; and
7 (6) the client’s responsibility in counseling and how to assist and motivate a client to
8 discover and practice more appropriate and healthy behavior; and
9 (b) applied exercises in which trainees can practice the client-centered approach, using
10 communication skills such as listening, attending, and reflection during intake, assessment/evaluation,
11 planning and case management.

12
13 **History:** June 18, 2008, Section 8.20.135 was added.

14
15 **Sec. 8.20.140. Introduction to Documentation.** This course, which shall be 12 contact
16 hours, will provide

- 17 (a) foundational information regarding:
18 (1) the establishment and maintenance of a quality client record, including the essential
19 components of clinical/counseling records, including assessments, treatment plans, progress notes,
20 discharge summaries, and authorizations for disclosure;
21 (2) the purpose and elements of case narrative recording, including using data, assessment,
22 and plan (“DAP”); subjective, objective, assessment and plan (“SOAP”); and other formats for case
23 narrative recording;
24 (b) an introduction to:
25 (1) the use of standardized information management systems and screening tools widely
26 used by Alaska behavioral health programs;
27 (2) using criteria contained in the Diagnostic and Statistical Manual and American Society
28 of Addiction Medicine (“ASAM”) Patient Placement Criteria (“PCC”) to standardize documentation in
29 relation to treatment and service planning (problem list, goals, objectives, and interventions);
30 (3) documentation requirements specific to prevalent payers and accrediting bodies, such
31 as Medicaid, Medicare, Commission on the Accreditation of Rehabilitation Facilities (“CARF”), and The
32 Joint Commission; and
33 (4) special documentation issues arising:
34 (A) in family and group counseling; and
35 (B) when recording information subject to special confidentiality conditions, such as
36 information about infectious diseases;
37 (5) administrative record keeping; and
38 (c) applied exercises in which trainees practice documenting client related work and consider
39 the effect of confidentiality rules on the application of documentation requirements.

40
41 **History:** May 15, 2014, Section 8.20.140(c) was amended. June 18, 2008, Section 8.20.140 was added.

42
43 **Sec. 8.20.145. Survey of Community Resources and Case Management.** This course, which
44 shall be 8 contact hours, will provide

- 45 (a) (1) an introduction to foundational and practice information about the identification and
46 use of available community resources (locally, regionally and statewide) related to coordinating services
47 and case management;
48 (2) an introduction to identifying and evaluating the appropriateness of potential resources
49 for the individual client and making referrals; and
50 (3) an emphasis on the creative use of agency-based and other community and family
51 resources; and

- 1 (4) an introduction to the role and delivery of case management services; and
2 (b) applied exercises in identification of appropriate resources, how to help clients access other
3 resources, and case management.
4

5 **History:** June 18, 2008, Section 8.20.145 was added.
6

7 **Sec. 8.20.150. Working with Diverse Populations.** This course, which shall be 12 contact hours,
8 will provide

- 9 (1) foundational and practice information regarding working with clients of different ethnic
10 or racial heritage, age, gender, lifestyle, sexual orientation, spirituality, and socioeconomic status;
11 (2) an introduction to beliefs, attitudes, knowledge and skills generally maintained by an
12 effective multi-culturally aware counselor;
13 (3) applied exercises to develop skills associated with respectfully assessing client needs;
14 (4) strategies for working in Alaska Native community with other prominent
15 minority/cultural groups in rural Alaska; and
16 (5) information regarding the implications of personal and cultural historical trauma.
17

18 **History:** May 15, 2014, Section 8.20.150 was amended. June 18, 2008, Section 8.20.150 was added.
19

20 **Sec. 8.20.155. Introduction to Group Counseling.** This course, which shall be 8 contact hours,
21 will provide

- 22 (a) an introduction to foundational and practice information about:
23 (1) types and uses of groups for education and treatment;
24 (2) how to encourage and support self-help groups, e.g. Alcoholics Anonymous and Adult
25 Children of Alcoholics;
26 (3) how to assess the potential for establishing other groups;
27 (4) group counseling dynamics, including open ended and closed groups; and
28 (b) a primary focus on the purpose of and conducting:
29 (1) educational/ informational groups; and
30 (2) “talking circles” as a therapeutic group process;
31 (c) privacy and documentation issues arising in various group models; and
32 (d) applied exercises in which trainees may practice skills associated with planning, facilitating,
33 or leading groups.
34

35 **History:** June 18, 2008, Section 8.20.155 was added.
36

37 **Sec. 8.20.160. Crisis Intervention.** This course, which shall be 16 contact hours, will provide an
38 introduction to foundational and practice information about

- 39 (1) common crisis events (domestic violence, physical or sexual abuse or assault, other
40 violence, depression, substance use relapse, psychosis, job loss/financial problems, death, onset of serious
41 medical condition or injury, loss of a relationship, bullying);
42 (2) dynamics of crisis events and response, including:
43 (A) assessment and evaluation of immediate risks, including risk of harm to self or
44 others, and protective factors;
45 (B) using crisis for positive change;
46 (C) working with families and communities affected by crisis events;
47 (3) stages and course of response to crisis events, including continuum of care from least to
48 most restrictive;
49 (4) applying dynamics of crisis to suicide, including
50 (A) common misconceptions regarding suicide;
51 (B) age-related suicidal ideation;

**Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016**

- (C) evaluation of risk of harm to self or others;
- (D) working with families and communities affected by suicide;
- (5) recognition of and immediate response to risk to clients who pose a risk to themselves or others;
- (6) working with clinical supervisor to respond to imminent crises;
- (7) the “civil commitment” process under Alaska law;
- (8) survivor (family, friends, & community) care; and
- (9) how community-based suicide prevention may be started and supported.

History: June 18, 2008, Section 8.20.160 was added.

Sec. 8.20.165. HIV/AIDS and Blood Borne Pathogens. This course, which shall be 8 contact hours, will provide

- (1) practice information regarding universal precautions and risk reduction;
- (2) health status and risk information regarding hepatitis, sexually transmitted diseases, tuberculosis, HIV and other infectious diseases that pose common risks for individuals with substance use disorders;
- (3) information regarding availability of testing, counseling and treatment for sexually transmitted diseases;
- (4) practice information about how to approach lifestyle or risk issues; and
- (5) guidance in providing referral options for client pre-test/post-test counseling support for HIV testing.

History: June 18, 2008, Section 8.20.165 was added.

Sec. 8.20.170. Community Approach to Promoting Behavioral Health. This course, which shall be 8 contact hours, will provide

- (a) foundational philosophy and practice information related to:
 - (1) community readiness assessment, community based prevention activities, and community development;
 - (2) key features of prevention (universal, selective, and indicated);
 - (3) identification and evaluation of community needs;
 - (4) determine key stakeholders with whom to partner when addressing community issues;
- (b) applied exercises for developing
 - (1) community assessment;
 - (2) community prevention strategies; and
 - (3) and providing brief public presentations.

History: June 18, 2008, Section 8.20.170 was added.

Sec. 8.20.175. Family Systems I. This course, which shall be 16 contact hours, will provide, with an emphasis on Alaska Native family systems

- (a) an introduction to foundational and practice information regarding:
 - (1) family systems theory, kinship patterns, and family dynamics;
 - (2) family roles and effect of behavioral health disorders on individuals within the family and on the family as a system;
 - (3) communication within families and assessment of barriers;
 - (4) common response to stresses such as inadequate housing or income, job loss, illness;
 - (5) recognition and assessment of family norms;
 - (6) understanding life stages and their role in family dynamics; and
 - (7) role of extended family;

- (8) recognition of harm or risk or harm occurring within a family;
- (9) effects of separation and loss due to divorce, death, foster care, or adoption;
- (b) a focus on supporting healthy family by identifying strengths and working with families to develop strategies to promote health and healing; and
- (c) applied practice exercises associated with:
 - (1) assessing family functioning;
 - (2) supporting healthy family functioning;
 - (3) improving family communication and support; and
 - (4) responding to risks and harm occurring within a family.

History: June 18, 2008, Section 8.20.175 was added.

Sec. 8.20.180. Recovery, Health, Wellness and Balance. This course, which shall be 8 contact hours, will provide

- (a) an introduction to foundational and practice information regarding:
 - (1) how personal health, wellness, and balance affect the ability to provide behavioral health services;
 - (2) strategies for coping with personal and work-related stress so it does not interfere with providing appropriate services;
 - (3) appropriate use of supervision to address issues that arise for behavioral health service providers in a rural or remote setting;
- (b) applied exercises help trainees practice skills associated with the maintenance of their own health and wellness.

History: June 18, 2008, Section 8.20.180 was added.

Sec. 8.20.220. Psycho-physiology and Behavioral Health. This course, which shall be 16 contact hours, will provide

- (a) foundational information about:
 - (1) the brain-body connection,
 - (2) nervous system structure,
 - (3) neuro-anatomy,
 - (4) neurotransmitter & receptor function, and
 - (5) drug class/medication effects, and working with medical providers regarding medication management; and
- (b) exercises to help the trainee
 - (1) understand the impact and importance of psychoactive substances (legal and illicit), and
 - (2) develop ability to discuss psychoactive effects/implications with clients.

History: June 18, 2008, Section 8.20.220 was added.

Sec. 8.20.225. Introduction to Co-Occurring Disorders. This course, which shall be 8 contact hours, will provide

- (a) foundational information about the following mental health conditions:
 - (1) anxiety disorders,
 - (2) mood disorders,
 - (3) personality disorders,
 - (4) conduct disorders,
 - (5) phobic disorders,
 - (6) post-traumatic stress disorder, and
 - (7) thought disorders;

(b) a basic understanding of how mental health, substance use disorders, and other conditions can exist in combination, and affect treatment services and process and therapeutic medication management;

(c) information about potential cause and origin of these disorders, along with a client perspective of the symptoms and limitations;

(d) applied exercises will help the trainees practice their developing skills associated with identifying and describing these disorders; and

(e) an understanding of the process of recovery techniques for relapse prevention as they relate to both substance use and mental health disorders.

History: June 18, 2008, Section 8.20.225 was added.

Sec. 8.20.228. Tobacco Dependency Treatment. This course, which shall be 8 contact hours, will provide information on

(a) the magnitude of tobacco use prevalence and morbidity/mortality in Alaska;

(b) the implications of Alaska Native tobacco use patterns, methods, and products for client evaluation and treatment;

(c) tobacco-specific biology and pharmacotherapy;

(d) treating tobacco users with special medical conditions;

(e) best practices for tobacco treatment: United States Public Health Service (USPHS) “Treating Tobacco Use and Dependence Clinical Practice Guideline” and the Fagerstrom Test for Nicotine Dependence; and

(f) statewide and regional treatment options and resources.

History: June 18, 2008, Section 8.20.228 was added.

Sec. 8.20.230. Diagnostic and Statistical Manual Practice Application. This course, which shall be 12 contact hours, will provide

(a) foundational information about:

(1) the philosophical and practice basis of evaluating behavioral health disorders using criteria contained in the *Diagnostic and Statistical Manual* (“DSM”);

(2) the use of DSM-derived screening tools (e.g. Global Assessment of Function Scale (“GAF”), Patient Health Questionnaire 9-Item Depression Module (“PHQ-9”) and Beck Depression Inventory (“BDI”));

(b) application exercises for practicing use of DSM Axis I – V and related screening tools to develop working impressions and contribute information to clinical diagnosis;

(c) information and exercises to develop an understanding and appreciation of the need for and appropriate use of clinical supervision and consultation related to client evaluation.

History: June 18, 2008, Section 8.20.230 was added.

Sec. 8.20.235. Advanced Interviewing Skills. This course, which shall be 16 contact hours, will provide

(a) applied information about:

(1) the theoretical, evidence-based, and practical bases of various therapeutic modalities, e.g. cognitive behavioral therapy and motivational enhancement therapy;

(2) stages of change as pertinent to helping clients understand the counseling process, set and reach goals, and have realistic expectations; and

(b) practice exercises using evidence-based interviewing practices to enhance client readiness for behavior change, screening, intake, plan development, relapse prevention, and case management.

History: June 18, 2008, Section 8.20.235 was added.

Sec. 8.20.240. American Society of Addiction Medicine Patient Placement Criteria Practice Application. This course, which shall be 12 contact hours, will provide

- (a) foundational information about:
 - (1) the philosophical and practice basis of evaluating behavioral health disorders; and
 - (2) using criteria contained within the American Society of Addiction Medicine (ASAM) Patient Placement Criteria;
- (b) guidance in evaluation of client risk and/or severity associated with the six ASAM dimensions; and
- (c) exercises in which trainees can practice:
 - (1) developing client placement recommendations based on what is available within the continuum of care, and
 - (2) use of later changes in client risk and/or severity associated with the six ASAM dimensions to document treatment/services progress.

History: June 18, 2008, Section 8.20.240 was added.

- Sec. 8.20.245. Case Studies and Clinical Case Management.** This course, which shall be 8 contact hours, will provide
- (1) participation in discussion and analysis of case studies with different behavioral health issues (abuse, addiction, child abuse, co-occurring disorders, domestic violence, mental illness, etc.);
 - (2) focus on evaluation of service usefulness and accessibility issues that need to be considered in village-based practice;
 - (3) applied exercises to practice case presentation for treatment team review, including multi-disciplinary teams; and
 - (4) more in-depth understanding of the referral process and following-up on and support referrals.

History: June 18, 2008, Section 8.20.245 was added.

- Sec. 8.20.250. Traditional Health Based Practices.** This course, which shall be 8 contact hours, will provide
- (1) foundational information regarding traditional lifestyles and health practices of the Alaska Native people prior to Western contact;
 - (2) an introduction to beliefs, attitudes, and knowledge of health promotion and maintenance that were practiced historically;
 - (3) tools for seeking and employing traditional resources to promote individual and community health;
 - (4) an examination of the major changes that have led to the current health status of Alaska Native communities; and
 - (5) potential strategies for improving behavior-based health status.

History: June 18, 2008, Section 8.20.250 was added.

- Sec. 8.20.255. Intermediate Therapeutic Group Counseling.** This course, which shall be 16 contact hours, will provide
- (a) advanced information and practice related to therapeutic group process;
 - (b) with a focus on the:
 - (1) determining the criteria for participation in groups of various types and how to screen appropriate candidates for participation;
 - (2) time-limited group process,

- 1 (3) role and function of therapeutic group leadership, and
2 (4) therapeutic outcomes and risks associated with group educational and treatment
3 experiences; and
4 (c) exercises to provide exposure to the therapeutic group process and its application in village-
5 based practice.

6
7 **History:** June 18, 2008, Section 8.20.255 was added.
8

9 **Sec. 8.20.260. Applied Crisis Management.** This course, which shall be 8 contact hours, will
10 provide

- 11 (a) introduction to foundational and practice information regarding:
12 (1) debriefing related to village-based crisis events such as natural disasters, homicide, and
13 suicide that have impact on families and other community members;
14 (2) identification, prevention and basic treatment options of Post-Traumatic Stress
15 Disorder; and
16 (b) discussion and applied exercises focusing on:
17 (1) evaluation of individual, family and community strengths and risks following crisis;
18 (2) accessing additional resources necessary for effective response to a crisis event that
19 occurs in a village-based setting, and
20 (3) short and long term intervention models for responding positively to crises.

21
22 **History:** June 18, 2008, Section 8.20.260 was added.
23

24 **Sec. 8.20.270. Community Development Approach to Prevention.** This course, which shall be
25 12 contact hours, will provide

- 26 (a) foundational philosophy and practice related to community readiness and key issue
27 evaluation for developing effective village-based prevention plans;
28 (b) focus on prevention (universal, selective, and indicated) plan development strategies that are
29 appropriate and compatible with individual village characteristics;
30 (c) applied exercises to help trainees practice:
31 (1) evaluation and development of various prevention efforts targeting behavioral health
32 issues, and
33 (2) writing a community development strategy to promote community involvement in
34 accomplishment of specific goals.

35
36 **History:** June 18, 2008, Section 8.20.270 was added.
37

38 **Sec. 8.20.275. Family Systems II.** This course, which shall be 16 contact hours, will provide

- 39 (a) review and more advanced foundational and practice information related to:
40 (1) family systems work;
41 (2) child development and parenting;
42 (3) couples issues and implications for behavioral health treatment;
43 (4) teaching basic communication, parenting, and anger management skills on an
44 individual and group basis;
45 (b) information regarding special practice issues, such as reporting abuse or neglect, ethical and
46 confidentiality issues associated with conducting couples or family counseling, domestic violence;
47 (c) strategies for working with disrupted families and other agencies that may be engaged with
48 them; and
49 (d) applied exercises to in which trainees practice skills associated with:
50 (1) responding to dysfunctional family behavior; and
51 (2) teaching and facilitating healthy family behavior.

History: June 18, 2008, Section 8.20.275 was added.

Sec. 8.20.325. Treatment of Co-Occurring Disorders. This course, which shall be 12 contact hours, will provide

- (a) more advanced information and guidance related to:
 - (1) services and treatment planning with clients experiencing problems; and
 - (2) limitations directly related to the existence of more than one diagnosed behavioral health disorder;
 - (3) how environmental issues such as family dynamics, social support or isolation, and identification of meaningful community roles can influence the course of substance use and mental health disorders; and
- (b) application exercises to provide experience in developing individualized treatment/services plans addressing multiple clinical issues requiring complex evaluation and planning.

History: June 18, 2008, Section 8.20.325 was added.

Sec. 8.20.335. Advanced Behavioral Health Clinical Care. This course, which shall be 20 contact hours, will provide, in a seminar format, an opportunity for trainees to

- (1) analyze and discuss the philosophical and practice basis of the major counseling theories (e.g. psychoanalytic, Adlerian, existential, person-centered, gestalt, transactional, behavioral, rational-emotive, and other cognitive-behavioral) in behavioral health;
- (2) present approaches having value and application within village-based behavioral health services targeting individuals affected by multiple disorders; and
- (3) participate in exercises to support applied use of “Best Practice” models.

History: May 15, 2014 Section 8.20.335 was amended. June 18, 2008, Section 8.20.335 was added.

Sec. 8.20.340. Documentation and Quality Assurance. This course, which shall be 16 contact hours, will provide

- (1) advanced information regarding clinical/counseling records;
- (2) an introduction to quality assurance and how to evaluate:
 - (A) the quality of clinical record documentation;
 - (B) documentation to determine compliance with payer requirements and grant conditions, including how to conduct chart audits and compile information necessary to respond to external reviews and audits; and
- (3) applied exercises in evaluating record documentation and potential remediation for record deficits.

History: May 15, 2014, Section 8.20.340 was amended. June 18, 2008, Section 8.20.340 was added.

Sec. 8.20.345. Introduction to Case Management Supervision. This course, which shall be 16 contact hours, will provide

- (a) introduction to supervising and supporting behavioral health aides regarding
 - (1) identification and support of community resources;
 - (2) assessing appropriate referrals;
 - (3) managing and following up on referrals; and
- (b) information regarding:
 - (1) development and enhancement of community resources; and
 - (2) addressing complaints from referral agencies and other community resources.

History: June 18, 2008, Section 8.20.345 was added.

Sec. 8.20.350. Applied Case Studies in Alaska Native Culture Based Issues. This course, which shall be 8 contact hours, will provide, in the context of case studies:

- (1) discussion and evaluation of how traditional lifestyles and health practices impact the Alaska Native community;
- (2) consideration of how Alaska Native beliefs, attitudes, and knowledge of health promotion can promote positive changes to the current health status;
- (3) emphasis on potential strategies for improving village-based behaviorally health status;
- (4) strategies for incorporating traditional ways of healing into treatment plans, as appropriate; and
- (5) strategies for improving recognition and acceptance of cultural differences that affect treatment planning among clinical team members.

History: June 18, 2008, Section 8.20.350 was added.

Sec. 8.20.370. Behavioral Health Clinical Team Building. This course, which shall be 12 contact hours, will provide

- (a) (1) an understanding of and practical approaches to:
 - (A) team building and support of a team approach to providing village-based behavioral health services;
 - (B) collaboration and partnership among individuals with different training and work settings, especially with community health aides and practitioners and dental health aides;
 - (C) definition of roles when participating in multi-disciplinary and clinical teams;
 - (D) interaction among different teams that may be involved with a single client; and
- (b) applied exercises in which each trainee will develop a team building plan; and
- (c) practice providing support and feedback to others regarding clinical interventions, including counseling.

History: June 18, 2008, Section 8.20.370 was added.

Sec. 8.20.385. Introduction to Supervision. This course, which shall be 8 contact hours, will provide

- (1) an introduction to philosophy and practical application of functions of supervision, including coach/mentor, tutor/teacher, consultant, role model, evaluator, and administrator;
- (2) guidance in developing a vision for supervisory relationships and defining expectations;
- (3) skill development in nurturing counselor development, promoting development of skills and competencies, and achieving accountability;
- (4) an introduction to ethics of supervision;
- (5) an introduction to administrative requirements and related supervision;
- (6) guidance in managing conflicting functions expected of supervisors; and
- (7) application exercises to assist trainees to practice various functions of supervision and begin developing their own supervisory approaches.

History: May 15, 2014, Section 8.20.385 was amended. June 18, 2008, Section 8.20.385 was added.

Sec. 8.20.390. Child Development. This course, which shall be 20 contact hours, will provide

- (a) foundational information regarding:
 - (1) developmental needs of youth ages in utero/birth to 17;
 - (2) overview of threats to development, including
 - (A) domestic violence, lack of social/family connection, neglect, and related biological, emotional and psychological distress; and
 - (B) role of parenting and social supports;

- (3) cultural influences of development;
- (4) adaptive and maladaptive behavior;
- (5) issues of development related to exposure to alcohol and other substances in utero to age 3; and
- (6) the impact of trauma on child development, including:
 - (A) hyper and hypo physiological responses manifested in maladaptive behaviors, traumatic brain injury (TBI) and fetal alcohol spectrum disorder (FASD);
 - (B) preverbal versus verbal trauma and expression;
 - (C) brain and nervous system functioning; and
 - (D) social functioning.

History: June 12, 2014, Section 8.20.390 was added.

Sec. 8.20.400. Issues in Village-Based Behavioral Health. This course, which shall be 20 contact hours and be conducted in a seminar format, will require participants to

- (1) analyze and discuss contemporary problems and issues associated with providing village-based behavioral health services, including emerging clinical issues, funding, billable services, staffing levels, manpower development, etc.;
- (2) present and evaluate the effectiveness of individual and community intervention models in village-based behavioral health services; and
- (3) analyze how to address practice challenges in a village-based setting, including ethical issues, dual relationships, lack of alternative services, isolation, and counselor burnout.

History: May 15, 2014, Section 8.20.400 was amended. June 18, 2008, Section 8.20.400 was added.

Sec. 8.20.425. Special Issues in Behavioral Health Services. This course, which shall be 16 contact hours, will provide an opportunity for trainees to

- (a) analyze and discuss the specialized evaluation, services, treatment, and case management needs of individuals affected by
 - (1) experiences such as
 - (A) child abuse, domestic violence, elder abuse, sexual assault, or other violence;
 - (B) alcohol related brain disorder and traumatic brain injury;
 - (C) disasters, fires, and other traumatic events; and
 - (2) conditions such as
 - (A) fetal alcohol spectrum disorder (FASD);
 - (B) attention deficit disorder (ADD) and attention deficit hyperactivity disorder (ADHD);
 - (C) developmental disabilities;
 - (D) tobacco dependency, especially in patients with medical conditions, such as periodontal disease, pregnancy, diabetes, cardiovascular disease, and lung disease that are affected by tobacco use;
 - (E) other health conditions that affect behavior or adjustment; and
- (3) participate in the development of specialized service planning to address the needs of clients with these clinical issues.

History: June 12, 2014, Section 8.20.425 was amended. June 18, 2008, Section 8.20.425 was added.

Sec. 8.20.485. Competencies for Village-Based Supervision. This course, which shall be 16 contact hours, will provide:

- (a) (1) the philosophy and application of behavioral health aide competencies in the provision of village-based services;

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

- 1 (2) information regarding specific cultural issues that affect supervision;
2 (3) models of oral and written communication with supervisees regarding consultation,
3 mentoring, support and evaluation regarding competencies and administrative performance; and
4 (4) information regarding monitoring and evaluating work-related competencies, including
5 (A) improving supervisees' self-assessment skills;
6 (B) working with supervisees in the development of individual development plans;
7 and
8 (5) advanced discussion of
9 (A) roles and responsibilities of a supervisor and
10 (B) ethics of supervision; and
11 (b) applied exercises to enhance understanding and skills needed for conducting providing
12 employee supervision, development and evaluation.
13

14 **History:** June 18, 2008, Section 8.20.485 was added.
15

16 **Sec. 8.20.490. Principles and Practice of Clinical Supervision.** This course, which shall be 40
17 contact hours, will provide:

- 18 (1) philosophy and practical application approaches to clinical supervision;
19 (2) strategies for facilitating effective participation by supervisees in individualized clinical
20 supervision sessions;
21 (3) information regarding the use of technology (telehealth, real-time interactive e-mail,
22 and other developing capacities) and how it modifies the clinical supervision relationship;
23 (4) guidance regarding how to delineate the difference between clinical and administrative
24 supervision, and to identify potential ethical "boundary" issues with supervisees;
25 (5) systematic process and strategies for evaluating client cases based on information being
26 provided by a supervisee and guiding a supervisee through various client and community interactions; and
27 (6) application exercises in which each trainee will develop a clinical supervision plan that
28 can be used within their individual work environment.
29

30 **History:** June 18, 2008, Section 8.20.490 was added.
31

32 **Sec. 8.20.495. Child Centered Interventions.** This course, which shall be 20 contact hours, will
33 provide:

- 34 (a) foundational information regarding
35 (1) common legal and ethical issues of counseling children and adolescents in school and
36 community settings, including
37 (A) children in state custody under the Indian Child Welfare Act or by the Office of
38 Children Services; and
39 (B) children of divorced parents;
40 (2) special documentation issues for
41 (A) group counseling sessions;
42 (B) family counseling sessions; and
43 (C) individualized educational plan (IEP) consultations;
44 (3) special populations:
45 (A) counseling children and adolescents with special needs; and
46 (B) treating children with FASDs including the waiver process, resources for
47 parents, and how to attain a diagnosis for the client;
48 (4) defining the counselor role in the playroom;
49 (5) therapeutic approaches to counseling children and adolescents, including Trauma-
50 focused Cognitive Behavioral Therapy (TF-CBT), directive and non-directive child-centered play therapy,
51 Adlerian play therapy, and interventions for preverbal trauma;

- 1 (6) crisis intervention appropriate to youth; and
2 (7) culturally competent skills;
3 (b) applied exercises to:
4 (1) develop skills associated with assessment and diagnosis with a treatment team;
5 (2) incorporate the appropriate school personnel as a treatment team when indicated; and
6 (3) effectively engage and counsel children, youth, and their parents/legal guardians.
7

8 **History:** June 12, 2014, Section 8.20.495 was added.
9

10 **Article 30. Certification of BHA/P Training Curriculum**

11
12 **Sec. 8.30.010. Curriculum Approval.** Behavioral health aide and practitioner training
13 curriculum may be approved by the Board generally or on a class by class basis provided each course
14 curriculum meets the minimum content requirements set forth in article 20 of this chapter and has been
15 reviewed and is recommended by the Behavioral Health Academic Review Committee (BHARC)
16 described under section 8.30.100 [BHARC].
17

18 **History:** June 18, 2008, Section 8.30.010 was added.
19

20 **Sec. 8.30.100. Behavioral Health Academic Review Committee.**

21
22 **(a) Membership.** The behavioral health academic review committee satisfies these *Standards* if
23 it includes

- 24 (1) two licensed behavioral health clinicians as defined in section 1.20.010(30) [licensed
25 behavioral health clinician], who are employed by the IHS, a tribe or tribal organization, provided that at
26 least
27 (A) one must be actively involved in development and implementation of behavioral
28 health aide training;
29 (B) one must be the director of a tribal behavioral health program; or
30 (C) one must be actively engaged in clinical practice;
31 (2) two behavioral health professionals, as defined in section 1.20.010(4) [behavioral
32 health professional], employed by the IHS, a tribe or tribal organization;
33 (3) one CHAP Certification Board Member Representative; and
34 (4) four behavioral health aides employed by the Indian Health Service, a tribe, or tribal
35 organization will be designated by the Tribal Behavioral Health Directors Committee; and
36 (5) invited non-voting members that are actively involved in BHA/P training, including:
37 (A) training and development staff from the ANTHC Behavioral Health Department;
38 (B) the Tribal Liaison representing the State of Alaska Department of Behavioral
39 Health and/or a State designee to the BHARC; and
40 (C) faculty, instructors, or other staff representing academic institutions, training
41 entities or tribal health organization hosting trainings for use towards BHA/P certification.
42

43 **(b) Quorum.** Recommendations for approval of curriculum under section 8.30.010 [curriculum
44 approval] may only be made by the BHARC if a quorum was first established. A quorum shall consist of
45 a minimum of four members at least two of whom must be licensed behavioral health clinicians or
46 behavioral health professionals.
47

48 **History:** June 12, 2014, Section 8.30.100 was amended. June 18, 2008, Section 8.30.100 was added.

Sec. 8.30.200. Development and Transition.

(a) **Development.** The Board shall use IHS training and work guidelines, standardized materials accepted in the behavioral health practice community, materials developed by BHARC, applicable materials and standards developed by committees of the Community Health Aide Directors Association, including ARC, RAC, CHAM, and other appropriate resource material until fully integrated behavioral health aide program center and curriculum standards are developed and reviewed and approved by the Board.

(b) **Transition.** The absence of a fully developed behavioral health aide or practitioner training program and behavioral health aide or practitioner curriculum standards shall not be justification for the Board deferring the review and approval of curriculum recommended by BHARC or for denying certification to an individual who has otherwise met the requirements of Chapter 2 [certification of CHA/Ps, DHAs, BHA/Ps] Article 40 [standards for BHA/Ps].

History: June 18, 2008, Section 8.30.200 was added.

Chapter 9.
Hearings, Requests for Reconsideration, and Appeals

History: June 18, 2008, Chapter 8 was renumbered Chapter 9. November 26, 2002, Chapter 7 was renumbered Chapter 8.

Article 10. Hearings

Sec. 9.10.010. Hearings. Upon written request made under section 9.10.030 [request for hearing], the Board must conduct a hearing

- (1) prior to the imposition of any sanction, except a summary suspension;
- (2) within 10 working days after a summary suspension; and
- (3) within 30 days after the Board receives a request from a person or training center denied
 - (A) certification;
 - (B) renewal;
 - (C) reinstatement; or
 - (D) a waiver of requirements based on credentials.

History: June 18, 2008, Section 8.10.010 was renumbered as Section 9.10.010 and the introductory paragraph was amended. November 26, 2002, Section 7.10.010 was renumbered as Section 8.10.010 and the introductory paragraph was amended.

Sec. 9.10.020. Scheduling and Telephonic Participation.

(a) **Convenience of the Parties.** To the extent possible, hearings must be scheduled at a time and place convenient to the parties. Telephonic participation by any participant is permitted.

(b) **Delay.** At the request of, or with the consent of the person requesting a hearing, the hearing may be delayed to a date mutually agreed upon.

History: June 18, 2008, Section 8.10.020 was renumbered as Section 9.10.010. November 26, 2002, Section 7.10.020 was renumbered as Section 8.10.020 and titles were added to subsections (a) and (b).

Sec. 9.10.030. Request for Hearing.

(a) **Written Request.** A party requesting a hearing must notify the Board and other interested parties by submitting a written request for a hearing within 30 days of the date upon which the party received notice of the action being appealed. The request must include a statement identifying the action being appealed, the remedy sought and a statement explaining the facts and points of law that support the requested Board action.

(b) **Notice of Proceeding.** At least five working days prior to a hearing under section 9.10.010(2) [hearings] and ten days prior to other hearings, all parties shall receive notice of

- (1) the time and place of the hearing;
- (2) their rights to
 - (A) respond to assertions of facts and law;
 - (B) present evidence, arguments and/or mitigating circumstances; and
 - (C) be accompanied and/or assisted by an attorney or another person.

History: June 18, 2008, Section 8.10.030 was renumbered as Section 9.10.030 and subsection (b) was amended. November 26, 2002, Section 7.10.030 was renumbered as Section 8.10.030, titles were added to (a) and (b) and (b)(2)(C) was amended. September 25, 1998, Section 7.10.030(a) was amended.

Sec. 9.10.040. Information Regarding Hearing. Parties subject to disciplinary action also receive notice of

- (1) the nature of the hearing;
- (2) the legal authority and jurisdiction under which the hearing may be held; and
- (3) the matters of fact and law asserted.

History: June 18, 2008, Section 8.10.040 was renumbered as Section 9.10.040. November 26, 2002, Section 7.10.040 was renumbered as Section 8.10.040.

Sec. 9.10.050. Written Presentation. Parties subject to disciplinary action may submit a written response any time up to and including the date of the hearing.

History: June 18, 2008, Section 8.10.050 was renumbered as Section 9.10.050. November 26, 2002, Section 7.10.050 was renumbered as Section 8.10.050.

Sec. 9.10.060. Conduct of Hearing. Hearings may be conducted by the Board or a hearing officer or panel selected by the Board. Individuals who have a conflict of interest or who cannot otherwise be fair and impartial must notify the Board of their disqualification.

History: June 18, 2008, Section 8.10.060 was renumbered as Section 9.10.090. November 26, 2002, Section 7.10.060 was renumbered as Section 8.10.060.

Sec. 9.10.070. Evidence.

(a) **Presentation.** A party may present oral or documentary evidence, submit rebuttal evidence, and conduct cross-examination.

(b) **Subpoena.** Upon request of a party or its own motion, the Board, hearing officer or panel may issue a subpoena to secure testimony or other evidence reasonably necessary for a full and fair determination of the matter in dispute.

(c) **Telephonic Participation.** Telephonic testimony shall be accepted unless there is good cause to doubt the identity of the witness.

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

History: June 18, 2008, Section 8.10.070 was renumbered as Section 9.10.070. November 26, 2002, Section 7.10.070 was renumbered as Section 8.10.070 and titles were added to subsections (a), (b) and (c).

Sec. 9.10.080. Recommendation. If the hearing is conducted by a hearing officer or panel, a written recommendation along with all evidence collected will be submitted to the Board for its consideration. The recommendation will include

- (1) proposed findings and conclusions on all material facts and law;
- (2) evidence and other reasons that support the proposal;
- (3) a recommendation for Board action specifying the proposed rule, order, sanction, relief, denial or conditions or limitations on certification.

History: June 18, 2008, Section 8.10.080 was renumbered as Section 9.10.080. November 26, 2002, Section 7.10.080 was renumbered as Section 8.10.080.

Sec. 9.10.090. Decision.

(a) Action by Board. Unless the Board adopts the recommendation of the hearing officer or panel “in toto,” it must issue a written decision that contains an explanation of the grounds for the decision.

(b) Notice of Decision. In any case, parties must be notified in writing of the decision within a reasonable time.

History: June 18, 2008, Section 8.10.090 was renumbered as Section 9.10.090. November 26, 2002, Section 7.10.090 was renumbered as Section 8.10.090 and titles were added to subsections (a) and (b).

Article 20. Reconsideration

Sec. 9.20.010. Requests for Reconsideration.

(a) Generally. Upon request or upon its own motion, the Board may reconsider all or part of a decision.

(b) Timing of Request. A request for reconsideration must be filed with the Board within 15 days of receipt of the decision and must include

- (1) a statement of the law, facts and/or mitigating circumstances that support the Board action requested; and
- (2) notice of any additional argument or evidence the requesting party intends to submit for consideration.

(c) Additional Argument and Evidence. The Board may consider additional argument or evidence provided all parties are notified and afforded

- (1) a chance to respond to new argument and/or evidence; and
- (2) a chance to submit additional argument and/or evidence.

(d) Mitigating Circumstances. The Board may consider mitigating circumstances.

(e) Deadline for Action. If the Board does not act on the request for reconsideration within 30 days after receipt, the request is deemed denied.

History: June 18, 2008, Section 8.20.010 was renumbered as Section 9.20.010. November 26, 2002, Section 7.20.010 was renumbered as Section 8.20.010 and titles were added to subsections (a) - (e).

Article 30. Appeals

Sec. 9.30.010. Notice of Right of Appeal by Community Health Aides, Community Health Practitioners, Dental Health Aides, Behavioral Health Aides, Behavioral Health Practitioners, CHA/P Training Centers, DHA Course Providers and Training Programs, and BHA/P Course Providers and Training Programs. The Board shall provide notice to each person entitled, under draft AANHS Circular 98-150, to appeal an adverse decision made under Article 20 of this chapter about their right of appeal and the conditions under which it may be exercised.

History: June 18, 2008, Section 8.30.010 was renumbered as Section 9.30.010. November 26, 2002, Section 7.30.010 was renumbered as Section 8.30.010 and amended.

Sec. 9.30.020. Notice of Appeal to the Board. A person, including a Board member, who appeals a decision of the Board shall provide notice of the appeal to the Board.

History: November 26, 2002, Section 7.30.020 was renumbered as Section 8.30.020.

Chapter 10. Transitional and Temporary Certification

History: November 26, 2002, Chapter 8 was renumbered Chapter 9 and Section 8.10.010 was repealed.

Sec. 10.10.015. Practice Pending Certification. An individual who has completed the training, education and clinical practice or preceptorship as a community health aide or practitioner, dental health aide, or behavioral health aide or practitioner may continue to provide services on the same basis as during his or her training period while final action to approve or deny the application for certification is pending.

History: June 18, 2008, Section 9.10.015 was renumbered as Section 10.10.015. November 26, 2002, Section 9.10.015 was added.

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.

History: June 18, 2008, Section 9.10.020 was renumbered as Section 10.10.020. November 26, 2002, Section 8.10.020 was renumbered as Section 9.10.020.

Chapter 11. Board Procedure

History: November 26, 2002, Chapter 9 was renumbered as Chapter 10.

Sec. 11.10.010. Officers. The Board shall at its first meeting elect a chair, vice-chair and a secretary from among its members to terms of one year. Thereafter, annually the Board shall elect a vice-chair and secretary. At the end of the one year term of the chair, the vice-chair shall succeed to the office of chair.

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

History: June 18, 2008, Section 10.10.010 was renumbered as Section 11.10.010. November 26, 2002, Section 9.10.010 was renumbered as Section 10.10.010.

Sec. 11.10.020. Quorum. A quorum shall consist of a majority of the members of the Board.

History: June 18, 2008, Section 10.10.020 was renumbered as Section 11.10.020. November 26, 2002, Section 9.10.020 was renumbered as Section 10.10.020.

Sec. 11.10.030. Meetings.

(a) Regular and Special. The Board shall meet no less than twice annually and may hold special meetings at the call of the chair or on the written request of five Board members. Special meetings may be held by teleconference.

(b) Public and Executive Sessions. Meetings of the Board shall be public, except when the Board goes into an executive session. Executive sessions may be convened only when necessary to protect the privacy of a person or as otherwise authorized under federal law.

History: June 18, 2008, Section 10.10.030 was renumbered as Section 11.10.030. November 26, 2002, Section 9.10.030 was renumbered as Section 10.10.030 and titles were added to subsections (a) and (b).

Sec. 11.10.040. Committees.

(a) Executive Committee. The officers shall serve as an Executive Committee. The Executive Committee shall have the authority to take actions between meetings only to the extent authorized by the Board.

(b) Other Committees. The Board may appoint such committees, or rely on committees of the Association of Community Health Aide Program Directors, as may be helpful to the Board in carrying out any of its responsibilities. Such committees may include Board members and non-Board members.

History: June 18, 2008, Section 10.10.040 was renumbered as Section 11.10.010. November 26, 2002, Section 9.10.040 was renumbered as Section 10.10.040.

Chapter 12. Amendments

History: November 26, 2002, Chapter 10 was renumbered as Chapter 11.

Sec. 12.10.010. Effective Date. Amendments to these Standards and Procedures may be adopted by this Board and shall become effective on the later of the effective date adopted by the Board or thirty days after the date upon which the amendment was adopted by the Board, unless stayed by the AANHS Area Director under draft AANHS Circular 98-150.

History: June 18, 2008, Section 11.10.010 was renumbered as Section 12.10.010. November 26, 2002, Section 10.10.010 was renumbered as Section 11.10.010 and amended.

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

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

History: June 18, 2008, Section 11.10.020 was renumbered as Section 12.10.020. October 3, 2006, Section 11.10.020 was amended by adding paragraphs (2) - (4). November 26, 2002, Section 10.10.020 was renumbered as Section 11.10.020.

**Detailed History of
CHAP Certification Board Standards and Procedures by Date of Action**

TABLE OF CONTENTS

1		
2		
3		
4		
5		
6	July 29, 1998, Standards and Procedures adopted by the CHAP Certification Board.....	107
7	September 25, 1998	107
8	October 23, 1998.....	107
9	February 26, 1999.....	107
10	June 12, 2002	107
11	November 26, 2002.....	108
12	October 8, 2003.....	110
13	June 24, 2004	114
14	October 14, 2004.....	114
15	January 31, 2005	114
16	October 3, 2006.....	115
17	June 20, 2007	116
18	January 31, 2008	117
19	June 18, 2008	117
20	June 19, 2008	123
21	June 24, 2009	123
22	October 7, 2009.....	125
23	June 8, 2010	126
24	January 13, 2011	130
25	October 12, 2011.....	131
26	January 11, 2012	135
27	June 13, 2012	135
28	October 4, 2012.....	136
29	January 11, 2013	136
30	October 29, 2013.....	137
31	January 17, 2014	138
32	May 15, 2014	139
33	June 12, 2014	142
34	October 17, 2014.....	149
35	October 30, 2014.....	150
36	January 22, 2015	153
37	June 11, 2015	155
38	October 29, 2015.....	156
39	January 22, 2016	157

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

July 29, 1998, Standards and Procedures adopted by the CHAP Certification Board.

September 25, 1998, Section 4.10.010(i)(15) was amended; a new paragraph (16) was added; and paragraph (16) was renumbered as paragraph (17), as follows:

- (15) been found guilty of, or entered a plea of nolo contendere or guilty to, any offense under Federal, State or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons within the meaning of section 408 failed to comply with the intent or requirements of the Indian Child Protection and Family Violence Prevention Act, P.L. 101-630, 25 U.S.C. § 3207 3201 et seq., or
- (16) failed to comply with applicable mandatory reporting laws of the State of Alaska; or
- (17) failed to respond to a request for services where a duty to respond existed.

September 25, 1998, Section 7.10.030(a) was amended, as follows:

- (a) A party requesting a hearing must notify the Board and other interested parties by submitting a written request for a hearing within 30 days of the date upon which the party received notice of the action being appealed. The request, which must include, a statement identifying the action being appealed, the remedy sought and a statement explaining the facts and points of law that support the requested Board action.

October 23, 1998, Section 2.10.010(4) was repealed. The repealed subsection read, as follows:

- (4) furnishes evidence satisfactory to the Board that the applicant meets the standards of character required under 25 U.S.C. § 3207 [Section 408 of the Indian Child Protection and Family Violence Prevention Act] and other applicable federal or state law;

February 26, 1999, Section 2.20.600 was amended, as follows:

The Board may waive one or more of the requirements of sections 2.20.100 through 2.20.510 for a person who provides evidence satisfactory to the Board that the person is a ~~licensed~~ health care provider in Alaska or another state with ~~licensing~~ requirements at least equivalent in scope, quality, and difficulty to those imposed under these sections, provided the applicant demonstrates to the satisfaction of the Board that the applicant is adequately familiar with the CHA/P program and will limit his or her practice to the scope of practice of a community health aide or community health practitioner operating under the community health aide program.

June 12, 2002, multiple sections were amended, as described below:

Section 2.10.010 was amended by adding a new paragraph (10), as follows:

- (10) effective January 1, 2003, furnishes evidence satisfactory to the Board that the person meets continuing education requirements as defined in sections 3.10.010 and 3.10.100 for the two-year period preceding initial certification.

Section 3.10.010 was amended, as follows:

Sec. 3.10.010. Requirements. (a) An applicant

- (1) for initial or renewal of a certificate as a community health aide who has not completed the requirements for the next level of certification prior to the deadline for recertification or the two years preceding initial certification or

- (2) for initial or renewal of a certificate as a community health practitioner

- (b) must provide evidence satisfactory to the Board that he or she has completed no fewer than 48 contact hours of continuing education approved by the Board during the concluding two-year certification period or two years preceding initial certification. No more than 24 contact hours ~~must~~ may be regarding emergency care. No fewer than 24 of the required contact hours ~~must~~ may be in the competencies listed in sections 2.20.100 through .510.

Section 5.10.035(a)(3) was amended, as follows, although the change was not reflected in the Standards until the November 26, 2002 amendments were completed.

- (3) **Session III.** ~~Ten Twelve~~ encounters under the following conditions: the trainee will be the primary provider in at least ~~six eight~~ patient encounters with particular emphasis on the patient problems delineated in the Curriculum, as outlined below, and at least four additional encounters with the trainee as active participant.

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

November 26, 2002, the *Standards* were substantially amended to incorporate standards for certification of dental health aides and to make certain other amendments to the *Standards* applicable to community health aides.

A copy of the *Standards* showing all of the amendments is available from the CHAP Certification Board. These amendments required many new sections, which then required substantial renumbering. The table below identifies the section number as of the November 26, 2002, amendments, the prior section number (if any), and whether a section found in the June 12, 2002, *Standards* was amended.

Table Comparing 11/26/02 Amendments to 6/12/02 Standards

11/26/02	6/12/02	Amended
1.10.010	1.10.010	Yes
1.20.010(1)-(3)		n/a
1.20.010(4)	1.20.010(1)	No
1.20.010(5)	1.20.010(6)	Yes
1.20.010(6)	1.20.010(2)	No
1.20.010(7)	1.20.010(3)	Yes
1.20.010(8)-(16)		n/a
1.20.010(17)-(18)	1.20.010(4)-(5)	Yes
1.20.010(19)		n/a
1.20.010(20)	1.20.010(7)	Yes
1.20.010(21)	1.20.010(8)	No
1.20.010(22)	1.20.010(9)	Yes
1.30.010	1.30.010	No
1.40.010		n/a
2.10.010	2.10.010	Yes - (a), (a)(5), (7), (8), (9), (10), (b) [new]
2.10.015		n/a
2.20.100	2.20.100	No
2.20.110	2.20.110	yes - (a), (c)(1), (c)(6)(A)
2.20.120	2.20.120	yes - (b)(3)
2.20.200	2.20.200	No
2.20.210	2.20.210	yes - (a), (c)(2),
2.20.300	2.20.300	No
2.20.310	2.20.310	yes - (a)
2.20.400	2.20.400	No
2.20.410	2.20.410	yes - (a)
2.20.500	2.20.500	Yes - (3)
2.20.600	2.20.600	Yes
2.30.010 - 610		n/a
2.40.010	2.30.010	yes

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

Table Comparing 11/26/02 Amendments to 6/12/02 Standards		
11/26/02	6/12/02	Amended
2.40.010	2.30.010	Yes
2.40.020 - 100	2.30.020 - 100	No
2.40.200	2.30.200	Yes
2.40.300	2.30.300	Yes
3.10.010	3.10.010	Yes – [(a)(2) and (b) are new]
3.10.050		n/a
3.10.100	3.10.100	Yes
3.10.200		n/a
4.10.010	4.10.010	Yes – intro, (b), (d)-(f), (h), (i)(1), (i)(2)(C)-(E), (i)(3), (i)(6)-(&), (i)(10)-(11)
4.10.010	4.10.010	Yes – intro
4.10.110	4.10.110	No
4.10.120	4.10.120	Yes
4.10.130	4.10.130	No
5.10.010 - 020	4.10.010 - 020	No
5.10.025	5.10.025	Yes – (a)(2)-(4), (c)
5.10.030	5.10.030	No
5.10.035	5.10.035	Yes – intro, (a)(1)-(4)
5.10.040	5.10.040	Yes – (a)
5.10.045	5.10.045	No
5.10.050	5.10.050	Yes – (a), (b), (d)
5.10.055	5.10.055	No
5.10.060	5.10.060	Yes – (c)
5.10.065	5.10.065	Yes
5.10.070	5.10.070	No
5.20.010 - 030	5.20.010 - 030	No
5.30.010	5.30.010	Yes – (4)
5.30.020	5.30.020	No
5.40.010	5.40.010	No
6.10.010	6.10.010	Yes
6.10.900	6.10.900	Yes
7.10.010 – 7.30.200	7.10.010 – 7.30.200	n/a
8.10.010	7.10.010	Yes - intro
8.10.020	7.10.020	Yes

**Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016**

Table Comparing 11/26/02 Amendments to 6/12/02 Standards		
11/26/02	6/12/02	Amended
8.10.030	7.10.030	Yes
8.10.040-060	7.10.040-060	No
8.10.070	7.10.070	Yes
8.10.080	7.10.080	No
8.10.090	7.10.090	Yes
8.20.010	7.20.010	Yes
8.30.010	7.30.010	Yes
8.30.020	7.30.020	No
	9.10.010	Repealed
9.10.015		n/a
9.10.020	8.10.020	No
10.10.010-040	9.10.010-040	No
11.10.010-010	10.10.010-020	No

October 8, 2003, the *Standards* were amended to eliminate the PDHA II, rename PDHA III as PDHA II, add requirements to the EFDHA I, and to make certain other amendments to the *Standards* applicable to community health aides. These amendments are detailed below.

Section 1.20.010(10) was amended, as follows:

(10) “DHA” means Dental Health Aide and, except as used in Article 30 of Chapter 2 regarding requirements for special classes of dental health aides, shall include primary dental health aides I, and II ~~and III~~, dental health aide hygienists, expanded function dental health aides I and II and dental health aide therapists;

Section 2.10.010(a)(5)(B) was amended, as follows:

(B) for a dental health aide the requirements are those under section 2.30.100, ~~2.30.150~~, 2.30.200, 2.30.220(c), 2.30.230(c) and (d), 2.30.240(c), 2.30.250(c), 2.30.260(c) and (d), 2.30.300, 2.30.400, 2.30.500, 2.30.550(c) and (d) and 2.30.600;

Section 2.10.010(a)(8)(B) was amended, as follows:

(B) for a dental health aide the scopes of practice are defined in sections 2.30.110(b), ~~2.30.160(b)~~, 2.30.210(b), 2.30.220(d), 2.30.230(e), 2.30.240(d), 2.30.250(c), 2.30.260(e), 2.30.310(b), 2.30.410(b), 2.30.510(b), 2.30.550(e), and 2.30.610(b), and

Section 2.20.110(c)(9)(D)(ii) was amended, as follows:

~~(ii)(H)~~ oral suction;

Section 2.30.010 was amended, as follows:

(a) **Generally.** The supervision of a dental health aide may be general, indirect or direct, as defined in section 2.30.020(b), provided that

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

Section 2.30.150 was deleted. It read:

Sec. 2.30.150. Primary Dental Health Aide II Training and Education Requirements. A person meets the training and education requirements to be a certified primary dental health aide II upon successful completion of:

- (1) (A) all requirements under sections 2.30.100 through 2.30.110;
- (B) a Board approved DHA Advanced Dental Procedures training session that satisfies the requirements of section 7.20.040; and
- (C) one or more certifications under 2.30.220 (sealants), 2.30.230 (prophylaxis), 2.30.240 (dental radiology) or 2.30.260 (ART); or
- (2) the requirements of section 2.30.300(b)(1) and (2).

Section 2.30.160 was deleted. It read:

Sec. 2.30.160. Primary Dental Health Aide II Supervision and Competencies.

(a) **Dental Supervision.** A certified primary dental health aide II may provide the services under paragraph (b)(2) under the direct or indirect supervision of a dentist or dental health aide therapist.

(b) **Competencies.** In addition to meeting the requirements of section 2.30.110, a certified dental health aide II must successfully demonstrate and maintain:

- (1) (A) understanding and knowledge of dental anatomy;
- (B) understanding and knowledge of caries and the periodontal disease process;
- (C) identification and knowledge of dental instruments and equipment;
- (D) understanding telemedicine technology;
- (E) dental charting;
- (F) problem-specific medical and dental history taking;
- (G) basic management of dental emergencies;
- (H) proper handling and sterilization of instruments;
- (I) disinfection of the operator; and
- (2) satisfactory performance of the following skills:
 - (A) problem -specific medical and dental history taking;
 - (B) recognition of medical and dental conditions that may require direct dental supervision or services;
 - (C) dental charting and patient record documentation;
 - (D) instrument handling and sterilization procedures;
 - (E) intra- and extra-oral photographs, if equipment is available;
- (3) meeting the requirements of one or more of the following sections:
 - (A) 2.30.220 (sealants);
 - (B) 2.30.230 (prophylaxis);
 - (C) 2.30.240 (dental radiology); or
 - (D) 2.30.260 (ART).

Section 2.30.200 was amended, as follows:

Sec. 2.30.200. Primary Dental Health Aide ~~II~~ ~~III~~ Training and Education Requirements. A person meets the training and education requirements to be a certified primary dental health aide ~~II~~ ~~III~~ up on successful completion of:

- (a) (1) (A) all requirements under sections 2.30.100 through 2.30.110;
- (B) a Board approved DHA Advanced Dental Procedures training session that satisfies the requirements of section 7.20 .040; and
- (C) one or more certifications under 2.30.220 (sealants), 2.30.230 (prophylaxis), 2.30.240 (dental radiology) or 2.30.260 (ART); or
- (2) the requirements of sections 2.30.150 and 160; or
- ~~(3)~~ the requirements of section 2.30.300(b)(1) and (2); and
- (b) a Board approved DHA village-based dental practice course that satisfies the requirements of section 7.20.050.

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

Section 2.30.210, Title and subsections (a) and (b) were amended, as follows:

Sec. 2.30.210. Primary Dental Health Aide ~~II~~ ~~III~~ Supervision and Competencies.

(a) Dental Supervision. A certified primary dental health aide ~~II~~ ~~III~~ may provide the services under paragraph (b)(2) under the general supervision of a dentist or dental health aide therapist.

(b) Competencies. In addition to meeting the requirements of section 2.30.110, a certified dental health aide ~~II~~ ~~III~~ must successfully demonstrate and maintain

Section 2.30.220(a) was amended, as follows:

(a) Prerequisites. A dental health aide may be certified under this section to perform sealants under the conditions set forth in subsections (b) through (d) of this section provided the dental health aide satisfies the requirements of sections:

- (1) ~~2.30.150 and 2.30.160 (PDHA II);~~
- ~~(2) —~~ 2.30.200 and 2.30.210 (PDHA ~~II~~ ~~III~~),
- ~~(2)~~ ~~(3)~~ 2.30.400 and 2.30.410 (EFDHA I), or
- ~~(3)~~ ~~(4)~~ 2.30.500 and 2.30.510 (EFDHA II).

Section 2.30.230(a) was amended, as follows:

(a) Prerequisites. A dental health aide may be certified under this section to perform dental prophylaxis under the conditions set forth in subsections (b) through (d) of this section provided the dental health aide satisfies the requirements of:

- (1) ~~2.30.150 and 2.30.160 (PDHA II);~~
- ~~(2) —~~ 2.30.200 and 2.30.210 (PDHA ~~II~~ ~~III~~),
- ~~(2)~~ ~~(3)~~ 2.30.400 and 2.30.410 (EFDHA I), or
- ~~(3)~~ ~~(4)~~ 2.30.500 and 2.30.510 (EFDHA II).

Section 2.30.240(a) was amended, as follows:

(a) Prerequisites. A dental health aide may be certified under this section to perform dental radiology under the conditions set forth in subsections (b) through (d) of this section provided the dental health aide satisfies the requirements of:

- (1) ~~2.30.150 and 2.30.160 (PDHA II);~~
- ~~(2) —~~ 2.30.200 and 2.30.210 (PDHA ~~II~~ ~~III~~),
- ~~(2)~~ ~~(3)~~ 2.30.400 and 2.30.410 (EFDHA I), or
- ~~(3)~~ ~~(4)~~ 2.30.500 and 2.30.510 (EFDHA II).

Section 2.30.250(a)(5) was amended, as follows:

(5) a primary dental health aide ~~II~~ ~~or III~~ or expanded function dental health aide I or II who is performing procedures under the general supervision of a dentist.

Section 2.30.260(a)(1) was amended, as follows:

- (1) (A) ~~2.30.150 and 2.30.160 (PDHA II)~~
- ~~(B) —~~ 2.30.200 and 2.30.210 (PDHA ~~II~~ ~~III~~),
- ~~(B)~~ ~~(C)~~ 2.30.300 and 2.30.310 (DHAH),
- ~~(C)~~ ~~(D)~~ 2.30.400 and 2.30.410 (EFDHA I), or
- ~~(D)~~ ~~(E)~~ 2.30.500 and 2.30.510 (EFDHA II), and

Section 2.30.300(b) was amended, as follows:

(b) Competencies. In addition to demonstrating the competencies identified in section 2.30.110(b) (PDHA I), 2.30.210(b) (PDHA ~~II~~ ~~III~~), 2.30.220(d) (sealants), 2.30.230(e) (prophylaxis), 2.30.240(d) (dental radiology), and after satisfying the requirements of 2.30.300 (DHAH), a certified dental health aide hygienist must successfully demonstrate and maintain satisfactory performance of the following skills:

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

Section 2.30.400(a)(2) was amended, as follows:

- (2) (A) (i) a Board approved course in basic restorative functions that satisfies the requirements of section 7.20.200;
- (ii) ~~(B)~~ a course in basic restorative functions offered by an accredited school of higher education; or
- (iii) ~~(C)~~ a course in basic restorative functions offered or approved by IHS, including “Restorative Functions -- Basic”; or
- (B) certification under section 2.30.230 (prophylaxis); and

Section 2.30.400(b) was amended, as follows:

- (b) **Preceptorship.** An expanded function dental health aide I who has satisfied the requirements of subsection (a)(2)(A) must, after completion of the other requirements in subsection (a) of this section, satisfactorily complete a preceptorship, which must:

Section 2.30.410(b)(1)(B) and (C) were amended, as follows:

- (B) 2.30.160 2.30.210(b)(1)(A), (C), (E), (G), and (H), and (I) and (B)(b)(2)(C) and (D) (PDHA II); and
- (C) 2.30.250(c)(4) (dental assistant); and

Section 2.30.400(b)(2) was amended, as follows:

- (2) (A) for an expanded function dental health aide I who has satisfied the requirements of section 2.30.400(a)(2)(A) and (b).
- (i) understanding of
- (I) ~~(A)~~ advanced understanding of tooth morphology, structure and function;
- and
- (II) ~~(B)~~ an ability to discriminate between acceptable and unacceptable restoration; and
- (ii) ~~(3)~~ competency in and satisfactory performance of the following skills:
- (I) ~~(A)~~ placement and finishing of Class I, II and V dental amalgams (simple fillings) after preparation by the dentist or dental health aide therapist; and
- (II) ~~(B)~~ dental composite placement Class I, III and V (simple fillings) after preparation by a dentist or dental health aide therapist; and
- (III) ~~(C)~~ provide appropriate post-procedure instructions;
- (B) for an expanded function dental health aide I who has satisfied the requirements of section 2.30.400(a)(2)(B), the requirements of section 2.30.230(e).

Section 2.30.500(a)(1) was amended, as follows:

- (1) all requirements under sections 2.30.100(a)(1) and (a)(4), and 2.30.400(a)(1), (a)(2)(A), (a)(3), and (b), and 2.30.410;

Section 2.30.510(b)(1)(B) was amended , as follows:

- (B) 2.30.210 2.30.160(b)(1)(A), (C), (E), (G), and (H), and (I) and (B)(b)(2)(C) and (D) (PDHA II ~~III~~);

Section 2.30.510(b)(1)(D) was amended, as follows:

- (D) 2.30.250(c)(4) (dental assistant);

Section 2.30.550(a)(1)and(2) was amended, as follows:

- (1) sections 2.30.400(a)(1),(a)(2)(A),(a)(3), and (b) and 2.30.410 (EFDHA I) or
- (2) sections 2.30.500 and 2.30.510 (EFDHA II).

**Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016**

Section 2.30.550(c)(1) was amended, as follows:

(1) all requirements under sections 2.30.400(a)(1), (a)(2)(A), (a)(3), and (b) and 2.30.410 (EFDHA I) or 2.30.500 and 2.30.510 (EFDHA II);

Section 2.30.610(b)(3) was amended, as follows:

(A) all of the skills identified in sections 2.30.110 (PDHA I), 2.30.210 (PDHA II ~~III~~), 2.30.220 (sealants), 2.30.230 (prophylaxis), 2.30.240 (dental radiology), 2.30.260 (ART), 2.30.310 (DHAH), 2.30.410 (EFDHA I), 2.30.510 (EFDHA II), and 2.30.550 (stainless steel crown);

Section 3.10.050(a)(3)(A) and (C) were amended, as follows:

(A) 24 contact hours of continuing education approved by the Board, ~~or~~

(C) some combination of (A) and (B) adding up to 24 hours.

June 24, 2004, multiple sections were amended, as described below:

Section 2.20.110(b), was amended by deleting paragraph (15), which read:

(15) introductory clinic management; and

Corresponding technical changes were made to reserve the number (15) rather than renumber paragraph (16) and to move “and” to the end of paragraph (14). Changes to these two paragraphs, thus, are, as follow s:

(1) introductory pharmacology, including identification and treatment of severe allergic reactions; and

(2) [RESERVED] ~~introductory clinic management; and~~

Section 2.20.310(b) was amended by deleting paragraphs (13) and (15) and reserving those numbers. These paragraphs read:

(1) adult health surveillance;

(15) introduction to smoking cessation training;

Section 2.20.410(b) was amended by adding two new paragraphs, as follows:

(8) adult health surveillance;

(9) introduction to smoking cessation training.

Section 2.20.410(c)(2) was amending by deleting subparagraph (A) and reserving that number. Subparagraph (A) read:

(A) eye: tonometry;

October 14, 2004, multiple sections were amended, as described below:

Section 2.30.310(a) was amended, as follows:

(a) **Dental Supervision.** Dental hygiene services may be performed under this section by a dental health aide hygienist under the general supervision of a dentist ~~or dental health aide therapist~~ provided the dental health aide hygienist has met the requirements of all of the requirements of this section.

Section 2.30.610(b)(3)(B) was amended, as follows:

(B) diagnosis and treatment of caries, ~~including placement of pins~~ and performance of pulpotomies on deciduous teeth;

January 31, 2005, Section 7.20.010(c) was deleted and new language inserted, as follows:

**Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016**

- (c) **Training.** The training will include didactic instruction and hands-on practice in a lab setting sufficient to demonstrate competency of the subject matter listed in sub section (a) of this section. ~~Hours of Training. The course in which the topics listed in subsection (a) are addressed must include a minimum of:~~
- (1) ~~18 hours of didactic instruction and~~
 - (2) ~~4 hours of hand-s on practice in a lab setting.~~

In the *Standards* amended January 31, 2005, two sections were amended to correct a cross-citation, as follows:

Section 2.30.410(a)(1) was amended, as follows:

- (1) An expanded function dental health aide I may perform the functions identified for a dental assistant under sections 2.30.250(c)(4) and 2.30.410(b) (EFDHA I) only under the direct or indirect supervision of a dentist or dental health aide therapist.

Section 2.30.510(a)(1) was amended, as follows:

- (1) A n expanded function dental health aide II may perform the functions identified for a dental assistant under sections 2.30.250(c)(4) and 2.30.510(b) (EFDHA I) only under the direct or indirect supervision of a dentist or dental health aide therapist.

October 3, 2006, multiple sections were amended, as described below:

Section 1.20.010(5) was amended, as follows:

- (4) “CHAM” means the Alaska Community Health Aide/Practitioner Manual, ~~2006~~ 1998 Revised Edition, as revised, or its successor if approved by this Board;

Section 1.20.010(22) was repealed. The repealed subsection read, as follows:

- (22) “VMR” means Village Medicine Reference, revised April, 1997, or its successor if approved by this Board.

Section 1.20.010 was amended by adding a new paragraph (23), as follows:

- (23) “ISDEAA” means the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, as amended, 25 U.S.C. § 450 et seq.

Section 2.10.010(a)(6) and (7) were amended, as follows:

- (6) furnishes evidence satisfactory to the Board that at the time of consideration of the application the person is employed by the Indian Health Service or a tribe or tribal health program operating a community health aide program in Alaska under the ISDEAA ~~Indian Self-Determination and Education Assistance Act [P.L. 93-638, 25 U.S.C. § 450 et seq.];~~
- (7) furnishes evidence satisfactory to the Board that the person will practice as a community health aide, community health practitioner or dental health aide only when employed by the Indian Health Service or a tribe or tribal health program operating a community health aide program in Alaska under the ISDEAA ~~Indian Self-Determination and Education Assistance Act [P.L. 93-638, 25 U.S.C. § 450 et seq.];~~

Section 2.10.010(a)(9)(B) was amended, as follows:

- (B) as a community health aide, or community health practitioner only under the medical supervision of a licensed physician, who is familiar with the CHA/P program and CHAM and is employed by the federal government or employed by or under contract with a tribal health program operating a community health aide program in Alaska under the ISDEAA ~~licensed in the State of Alaska~~. This requirement does not preclude other physicians, dentists, and mid-level providers directing the day-to-day activities of a community health aide or community health practitioner under the direction of the physician providing medical supervision.

Section 2.20.110(c)(8)(D) was amended, as follows:

- (D) CHAM Medicine Handbook ~~VMR~~ for medicine instructions;

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

Section 2.20.120(b)(1) was amended, as follows:

(1) be employed by the Indian Health Service or a tribe or tribal health program operating a community health aide program in Alaska under the ISDEAA ~~Indian Self Determination and Education Assistance Act;~~

Section 2.30.010 was amended by adding a footnote to the title of the section, as follows:

The supervision (at what ever level is required) of a dental health aide who provides services for which a Medicaid claim will be made must be provided by a dentist.

Section 2.30.010(a) was amended to correct a typographical error, as follows:

(a) **Generally.** The supervision of a dental health aide may be general, indirect or direct, as defined in section 2.30.010(b) ~~2.30.020(b)~~, provided that

Section 2.30.020 was amended, as follows:

(a) **Minimum Requirements.** A person who satisfies the requirements of subsection 2.30.020(b) may perform services of a certified dental health aide prior to being certified under this article to the extent the services are performed

(1) as part of training required for certification;
(2) being performed as part of a required preceptorship under sections 2.30.100(b), 2.30.220(c)(1)(B) or (c)(2), 2.30.230(d), 2.30.240(c)(1)(D) or (c)(2), 2.30.260(d), 2.30.400(b), 2.30.500(b), 2.30.550(d), 2.30.600(3), or

(2) ~~are performed~~ while an application for certification is pending before the Board after successful completion of all required training and preceptorship.

(b) **Employment.** To be eligible to perform services under subsection 2.30.020(a), the person must be employed by the Indian Health Service or a tribe or tribal program operating a community health aide program in Alaska under the ISDEAA ~~Indian Self Determination and Education Assistance Act.~~

Section 6.10.900 was amended, as follows:

Sec. 6.10.900. Transition. The Board shall use the CHA/P Curriculum, field work guidelines, and other materials and standard s developed by committees of the Community Health Aide Directors Association, including the Academic Review Committee (ARC), Review and Approval Committee (RAC), ~~Community Health Aide Manual/Village Medicine Reference (CHAM/VMR)~~ Revision Committee, until such time as it can review and adopt such materials under this section.

Section 7.30.200(a) was amended, as follows:

(a) **Development.** The Board shall use IHS training and work guidelines, standardized materials accepted in the dental practice community, materials developed by DARC, applicable materials and standard s developed by committees of the Community Health Aide Directors Association, including ARC, RAC, CHAM, ~~VMR~~ and other appropriate resource material until fully integrated DHA program center and curriculum standard s are developed and reviewed and approved by the Board.

June 20, 2007, two sections were amended, as described below:

Section 2.30.600(3) was amended by adding a new sentence at the end, as follows:

The preceptorship should encompass all competencies all competencies required of a dental health aide therapist outlined in section 2.30.610(b)(1), (2) and (3), and students should demonstrate each procedure or service independently to the satisfaction of the preceptor dentist.

Section 3.10.050(a) was amended, as follows:

Sec. 3.10.050. DHA Continuing Education Requirements.

(a) **Unlapsed Certificate.**

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(1) An applicant for renewal of a certificate under article 30 of chapter 2 whose certificate has not lapsed must meet:

(A)(1) any specific recertification requirements set forth therein;

(B)(2) satisfactory performance under the direct supervision of a dentist, dental hygienist, or dental health aide therapist of a minimum of 8 of each procedure for which the dental health aide is certified; and

(C)(3) if the dental health aide has not completed the requirements for another level of certification or module during the concluding two-year certification period, satisfactory completion of:

(i)(A) 24 contact hours of continuing education approved by the Board,

(ii)(B) an additional 24 hours of patient contact under direct supervision of a dentist, dental hygienist, or dental health aide therapist; or

(iii)(C) some combination of (i)(A) and (ii)(B) adding up to 24 hours.

(2) If the direct supervision required under subsections (1)(B) or (1)(C)(ii) of this section is provided by anyone other than a dentist, the supervisor must have been authorized to supervise the preceptorship of the procedures being performed under the applicable provision of chapter 2, article 30 [Standards for Dental Health Aides].

January 31, 2008, one section was amended, as follows:

Section 2.30.020(b) was amended, as follows:

(b) **Employment.** To be eligible to perform services under subsection 2.30.020(a) [minimum requirements], the person must be employed or sponsored by the Indian Health Service or a tribe or tribal program operating a community health aide program in Alaska under the ISDEAA.

June 18, 2008, the Standards were substantially amended to incorporate standards for certification of behavioral health aides and practitioners and to make certain other amendments to the Standards applicable to community health aides and practitioners and dental health aides.

Bracketed citations to other sections of the Standards were corrected and expanded throughout without editorial markings. A copy of the Standards showing all of the amendments, except those in which only the citation was corrected or expanded, is available from the CHAP Certification Board. These amendments required many new sections, which then required substantial renumbering. The table below identified the section number as of June 19, 2008, amendments, the prior section number (if any), and whether a section found in the January 31, 2008, Standards was amended.

Table Comparing 6/19/08 Amendments to 1/31/08 Standards

6/18/08	1/31/08	Amended
Chapter 1, Article 10	Chapter 1, Article 10	yes - title
1.10.010	1.10.010	no
1.10.020		new
1.20.010(1)	1.20.010(1)	yes
1.20.010(2)	1.20.010(2)	no
1.20.010(3)-(7)		new
1.20.010(8)-(12)	1.20.010(3)-(7)	renumbered only
1.20.010(13)-(16)		new
1.20.010(17)	1.20.010(8)	yes
1.20.010(18)	1.20.010(9)	yes
1.20.010(19)	1.20.010(10)	yes
1.20.010(20), (21), (23), (24)	1.20.010(12), (11), (13), (14)	renumbered only
1.20.010(25)	1.20.010(22)	no
1.20.010(25)-(28) & (29)	1.20.010(15)-(18) & (23)	no

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

Table Comparing 6/19/08 Amendments to 1/31/08 Standards		
6/18/08	1/31/08	Amended
1.20.010(30)		new
1.20.010(31)	1.20.010(19)	no
1.20.010(33)	1.20.010(20)	yes
1.20.010(31)	1.20.010(21)	yes
1.30.010	1.30.010	no
1.40.010 intro, (2) & (5)	1.40.010 intro, (2) & (5)	yes
1.40.010 (3)-(4), (6)-(10)	1.40.010 (3)-(4), (6)-(10)	no
1.40.010 (11)-(20)		new
Chapter 2, Title	Chapter 2, Title	yes
2.10.010	2.10.010	yes - (a), (a)(5)(C), (a)(7), (a)(8), (a)(8)(C) [new], (a)(9) & (a)(10), (b)(2) [new], (b)(3) & (b)(3)(B)
2.10.015	2.10.015	yes
2.20.100	2.20.100	no
2.20.110	2.20.110	yes - (b)(1), (b)(2) & (b)(4)
2.20.120	2.20.120	yes - (b)(3)
2.20.200	2.20.200	no
2.20.210	2.20.210	yes - (b)(4)
2.20.300	2.20.300	no
2.20.310	2.20.310	no
2.20.400	2.30.400	no
2.20.410	2.20.410	Yes – (b)(1)
2.20.500	2.20.500	Yes – (b)(3)
2.20.510	2.20.510	no
2.20.600	2.20.600	no
2.30.010	2.30.010	Yes – (a)(1)
2.30.020	2.30.020	no
2.30.030	2.30.030	no
2.30.050	2.30.050	no
2.30.100	2.30.100	no
2.30.110	2.30.110	no
2.30.150	2.30.150	no
2.30.160	2.30.160	no
2.30.200	2.30.200	no
2.30.210	2.30.210	no
2.30.220	2.30.220	no

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

Table Comparing 6/19/08 Amendments to 1/31/08 Standards		
6/18/08	1/31/08	Amended
2.30.230	2.30.230	no
2.30.240	2.30.240	no
2.30.250	2.30.250	no
2.30.260	2.30.260	no
2.30.300	2.30.300	no
2.30.310	2.30.310	no
2.30.400	2.30.400	no
2.30.410	2.30.410	yes - (b)(2)(ii)(III)
2.30.500	2.30.500	no
2.30.510	2.30.510	no
2.30.550	2.30.550	no
2.30.600	2.30.600	no
2.30.610	2.30.610	yes – (a), (b)
2.40.010	2.40.010	new
2.40.020		new
2.40.030		new
2.40.100		new
2.40.110		new
2.40.200		new
2.40.210		new
2.40.300		new
2.40.310		new
2.40.400		new
2.40.410		new
2.40.500		new
2.40.510		new
2.40.515		new
2.40.520		new
2.40.525		new
2.40.530		new
2.40.535		new
2.40.540		new
2.40.545		new
2.40.550		new
2.40.555		new

**Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016**

Table Comparing 6/19/08 Amendments to 1/31/08 Standards		
6/18/08	1/31/08	Amended
2.40.560		new
2.40.565		new
2.50.010	2.40.010	yes & renumbered
2.50.020	2.40.020	yes
2.50.100	2.40.100	yes & renumbered
2.50.200	2.40.200	yes - (a) & (b) & renumbered
2.50.300	2.40.300	yes & renumbered
3.10.005		new
3.10.010	3.10.010	yes
3.10.050	3.10.050	yes - (a)(1)(C)(i)
3.10.070		new
3.10.100	3.10.100	yes - (c)
3.10.200	3.10.200	yes - (c)
3.10.300		new
Chapter 4 - Title	Chapter 4 - Title	yes
4.10.010	4.10.010	yes - (d), (e), (f), (i)(2)(C), (i)(2)(D), (i)(2)(E), (i)(3), (i)(6), (i)(10), (i)(11)
4.10.100	4.10.100	yes - title & introduction
4.10.110	4.10.110	no
4.10.120	4.10.120	no
4.10.130	4.10.130	no
5.10.010	5.10.010	no
5.10.015	5.10.015	no
5.10.020	5.10.020	no
5.10.025	5.10.025	no
5.10.030	5.10.030	yes - (a)
5.10.035	5.10.035	no
5.10.040	5.10.040	no
5.10.045	5.10.045	no
5.10.050	5.10.050	yes – (d)
5.10.055	5.10.055	no
5.10.060	5.10.060	no
5.10.065	5.10.065	no
5.10.070	5.10.070	no
5.20.010	5.20.010	no

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

Table Comparing 6/19/08 Amendments to 1/31/08 Standards		
6/18/08	1/31/08	Amended
5.20.020	5.20.020	no
5.20.030	5.20.030	no
5.30.010	5.30.010	no
5.30.020	5.30.020	no
5.40.010	5.40.010	no
5.40.020	5.40.020	no
6.10.010	6.10.010	no
6.10.900	6.10.900	no
7.10.010	7.10.010	no
7.10.020	7.10.020	no
7.10.030	7.10.030	no
7.20.010	7.20.010	yes - (a)(1)
7.20.020	7.20.020	no
7.20.030	7.20.030	no
7.20.040	7.20.040	no
7.20.050	7.20.050	no
7.20.100	7.20.100	no
7.20.110	7.20.110	no
7.20.120	7.20.120	no
7.20.130	7.20.130	no
7.20.140	7.20.140	no
7.20.200	7.20.200	no
7.20.210	7.20.210	no
7.20.220	7.20.220	no
7.20.300	7.20.300	no
7.20.400	7.20.400	no
7.20.500	7.20.500	no
7.30.010	7.30.010	no
7.30.100	7.30.100	yes - (a)
7.30.200	7.30.200	no
8.10.010		new
8.10.020		new
8.10.030		new

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

Table Comparing 6/19/08 Amendments to 1/31/08 <i>Standards</i>		
6/18/08	1/31/08	Amended
8.20.010		new
8.20.050		new
8.20.100		new
8.20.110		new
8.20.115		new
8.20.125		new
8.20.135		new
8.20.140		new
8.20.145		new
8.20.150		new
8.20.155		new
8.20.160		new
8.20.165		new
8.20.170		new
8.20.175		new
8.20.180		new
8.20.220		new
8.20.225		new
8.20.228		new
8.20.230		new
8.20.235		new
8.20.240		new
8.20.245		new
8.20.250		new
8.20.255		new
8.20.260		new
8.20.270		new
8.20.275		new
8.20.325		new
8.20.335		new
8.20.340		new
8.20.345		new
8.20.350		new
8.20.370		new

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

Table Comparing 6/19/08 Amendments to 1/31/08 Standards		
6/18/08	1/31/08	Amended
8.20.385		new
8.20.400		new
8.20.425		new
8.20.485		new
8.20.490		new
8.30.010		new
8.30.100		new
8.30.200		new
9.10.010	8.10.010	renumbered
9.10.020	8.10.020	renumbered
9.10.030	8.10.030	renumbered
9.10.040	8.10.040	renumbered
9.10.050	8.10.050	renumbered
9.10.060	8.10.060	renumbered
9.10.070	8.10.070	renumbered
9.10.080	8.10.080	renumbered
9.10.090	8.10.090	renumbered
9.20.010	8.20.010	renumbered
9.30.010	8.30.010	renumbered
9.30.020	8.30.020	renumbered
10.10.015	9.10.015	renumbered
10.10.020	9.10.020	renumbered
11.10.010	10.10.010	renumbered
11.10.020	10.10.020	renumbered
11.10.030	10.10.030	renumbered
11.10.040	10.10.040	renumbered
12.10.010	11.10.010	renumbered
12.10.020	11.10.020	renumbered

June 19, 2008, two sections were amended, as follows:

Section 2.20.100(b) was amended, as follows:

- (a) an EMT or ETT training course approved by the State of Alaska, or its equivalent as determined by the Board;

Section 2.20.200(2) was amended, as follow s:

- (2) current ETT or EMT certification or its equivalent, as determined by the Board;

June 24, 2009, four sections were amended, as follows:

Section 5.10.025(a)(2) was amended, as follows:

- (a) **Qualifications and Roles.**

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(2) **Instructor.** CHA/P Training Center instructors must consist of a majority of full-time equivalent mid-level practitioner or physician instructors who are employees of the federal government or licensed by the State of Alaska. Additional instructors should be certified or licensed and have formal training in the knowledge and skills that they are teaching. ~~All These additional~~ instructors will be monitored to assure compliance with the CHA/P Curriculum and competence in subject being taught.

Section 5.10.025(d) was amended, as follows:

(d) **Faculty Turnover.** In order to maintain the quality of instruction, the Board must be notified if during any ~~twelve~~ three month period 50 percent of the instructor staff of a CHA/P Training Center resigns and whenever a CHA/P Training Center Director resigns. Documentation of new employee orientation, peer review and student evaluation and examination must be available for review for each new instructor.

Section 5.10.035(c)(2) and (c)(4) was amended, as follows:

(c) **Distribution of Clinical Hours** The distribution of clinical hours must be available in the following kinds of patient encounters:

(2) Session II.

Encounter Type	Hours
Acute care	12
Lab	1
Ear	1
Respiratory	1
Circulatory	1
Digestive system	1
Prenatal	2
Mental illness	4
Sick child	4
Screening physical exam	1
Approach to child (observe)	4
Immunizations	1
Total Hours	<u>31-33</u>

(4) Session IV.

Encounter Type	Hours
Acute care	8
Ear	1
Respiratory	1
Circulatory	1
Digestive	1
Female reproductive	4
Prenatal	3
Sick child	4
Well child	3.5
Newborn	1
Chronic disease	42
H & P	2.5
Total Hours	<u>34-32</u>

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

Section 5.10.040(a) was amended, as follows:

(a) **Qualifications for Trainees and Application Process.** The CHA/P Training Center will have a policy for selection of trainees. The selection process will include requiring applicants for trainee slots to file a completed statewide application form recommended no less than four ~~two~~ weeks prior to the start of the training session, unless extraordinary circumstances are present. The policy for selection must include requirements that the training applicants have no less than sixth grade math and reading skills and that they have completed Pre-Session, unless the applicant satisfies one of the exceptions to these requirements adopted under section 5.10.040(c).

June 24, 2009, three sections were amended, as follows:

Section 5.10.050(c) was amended as follows:

(c) **Faculty/Trainee Ratio.** Due to the short, intensive nature of CHA/P courses, ~~the following~~ faculty/trainee ratios for clinical instruction during complete patient encounters must be done on a one-to-one basis may not be exceeded. For all other clinical instruction the following faculty/trainee ratios may not be exceeded:

- (1) **Sessions I and II:** one to one;
- (2) **Sessions III and IV:** one to two depending on the independence of the trainees.

Section 5.10.055 was amended as follows:

(a) The CHA/P Training Center staff must evaluate each trainee at the end of each session and prepare a Post Session Learning Needs (PSLN) ~~form plan~~ to reinforce training and help the trainee to gain further competency during the 200 hours of village clinical experience between sessions.

(b) CHA/P Training Center staff must review the Post Session Field Training Follow-up Plan as a component in the application and approval process for selection of trainees. (Ref: Field Component Guidelines.) for completion of the field training requirements of Basic training for placement in the next session.

Section 5.20.030 was amended as follows:

Sec. 5.20.030. Provisional Certification. The Board may grant provisional certification to a CHA/P Training Center with Start-up Certification that is not eligible for full certification under section 5.20.020 provided it meets all the requirements for full certification, except that it is required to score only a minimum of 80% 424 points on the Review and Approval Committee CHA Education Program Evaluation Checklist evaluation. Provisional certification shall be effective for only six months and may be renewed only one time for a total of no more than one year.

October 7, 2009, five sections were amended, as follows:

Section 2.30.500(a)(1) was amended, as follows:

(a) **Training and Education.** A person meets the training and education requirements to be a certified expanded function dental health aide II upon successful completion of

(1) all requirements under sections 2.30.100(a)(1) and (a)(4) [PDHA I training & education requirements; training; (presession) & (BLS)], and 2.30.400(a)(1),(a)(2)(A), (a)(3), and (b) [~~CHA IV EFDHA I~~ supervision, training & education requirements; training & education; (PDHA I requirements), (basic restorative functions), & (preceptorship)], and 2.30.410 [EFDHA I supervision & competencies];

Section 5.10.050(d)(3) was amended, as follows:

(d) **Classroom and Clinical Instruction.** The intent in instruction for each session is to integrate the CHA/P Curriculum, the CHAM, and the training and skill of the community health aide/practitioner, with consideration to the “Role of the Community Health Aide/Practitioner.”

- (1) The CHA/P Curriculum objectives must be followed as a minimum standard.
- (2) The CHAM must be used as a reference book for teaching community health aides and practitioners, as a minimum standard.

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(3) The instructional materials for faculty must consist the Curriculum of course objectives ~~with either lesson plans, lecture notes, or student learning notes~~. Instructional materials must be updated every three years.

Section 5.10.055(a) and (b) were amended, as follows:

(a) The CHA/P Training Center staff must evaluate each trainee at the end of each session and prepare a Post Session Learning Needs (PSLN) form to reinforce training and help the trainee to gain further competency during the 200 hours of village clinical experience between sessions.

(b) CHA/P Training Center staff must review the Post Session Field Training Follow-up Plan for completion of the field training requirements of Basic Training for placement in the next session.

Section 5.20.020 was amended, as follows:

Sec. 5.20.020. Full Certification. The Board shall grant full certification to a CHA/P Training Center that demonstrates substantial compliance with the requirements of sections 5.10.010 [full certification] through 5.10.070 [faculty continuing education], through evidence satisfactory to the Board. Such evidence shall include submission of required materials, satisfactory performance during the on-site review and satisfactory completion of at least one training session. "Substantial compliance" shall require a minimum of 90% ~~136 points~~ on the Review and Approval Committee CHA Education Program Evaluation Checklist to include meeting all essential items evaluation.

Section 5.30.010 was amended, as follows:

Sec. 5.30.010. Periodic Submissions and Reviews. A CHA/P Training Center fully certified under section 5.20.020 [full certification] shall submit a CHA Training Center Annual Self-Evaluation Checklist each year ~~CHA/P Training Center Evaluation no less often than once every two years~~ and shall be subject to on-site reviews, upon reasonable notice, at the discretion of the Board, provided that an on-site review must occur no less often than once every five years. Such a CHA/P Training Center must notify the Board if a change in any of the following occurs:

- (1) the person responsible for coordination of the training within the center;
- (2) 50 percent or more of the staff within a 12 month period;
- (3) Medical Advisor;
- (4) methods of CHA/P Curriculum delivery;
- (5) facilities used for training; or
- (6) administration or finance that affects the viability of the training program.

June 8, 2010, thirteen sections were amended, as follows:

Section 2.30.210(b)(1)(2) was amended, as follows:

(b) **Competencies.** In addition to meeting the requirements of section 2.30.110 [PDHA I supervision & competencies], a certified primary dental health aide II must successfully demonstrate and maintain:

- (1)
 - (A) understanding and knowledge of dental anatomy;
 - (B) understanding and knowledge of caries and the periodontal disease process;
 - (C) identification and knowledge of dental instruments and equipment;
 - (D) understanding telemedicine technology;
 - (E) dental charting;
 - (F) problem-specific medical and dental history taking;
 - (G) basic knowledge of relationship between medical conditions and oral health;
 - (H) basic management of dental emergencies;
 - (I) proper handling and sterilization of instruments;
 - (J) disinfection of the operator; and
- (2) satisfactory performance of the following skills:
 - (A) problem-specific medical and dental history taking;
 - (B) recognition of medical and dental conditions that may require direct dental supervision or services;
 - (C) recognition of relationship between medical conditions and oral health;
 - (D) dental charting and patient record documentation;
 - (E) instrument handling and sterilization procedures;
 - (F) intra- and extra-oral photographs, if equipment is available.

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

Section 2.30.230(e) Dental Prophylaxis Requirements was amended, as follows:

(e) **Competencies.** In addition to meeting all other requirements of this section, the dental health aide must understand and successfully demonstrate and maintain the following competencies and skills:

- (1) understanding and following dental orders;
- (2) reviewing medical history and identifying contraindications for performing prophylaxis;
- (3) understanding when the patient should be referred to a dentist prior to carrying out prophylaxis;
- (4) explaining prophylaxis procedure and respond to questions from patient regarding prophylaxis;
- (5) proper patient and provider safety procedures;
- (A) proper use of dental instruments for safety of patient and provider;
- (B) proper use of ultrasonic or piezoelectric scalers;
- (6) scaling and polishing to remove calcereous deposits, accretions, and stains from the coronal or exposed surface of the tooth; and
- (7) consistent with direct orders from the dentist after a dental examination, sulcular irrigation.

Section 2.30.240(d)(3) was amended as follows:

(d) **Competencies.** In addition to meeting all other requirements of this section, a dental health aide may only perform dental radiology, if the dental health aide successfully demonstrates and maintains:

- (3) satisfactory performance of the following skills:
 - (A) radiological protection of operator and patient;
 - (B) use and storage of the lead apron and thyroid collar;
 - (C) review medical history and identify contraindications for performing x-rays;
 - (D) dosimeter (film badge) and radiology reports;
 - (E) recognition and correction of:
 - (i) distortion,
 - (ii) overlap,
 - (iii) cone-cutting
 - (iv) automatic processing problems;
 - (F) use of film holding devices
 - (G) positioning and exposing intra-oral radiographs;
 - (H) troubleshooting
 - (i) technique errors
 - (ii) processing errors;
 - (I) film handling during processing;
 - (J) film labeling;
 - (K) use of landmarks to mount film;
 - (L) use of daylight loader; and
 - (M) basic knowledge of digital radiography.

Section 2.30.250(c) was amended, as follows:

(c) **Competencies.** In addition to meeting all other requirements of this section, the dental health aide must understand and successfully demonstrate and maintain the ability to satisfactorily perform the following functions:

- ~~(1) taking impressions for study or working casts;~~
 - ~~(2) removing sutures and dressing;~~
 - (13) applying topical anesthetic agents;
 - ~~(4) removing excess cement from coronal surfaces;~~
 - (52) placing and removing rubber dams;
 - ~~(6) placing and removing matrices;~~
 - ~~(73) knowledge of dental procedures and use of instruments appropriate for the procedures~~
- basic knowledge of dental materials, instruments, and procedures; and
- (84) four-handed instrument transfer.

Section 2.30.260(e)(3) was amended, as follows:

(e) **Competencies.** In addition to meeting all other requirements of this section, a dental health aide may only perform ART, if the dental health aide successfully demonstrates and maintains:

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

- (3) identify cases appropriate ~~for referral~~ for ART;

Section 2.30.610(b)(3) was amended, as follows:

(b) **Competencies.** In addition to meeting the requirements of section 2.30.100(a)(1) and (a)(4) [PDHA I training & education requirements; training; (presession) & (BLS)] and 2.30.600 [DHAT training & education requirements], a certified dental health aide therapist must successfully demonstrate and maintain:

- (3) satisfactory performance under general supervision of a dentist of:

(A) all of the skills identified in sections 2.30.110 [PDHA I supervision & competencies], 2.30.210 [PDHA II supervision & competencies], 2.30.220 [sealant requirements], 2.30.230 [dental prophylaxis requirements], 2.30.240 [dental radiology requirements], 2.30.260 [ART requirements], 2.30.310 [DHAH supervision & competencies], 2.30.410 [EFDHA I supervision & competencies], 2.30.510 [EFDHA II supervision & competencies], and 2.30.550 [stainless steel crown placement requirements];

(B) diagnosis and treatment of caries; ~~and performance of pulpotomies on deciduous teeth~~

(C) performance of uncomplicated extractions of primary and permanent teeth;

(D) response to emergencies to alleviate pain and infection;

(E) administration of local anesthetic;

(F) recognition of and referring conditions needing space maintenance;

(G) maintenance of and repair of dental equipment;

(H) development of and carrying out community health prevention and education program;

(I) performance of pulpotomies on primary teeth.

Section 5.10.065 was amended and reformatted, as follows:

Sec. 5.10.065. CHA/P Training Center Self-Evaluation. A CHA/P Training Center must have a policy on quality assurance (QA)/continuous quality improvement (CQI). This policy must include documentation of post-session meetings for staff evaluation of training sessions and at least quarterly program reviews, evaluation of CHA ~~tools for CHA/P~~ clinical encounters, Patient Encounter Form (PEF) ~~patient care component~~ evaluation tool for quality and appropriateness of patient care as delineated by the CHAM, ~~weekly on-going classroom~~ evaluation of the CHA/P in a learner role, ~~and~~ a summary evaluation of the ~~trainee as well as CHA/P~~, CHA evaluations of training sessions and individual instructors, and faculty peer review of didactic and clinical instruction. The ~~QA/CQI quality assurance/continuous quality improvement~~ process must be in effect, documenting that evaluation tools are in use, trends are identified and the continuous quality improvement process is being implemented to address and modify those identified trends. ~~Completed QA evaluation tools must be on file and available for review by RAC.~~

Sec. 5.10.065. CHA/P Training Center Self-Evaluation.

(a) **A CHA/P Training Center** must have a policy on quality assurance (QA)/continuous quality improvement (CQI). This policy must include:

(1) documentation of post-session meetings for staff evaluation of training sessions and quarterly program reviews,

(2) evaluation of CHA clinical encounters,

(3) Patient Encounter Form (PEF) evaluation for quality and appropriateness of patient care as delineated by the CHAM,

(4) weekly evaluation of the CHA in a learner role,

(5) a summary evaluation of the CHA,

(6) CHA evaluations of training sessions and individual instructors, and

(7) faculty peer review of didactic and clinical instruction.

(b) **The QA/CQI** process must be in effect, documenting that evaluation tools are in use, trends are identified and the continuous quality improvement process is being implemented to address and modify those identified trends.

Section 7.20.050(a) was amended, as follows:

(a) **Subject Matter.** A Village-Based Dental Practice course must address the following topics:

(1) use of telemedicine technology, including use of intra- and extra-oral cameras;

(2) problem specific medical and dental history taking;

(3) recognition of medical and dental conditions;

(4) recognition of relationship between medical conditions and oral health.

Section 7.20.110(a) and (b) were amended, as follows:

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

- 1 (a) **Subject Matter.** A course in dental prophylaxis must address the following topics:
- 2 (1) understanding and following dental orders ~~if any~~;
- 3 (2) reviewing medical history and identify contraindications for performing prophylaxis;
- 4 (3) understanding when the patient should be referred to a dentist prior to carrying out
- 5 prophylaxis;
- 6 (4) explaining prophylaxis procedure and respond to questions from patient regarding
- 7 prophylaxis;
- 8 (5) proper patient and provider safety procedures, including:
- 9 (A) proper use of dental instruments for safety of patient and provider and
- 10 (B) proper use of ultrasonic or ~~and~~ piezoelectric scalers;
- 11 (6) scaling and polishing to remove calcereous deposits, accretions, and stains from the
- 12 coronal or exposed surface of the tooth; and
- 13 (7) consistent with direct orders from the dentist after a dental examination, sulcular
- 14 irrigation.
- 15 (b) **Hours of Training.** The course in which the topics listed in subsection (a) are addressed must
- 16 include a minimum of:
- 17 (1) 8 4 hours of didactic instruction and
- 18 (2) 6 ~~14~~ hours of clinical encounters.
- 19

20 **Section 7.20.120(a) was amended, as follows:**

21

- 22 (a) **Subject Matter.** A course in dental radiology must address the following topics:
- 23 (1) components of an x-ray machine;
- 24 (2) kilovoltage (kVp);
- 25 (3) density and contrast;
- 26 (4) milliamperage (mA);
- 27 (5) exposure time;
- 28 (6) film type;
- 29 (7) automatic processing equipment;
- 30 (8) darkroom lighting;
- 31 (9) purpose of film mounts;
- 32 (10) radiological protection;
- 33 (11) radiographic quality;
- 34 (12) radiographic technique;
- 35 (13) processing technique;
- 36 (14) presentation of radiographs;
- 37 (15) radiographic infection control;
- 38 (16) special radiograph techniques;
- 39 (17) maintenance of processor equipment;
- 40 (18) mounting and labeling of radiographs;
- 41 (19) radiological protection of operator and patient;
- 42 (20) use and storage of the lead apron and thyroid collar;
- 43 (21) review medical history and identify contraindications for performing x-rays;
- 44 (22) dosimeter (film badge) and radiology reports;
- 45 (23) recognition and correction of:
- 46 (A) distortion,
- 47 (B) overlap,
- 48 (C) cone-cutting
- 49 (D) automatic processing problems;
- 50 (24) use of film holding devices;
- 51 (25) positioning and exposing intra-oral radiographs;
- 52 (26) troubleshooting
- 53 (A) technique errors
- 54 (B) processing errors;
- 55 (27) film handling during processing;
- 56 (28) film labeling
- 57 (29) use of landmarks to mount film;
- 58 (30) use of daylight loader; and
- 59 (31) basic knowledge of digital radiography.
- 60

61 **Section 7.20.130(a) was amended, as follows:**

62

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(a) **Subject Matter.** A course in dental assisting must address the following topics:

- ~~(1) taking impressions for study or working casts;~~
- ~~(2) removing sutures and dressing;~~
- ~~(1-3) applying topical anesthetic agents;~~
- ~~(4) removing excess cement from coronal surfaces;~~
- ~~(2-5) placing and removing rubber dams;~~
- ~~(6) placing and removing matrices;~~
- ~~(3-7) basic knowledge of dental materials, instruments, and procedures~~ knowledge of dental procedures and use of instruments appropriate for the procedures; and
- ~~(4-8) four-handed instrument transfer.~~

Section 7.20.140(a)(3) was amended, as follows:

(a) **Subject Matter.** A course in atraumatic restorative treatment must address the following topics:

- (3) identify cases appropriate ~~for referral~~ for ART;

Section 7.20.300 was amended, as follows:

Sec. 7.20.300. Dental Health Aide Hygienist Training Program. A DHA hygienist training program must provide instruction and clinical training equivalent to that required for accreditation by the Commission on Dental Accreditation of the American Dental Association ~~Commission on Accreditation of Dental and Dental Auxiliary Education Programs of the American dental Association.~~

Section 7.20.400(b) was amended, as follows:

(b) **Hours of Training.** The course in which the topics listed in subsection (a) are addressed must include a minimum of:

- (1) ~~16-44~~ hours of didactic instruction;
- (2) ~~8-7~~ hours of laboratory instruction during which time 3 injections each of the maxillary infiltration, palatal, inferior alveolar, long buccal, and posterior superior alveolar injections ~~anterior palatine, incisive palatine, anterior and middle superior alveolar, posterior superior~~ are administered; and
- (3) clinical experience sufficient to establish the dental health aide's ability to adequately anesthetize the entire dentition and supporting structures in a clinical setting, requiring a minimum of 6 hours of clinical encounters under direct supervision of faculty during which time each patient receiving an injection receives a dental service; and including a minimum of 4 each of the injections listed above.

January 13, 2011, five sections were amended, as follows:

Section 1.40.010. Findings, paragraph (2) was amended, as follows:

(2) The community health aide program was authorized by Congress to promote the achievement of the health status objectives in the Indian Health Care Improvement Act in rural Alaska. These objectives are broad in scope and address virtually every aspect of health care, access, delivery, and status. Specialized training (medical, dental and behavioral health) and certification furthers those objectives by creating opportunities for community health aides to focus their training and practice on particular health issues and delivery strategies. Regardless of the specific title everyone certified under the community health aide program has the same basic responsibility: to improve health status among Alaska Natives living in rural Alaska.

Section 5.10.050(c) was amended, as follows:

(c) **Faculty/Trainee Ratio.** Due to the short, intensive nature of CHA/P courses, faculty/trainee ratios for clinical instruction during patient encounters, in which the trainee is the primary provider, as defined Sec.5.10.035(b)(1). must be done on a one-to one basis. For all other clinical instruction the following faculty/trainee ratios may not be exceeded:

- (1) **Session I and II:** one to one;
- (2) **Sessions III and IV:** one to two depending on the independence of the trainees.

Section 5.10.050(d)(3) was amended, as follows:

(d) **Classroom and Clinical Instruction.** The intent in instruction for each session is to integrate the CHA/P Curriculum, the CHAM, and the training and skill of the community health aide/practitioner, with consideration to the "Role of the Community Health Aide/Practitioner."

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(3) The instructional materials for faculty must consist of the CHA/P Curriculum course objectives and lesson plans. Instructional materials must be updated every three years.

Section 5.20.020 was amended, as follows:

Sec. 5.20.020. Full Certification. The Board shall grant full certification to a CHA/P Training Center that demonstrates substantial compliance with the requirements of sections 5.10.010 [full certification] through 5.10.070 [faculty continuing education], through evidence satisfactory to the Board. Such evidence shall include submission of required materials, satisfactory performance during the on-site review and satisfactory completion of at least one training session. “Substantial compliance” shall require a minimum score of 90% on the Review and Approval Committee CHA Education Program Evaluation Checklist to include meeting all essential items as defined in the checklist.

Section 7.20.400(b)(3) was amended, as follows:

(b) **Hours of Training.** The course in which the topics listed in subsection (a) are addressed must include a minimum of:

(3) clinical experience sufficient to establish the dental health aide’s ability to adequately anesthetize the entire dentition and supporting structures in a clinical setting, requiring a minimum of 6 hours of clinical encounters under direct supervision of faculty during which time each patient receiving an injection receives a dental service; which must include and including a minimum of 4 each of the injections listed above.

October 12, 2011, eight sections were amended, as follows:

Section 1.10.010 Authority was amended, as follows:

Sec. 1.10.010. Authority. The Community Health Aide Program Certification Board is established under the authority of the Act of November 2, 1921 (25 U.S.C. § 13, popularly known as the Snyder Act) pursuant to 25 U.S.C. § 1616/ (Section 119 of Pub. L. 94-437), the Indian Health Care Improvement Act, as amended, including the permanent reauthorization and amendments in Section 10221 of the Patient Protection and Affordable Care Act, Pub. L. 111-148, which incorporated by reference, as amended by Section 10221, S. 1790 as reported by the Senate Committee on Indian Affairs in December 2009 and directives and circulars of the United States Department of Health and Human Services, Public Health Service, Indian Health Service, Alaska Area Native Health Service.

Section 1.40.010. Findings. paragraphs (2) and (19) were amended, as follows:

(2) The community health aide program was authorized by Congress to promote the achievement of the health status objectives in the Indian Health Care Improvement Act in rural Alaska. These objectives are broad in scope and address virtually every aspect of health care, access, delivery, and status. Specialized training (medical, dental and behavioral health) and certification furthers those objectives by creating opportunities for community health aides to focus their training and practice on particular health issues and delivery strategies. Regardless of the specific title everyone certified under the community health aide program has the same basic responsibility: to improve health status among Alaska Natives living in rural Alaska.

(19) The Healthy People 2020 objectives, broadly and deeply address behavioral health issues including injury and violence prevention, mental health, quality of life and well-being, social determinants of health, substance abuse and tobacco, along with behavioral health considerations for each stage of life.

Section 2.30.310. Dental Health Aide Hygienist Supervision and Competencies was amended, as follows:

(a) **Dental Supervision.**

(1) Dental hygiene services may be performed under this section by a dental health aide hygienist under the general supervision of a dentist provided the dental health aide hygienist has met the requirements of all of the requirements of this section.

(2) a dental health aide hygienist may perform services identified in section 2.30.260 [ART requirements] under general supervision of a dentist upon successful completion of all of the requirements of the applicable section and requirements of section 2.30.200 (b) [PDHA II training and education requirements]

(b) **Competencies.** In addition to demonstrating the competencies identified in section 2.30.110(b) [PDHA I supervision & competencies; competencies], 2.30.210(b) [PDHA II supervision & competencies; competencies], 2.30.220(d) [sealant requirements; competencies], 2.30.230(e) [dental prophylaxis requirements; competencies], 2.30.240(d) [dental radiology requirements; competencies], and after satisfying the requirements of

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

2.30.300 [DHAH training & education requirements], a certified dental health aide hygienist must successfully demonstrate and maintain satisfactory performance of the following skills:

- (1) removing calculus deposits, accretions and stains from the surfaces of teeth by scaling and polishing techniques;
- (2) non-surgical periodontal therapy ~~root planing and periodontal soft tissue curettage~~;
- (3) placing sulcular medicinal or therapeutic materials;
- (4) periodontal probing; and
- (5) administration of local anesthetics and identification and responding to the side effects of local anesthetics.

Section 2.30.400. Expanded Function Dental Health Aide I Supervision, Training and Education Requirements was amended, as follows:

(a) **Training and Education.** A person meets the training and education requirements to be a certified expanded function dental health aide I upon successful completion of

(1) all requirements under sections 2.30.100(a)(1) and (a)(4) [PDHA I training & education requirements; (pre-session) & (BLS)];

(2) (A) (i) a Board approved course in basic restorative functions that satisfies the requirements of section 7.20.200 [basic restorative functions];

(ii) a course in basic restorative functions offered by an accredited school of high education; or

(iii) a course in basic restorative functions offered or approved by IHS, including “Restorative Functions – Basic”; or

(B) training that meets the requirements ~~certification~~ under section 2.30.230 [dental prophylaxis requirements]; and

(3) a preceptorship that satisfies the requirements in subsection (b) [EFDHA I preceptorship] of this section.

(b) **Preceptorship.**

An expanded function dental health aide I who has satisfied the requirements of

(1) subsection (a)(2)(A) [EFDHA I training & education; (basis restorative functions course)] must, after completion of the other requirements in subsection (a) [EFDHA I training and education] of this section, satisfactorily complete a preceptorship, which must:

~~(A)~~ be under the direct supervision of a dentist;

~~(B)~~ continue after completion of the training under subsection (a)(2) for a minimum of six months or 800 hours, whichever is longer; and

~~(C)~~ include satisfactory performance in the dental health aide's clinical setting under direct supervision of a dentist of a minimum of 50 restorations of which a minimum of 5 must be in each classification of amalgam class I, class II, and class V and composite class I, class III and class V; or

(2) subsection (a)(2)(B) [EFDHA I training and education (dental prophylaxis course)] must, after the completion of the other requirements in subsection (a) [EFDHA I training and education] of this section, satisfactorily complete a preceptorship as required under section 2.30.230 [dental prophylaxis requirements].

Section 2.30.410. Expanded Function Dental Health Aide I Supervision and Competencies was amended, as follows:

(a) **Dental Supervision.**

(1) An expanded function dental health aide I may perform the functions identified for a dental assistant under sections 2.30.250(c) [dental assistant function requirements; competencies] and 2.30.410(b) [EFDHA I supervision & competencies; competencies] only under the direct or indirect supervision of a dentist or dental health aide therapist.

(2) An expanded function dental health aide I may perform the services identified in section 2.30.550 [stainless steel crown placement requirements] under the direct or indirect supervision of a dentist or dental health aide therapist upon successful completion of all the requirements of the applicable section.

(3) An expanded function dental health aide I may perform the services identified in section 2.30.410 (b)(1) [EFDHA I supervision & competencies; competencies] 2.30.110(b)(1)(B), (C), (F) and (G), (b)(2)(A) through (C), and (b)(3)(D) [PDHA I supervision & competencies] under general supervision of a dentist or dental health aide therapist upon completion of the requirements of section 2.30.200(b) [PDHA II training & education requirements; (village-based dental practice course)].

~~(4)~~ An expanded function dental health aide I may perform services as provided for under sections 2.30.220 [sealant requirements], 2.30.230 [dental prophylaxis requirements], 2.30.240 [dental radiology

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

requirements], and 2.30.260 [ART requirements] under the general supervision of a dentist or dental health aide therapist, upon successful completion of all of the requirements of the applicable section and the requirements of section 2.30.200(b) [PDHA II training & education requirements; (village-based dental practice course)].

(b) **Competencies.** In addition to satisfying the requirements of 2.30.400 [EFDHA I ~~supervision~~ training & education requirements], a certified expanded function dental health aide must successfully demonstrate and maintain the following:

(1) (A) understanding of:

- (i) basic dental anatomy;
- (ii) caries disease process;
- (iii) periodontal disease process;
- (iv) infection control;
- (v) health care system access, including access to Medicaid and other third-party

resources;

- (v) scheduling;
- (vi) theory of prevention;
- (vii) fluoride as a drug and related issues;
- (ix) dental charting and patient record documentation;

(B) competency in the following subjects:

- (i) topical fluoride treatment(s)
- (ii) oral hygiene instruction;
- (iii) identification of potential dental problems and appropriate referrals;
- (iv) recognition of medical and dental conditions that may require direct dental

supervision or services;

- (v) those provided for under sections 2.20.110(b)(1), (3) through (12), and (14)

[CHA I competencies; (competencies)];

- (vi) dental health aide's general scope of work;
- (vii) basic life support and basic management of dental emergencies;

(C) satisfactory performance of the following skills:

- (i) use of CHAM;
- (ii) general medical history taking;
- (iii) patient education including the explanation of prevention strategies, including

fluoride and sealants;

- (iv) toothbrush prophylaxis;
- (v) clean/sterile techniques
- (I) proper handling and sterilization of instruments;
- (II) disinfection of the operator
- (vi) universal precautions; and
- (vii) handwashing;
- (viii) basic knowledge of dental materials, instruments and procedures;
- (ix) four-handed instrument transfer;
- (x) applying topical anesthetic agents;
- (xi) placing and removing rubber dams; and

~~(1) — the satisfactory performance of the competencies identified in sections (A) 2.30.110(b)(1)(A), (D) and (E), (b)(2)(A), (E) through (G), and (b)(3)(A) and (E) through (H) [PDHA I supervision & competencies];~~

~~(B) — 2.30.210(b)(1)(A), (C), (E), (G), (H), and (I) and (b)(2)(C) and (D) [PDHA II supervision & competencies; competencies]; and~~

~~(C) — 2.30.250(e) [dental assistant function requirements; competencies]; and~~

(2) (A) for an expanded function dental health aide I who has satisfied the requirements of section 2.30.400(a)(2)(A) [EFDHA I ~~supervision~~ training & education requirements; training & education; (basic restorative functions course)] and (b) [EFDHA I ~~supervision~~, training & education requirements; preceptorship],

- (i) (I) advanced understanding of tooth morphology, structure and function; and
- (II) an ability to discriminate between acceptable and unacceptable restoration;

and

- (ii) competency in and satisfactory performance of the following skills:
 - (I) placement and finishing of Class I, II and V dental amalgams (simple

fillings) after preparation by the dentist or dental health aide therapist; and

(II) dental composite placement Class I, III and V (simple fillings) after preparation by a dentist or dental health aide therapist; and

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(III) provide appropriate post-procedure instructions; (B) for an expanded function dental health aide I who has satisfied the requirements of section 2.30.400(a)(2)(B) [EFDHA I ~~supervision~~, training & education requirements; training and education; (prophylaxis ~~training certification~~)], the requirements of section 2.30.230(e) [dental prophylaxis requirements; competencies].

Section 2.30.500. Expanded Function Dental Health Aide II Training and Education Requirements was amended, as follows:

- (a) **Training and Education.** A person meets the training and education requirements to be a certified expanded function dental health aide II upon successful completion of
- (1) all requirements under sections 2.30.100(a)(1) and (a)(4) [PDHA I training & education requirements; training; (presession) & (BLS)], and 2.30.400(a)(1), (a)(2)(A), (a)(3), and (b) [EFDHA I ~~supervision~~, training & education requirements; training & education; (PDHA I requirements), (basic restorative functions), & (preceptorship)], and 2.30.410 [EFDHA I supervision & competencies];

Section 2.30.510. Expanded Function Dental Health Aide II Supervision and Competencies was amended, as follows:

- (a) **Dental Supervision.**
- (1) An expanded function dental health aide II may perform the functions identified for a dental assistant under sections 2.30.250(c) [dental assistant function requirements; competencies] and 2.30.510(b) [EFDHA II supervision & competencies; competencies] only under the direct or indirect supervision of a dentist or dental health aide therapist.
- (2) An expanded function dental health aide II may perform the services identified in section 2.30.550 [stainless steel crown placement requirements] under the direct or indirect supervision of a dentist or dental health aide therapist upon successful completion of all of the requirements of the applicable section.
- (3) An expanded function dental health aide II may perform the services identified in section 2.30.410 (b)(1) [EFDHA I supervision & competencies; competencies] under general supervision of a dentist or dental health aide therapist upon completion of the requirements of section 2.30.200(b) [PDHA II training & education requirements; (village-based dental practice course)].
- (4) An expanded function dental health aide II may perform services as provided for under sections 2.30.220 [sealant requirements], 2.30.230 [dental prophylaxis requirements], 2.30.240 [dental radiology requirements], and 2.30.260 [ART requirements] under the general supervision of a dentist or dental health aide therapist, upon successful completion of all of the requirements of the applicable section and the requirements of section 2.30.200(b) [PDHA II training & education requirements; village-based dental practice].
- (b) **Competencies.** In addition to satisfying the requirements of 2.30.500 [EFDHA II training & education requirements], a certified expanded function dental health aide must demonstrate and maintain of the following:
- (1) the satisfactory performance of the competencies identified in sections
- ~~(A) — 2.30.110(b)(1)(A), (D) and (E), (b)(2)(A), (E) through (G), and (b)(3)(A) and (E) through (H) [PDHA I supervision & competencies; competencies];~~
- ~~(B) — 2.30.210(b)(1)(A), (C), (E), (G), (H), and (I) and (b)(2)(C) and (D) [PDHA II supervision & competencies; competencies];~~
- ~~(A) 2.30.240(d) [dental radiology requirements; competencies];~~
- ~~(B) 2.30.250(c) [dental assistant function requirements; competencies];~~
- ~~(C) 2.30.410(b) [EFDHA I supervision & competencies; competencies]; and~~
- (2) understanding of
- (A) the basics of occlusion as they apply to restorative dentistry and
- (B) current state-of-the-art dental bonding agents;
- (3) competency in and satisfactory performance of the following skills:
- (A) placement and finishing of cusp protected amalgam and complex Class II amalgams (complex fillings);
- (B) placement and finishing of dental composite Class II and IV (complex fillings); and
- (C) provide appropriate post-procedure instructions.

Section 2.30.550(a) and (c). Stainless Steel Crown Placement Requirements were amended, as follows:

- (a) **Prerequisites.** An expanded function dental health aide may be certified under this section to place stainless steel crowns under the conditions set forth in subsections (b) through (e) of this section provided the expanded function dental health aide satisfies the requirements of:

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(1) sections 2.30.400(a)(1),(a)(2)(A), (a)(3), and (b) [EFDHA I ~~supervision~~ training & education requirements; training & education & preceptorship] and 2.30.410 [EFDHA I supervision & competencies] or

(b) **Dental Supervision.** An expanded function dental health aide I or II may perform stainless steel crown placement only under the direct or indirect supervision of a dentist or dental health aide therapist.

(c) **Training and Education.** A person meets the training and education requirements to place stainless steel crowns upon successful completion of:

(1) all requirements under sections 2.30.400(a)(1),(a)(2)(A), (a)(3), and (b) [EFDHA I ~~supervision~~, training & education requirements; training & education & preceptorship] and 2.30.410 [EFDHA I supervision & competencies] or 2.30.500 [EFDHA I training & education requirements] and 2.30.510 [EFDHA II supervision & competencies];

January 11, 2012, two sections were amended, as follows:

Section 2.30.230(d) was amended, as follows:

(d) **Preceptorship.** A dental health aide must, after completion of the requirements in subsection (c) of this section, under the direct supervision of a dentist, dental health aide therapist, licensed dental hygienist or dental health aide hygienist, satisfactorily complete a preceptorship during which the dental health aide satisfactorily performs a minimum of 40 dental prophylaxis of which:

- (1) a minimum of 10 must be performed on children under 8 years of age and
- (2) a minimum of 10 must be performed on adults with supra-gingival calculus.

Section 2.30.610(b)(3) was amended, as follows:

(b) **Competencies.** In addition to meeting the requirements of section 2.30.100(a)(1) and (a)(4) [PDHA I training & education requirements; training; (presession) & (BLS)] and 2.30.600 [DHAT training & education requirements], a certified dental health aide therapist must successfully demonstrate and maintain:

(3) satisfactory performance under general supervision of a dentist of:

(A) all of the skills identified in sections 2.30.110 [PDHA I supervision & competencies], 2.30.210 [PDHA II supervision & competencies], 2.30.220 [sealant requirements], 2.30.230 [dental prophylaxis requirements], 2.30.240 [dental radiology requirements], 2.30.260 [ART requirements], ~~2.30.310 [PDHA I supervision & competencies]~~, 2.30.410 [EFDHA I supervision & competencies], 2.30.510 [EFDHA II supervision & competencies], and 2.30.550 [stainless steel crown placement requirements];

- (B) diagnosis and treatment of caries;
- (C) performance of uncomplicated extractions of primary and permanent teeth;
- (D) response to emergencies to alleviate pain and infection;
- (E) administration of local anesthetic;
- (F) recognition of and referring conditions needing space maintenance;
- (G) maintenance of and repair of dental equipment;
- (H) development of and carrying out community health prevention and education

program.

(I) performance of pulpotomies on primary teeth.

June 13, 2012, two sections were amended, as follows:

Section 2.30.610. Dental Health Aide Therapist Supervision and Competencies was amended, as follows:

(a) **Dental Supervision.** Dental health aide therapist services may be performed under this section by a dental health aide therapist under the general supervision of a dentist provided the dental health aide therapist has met the requirements of this section. Pulpal therapy (not including pulpotomies on deciduous teeth) or extraction of adult teeth can be performed by a dental health aide therapist only after consultation with a licensed dentist who determines that the procedure is a medical emergency that cannot be resolved with palliative treatment.

Section 2.40.030. Behavioral Health Aide/Practitioner Trial Examination was deleted. It read:

Sec. 2.40.030. Behavioral Health Aide/Practitioner Trial Examination.

(a) **Findings.** Standardized assessment measures, which may include written or oral testing and other standardized practice activities such as role playing, may be useful devices for evaluating the knowledge and skills of candidates for certification. Such tests need to be validated to assure that they are testing accurately for the knowledge and skills required. This requires that the tests be culturally sensitive and not biased towards unrelated

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

skills, such as reading in English (except when that is the skill being tested). Requiring candidates for certification who have been practicing for some time to take the tests will allow measuring the outcomes of the tests against the assessment of the actual practice skills of the candidates.

(b) **Requirements.** All applicants for certification as a behavioral health aide or practitioner must take the Trial Behavioral Health Aide/Practitioner examination applicable to the level of certification for which the applicant is applying, provided that

(1) if the trial examination has not been approved by the Board prior to application for certification this requirement will not apply;

(2) if a behavioral health aide or practitioner is certified without having taken the trial examination, the aide or practitioner will take the trial examination, upon request of the Board; and

(3) the results of the trial examination shall not be considered when evaluating the applicant's application for certification.

October 4, 2012, three sections were amended, as follows:

Section 3.10.100. Approved Continuing Education Programs for CHA/P was renumbered and amended, as follows:

(a) **Competencies.** To be approved by the Board, a continuing education program must:

(1) cover one or more of the course of study subjects or competencies listed in sections 2.20.100 [CHA I training & education requirements] through .510 [CHP competencies], the CHA/P Curriculum, or the CHAM; ~~and~~

(2) directly relate to the clinical practice of a community health aide or community health practitioner; and,

(3) be no less than 1 hour in length.

Section 3.10.200. Approved Continuing Education Programs for DHA was renumbered and amended, as follows:

(a) **Competencies.** To be approved by the Board, a continuing education program for a dental health aide must:

(1) cover one or more of the course of study subjects or competencies listed in sections 2.30.100 [PDHA I training & education requirements] through .610 [DHAT supervision & competencies]; ~~and~~

(2) directly relate to the clinical practice of a dental health aide; and

(3) be no less than 1 hour in length.

Section 3.10.300. Approved Continuing Education Programs for BHA/P was renumbered and amended, as follows:

(a) **Competencies.** To be approved by the Board, a continuing education program must:

(1) contribute to the knowledge or skills described in section 2.40.500 [BHA/P knowledge, skills, and scope of practice] or expand on content or subject matter described in chapter 8 [BHA curricula] ~~and~~;

(2) directly relate to the clinical practice of a behavioral health aide or practitioner, which shall include courses related to the effects of tobacco use and tobacco use assessment and treatment; and

(3) be no less than 1 hour in length.

January 11, 2013, one section was amended, as follows:

Section 3.10.050. DHA Continuing Education Requirements was amended, as follows:

(a) **Unlapsed Certificate.**

(1) An applicant for renewal of a certificate under article 30 of chapter 2 whose certificate has not lapsed must meet:

(A) any specific recertification requirements set forth therein;

(B) satisfactory performance under the direct supervision of a dentist, dental hygienist, or dental health aide therapist of a minimum of: ~~8 of each procedure for which the dental health aide is certified; and~~

(i) 80 hours, demonstrating competence in each procedure for which the dental health aide is certified, or

(ii) 8 of each procedure for which the dental health aide is certified; and

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(C) if the dental health aide has not completed the requirements for another level of certification or module during the concluding two-year certification period, satisfactory completion of 24 contact hours of continuing education approved by the Board on varied or updated topics.

~~(i) 24 contact hours of continuing education approved by the Board on varied or updated topics;~~

~~(ii) an additional 24 hours of patient contact under direct supervision of a dentist, dental hygienist, or dental health aide therapist; or~~

~~(iii) some combination of (i) and (ii) adding up to 24 hours.~~

(2) If the direct supervision required under subsections (1)(B) or ~~(1)(C)(iii)~~ of this section is provided by anyone other than a dentist, the supervisor must have been authorized to supervise the preceptorship of the procedures being performed under the applicable provision of chapter 2, article 30 [Standards for Dental Health Aides].

October 29, 2013, seven sections were amended, as follows:

Section 1.20.010. Definitions (27) was amended, as follows:

(27) “eLearning” means formal instruction where students and instructors are separated by geography, time or both for the majority of the instructional period.

Section 2.30.260(b). Atraumatic Restorative Treatment (ART) Requirements was amended, as follows:

(b) Dental Supervision.

(1) The dental health aide may perform ~~non-emergency~~ ART only after consultation with a dentist or dental health aide therapist (exception is the dental health aide hygienist who must be supervised by a dentist) who has reviewed appropriate dental records regarding the patient, which may include radiographs and intra-oral photographs, and

(2) ART may be performed under this section by a dental health aide under the general supervision of a dentist or dental health aide therapist (exception is the dental health aide hygienist who must be supervised by a dentist) provided the dental health aide has met the requirements of all of the requirements of this section, including successful completion of the requirements of section 2.30.200(b) [PDHA II training & education requirements; (village-based dental practice course)].

Section 2.30.310(b)(2). Dental Health Aide Hygienist Supervision and Competencies was amended, as follows:

(b) Competencies. In addition to demonstrating the competencies identified in section 2.30.110(b) [PDHA I supervision & competencies; competencies], 2.30.210(b) [PDHA II supervision & competencies; competencies], 2.30.220(d) [sealant requirements; competencies], 2.30.230(e) [dental prophylaxis requirements; competencies], 2.30.240(d) [dental radiology requirements; competencies], and after satisfying the requirements of 2.30.300 [DHAH training & education requirements], a certified dental health aide hygienist must successfully demonstrate and maintain satisfactory performance of the following skills:

(1) removing calculus deposits, accretions and stains from the surfaces of teeth by scaling and polishing techniques;

(2) non-surgical periodontal therapy root planing and periodontal soft tissue ~~curettae~~ curettage;

Section 5.10.020. Training Facilities was amended, as follows:

Sec. 5.10.020. Training Facilities. A CHA/P Training Center facility must provide classroom, or e-classroom and clinical environments that are conducive to a positive learning experience for faculty and community health aide trainees by ensuring that:

(1) traditional classrooms have this should include appropriate space and privacy. An environmental health review of the facility must be performed and on file. Specific consideration and evaluation in the areas of safety, adequacy of space, air quality, lighting, heating, and storage and disposal of hazardous waste must be documented.

(2) e-classrooms have appropriate policies on Internet safety and privacy, appropriate language, emergency procedures for Internet outages, and recommendations on lighting, noise, and an ergonomic environment.

Section 5.10.025(a)(2). Training Staff was amended, as follows:

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(a) Qualifications and Roles.

(2) Instructor. CHA/P Training Center instructors must consist of a majority fulltime equivalent mid-level practitioner or physician instructors who are employees of the federal government or licensed by the State of Alaska. Additional instructors should be certified or licensed and have formal training in the knowledge and skills that they are teaching. All instructors will be monitored to assure compliance with the CHA/P Curriculum and competence in subject being taught. Instructors teaching CHA curriculum via eLearning must demonstrate competency in e-teaching by experience, completed coursework, or other approved measure.

Section 5.10.045. Trainee Services was amended, as follows:

(a) **Counseling and Health Services.** The CHA/P Training Center must have a system for onsite or online initial individual counseling for trainees, which may include assigning faculty members for this purpose. Referral for confidential counseling by mental health professionals must be available to trainees. A system to provide acute care and emergency health services must also be provided.

(b) **Academic Advising.** A CHA/P Training Center must provide an onsite or online system for trainee academic advising, documentation of formative and summative evaluations, and advising pertinent to the role of the community health aide and practitioner and certification.

(d) **Housing, Meals, and Transportation.** Housing, meals and transportation should be available, affordable, and conveniently located to face-to-face or traditional trainees.

(e) **Internet Connectivity.** A workstation with Internet connectivity must be conveniently accessible as an alternate to an eLearning students' own Internet service.

Section 5.10.050. Community Health Aide Curriculum and Teaching Guidelines was amended, as follows:

(a) **Duration of Training and Attendance.** The length of Sessions I, II, III and IV training sessions must meet the minimum standards delineated in the CHA/P Curriculum are based on the competencies as stated in Sec. 2.20.110, CHA I; Sec. 2.20.210, CHA II; Sec. 2.20.310, CHA III; and Sec. 2.20.410, CHA IV. The CHAP Training Center must establish and enforce an attendance policy, which assures that each training participant fully satisfies all conditions of the training.

(b) **Class Size.** The size of classes must allow for faculty/trainee ratios under section 5.10.050(c). [CHA/P Curriculum and teaching guidelines; faculty/trainee ratio], and otherwise be determined by the number of exam rooms available for clinical experience, the size of the classroom for onsite didactic instruction, course content, past trends identified in the particular class and the CHA/P Curriculum requirements for lab skills instruction.

d) **Classroom and Clinical Instruction.** The intent in instruction for each session is to integrate the CHA/P Curriculum, the CHAM, and the training and skill of the community health aide/practitioner, with consideration to the "Role of the Community Health Aide/Practitioner."

(3) The instructional materials for faculty must consist of the CHA/P Curriculum course objectives and lesson plans. Instructional materials must be updated every three years. Additionally, for eLearning classes externally linked content not created by the CHA/P instructor must be checked for accuracy prior to every session.

~~(4) For each training session the percentage of classroom/clinical time must meet the requirements of the CHA/P Curriculum. skills practice and clinical hours will meet the requirements of the CHA/P Curriculum.~~

~~(45)~~ Learning objectives and course expectations must be clearly defined for each trainee.

January 17, 2014, two sections were amended, as follows:

Section 1.20.010. Definitions (4) was amended, as follows:

(4) "Behavioral health professional" means a person who

(A) has ~~a~~ at least a master's degree in psychology, social work, counseling, marriage and family therapy, substance abuse or addiction, nursing with a psychiatric mental health specialty, or a related field; and

Section 1.20.010. Definitions (6) was amended, as follows:

(6) "BHAM" means the Behavioral Health Aide Manual, as revised, or its successor if approved by this Board;

Section 2.10.010(b)(2). Initial Qualifications was amended, as follows:

(b) **Special Conditions**

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(2) **Behavioral Health Aide's or Practitioner's Prior Practice.** A person who applies for certification as a behavioral health aide or behavioral health practitioner within 24 months after ~~June 18, 2008~~ June 18, 2009 may be certified as a behavioral health aide or behavioral health practitioner without having met all of the applicable requirements of section 2.40.100 [BHA I training, practicum, and experience requirements], 2.40.200 [BHA II training, practicum, and experience requirements], 2.40.300 [BHA III training, practicum, and experience requirements], or 2.40.400 [BHP training, practicum, and experience requirements], provided the applicant provides evidence satisfactory to the Board that he or she

May 15, 2014, twelve sections were amended, as follows:

Section 2.30.240(c). Dental Radiology Requirements:

(c) **Training, Education and Preceptorship.** The dental health aide must have satisfactorily completed one of the following:

(1) (A) a Board approved course in dental radiology that satisfies the requirements of section 7.20.120 [dental radiology];

(B) a course in dental radiology offered by an accredited school of higher education;

(C) a course in dental radiology offered or approved by IHS, including "Basic Radiology for Dental Staff"; or

(D) satisfactory performance in exposing and developing a minimum of 75 dental radiographs under the direct supervision of a dentist, ~~or~~ dental health aide therapist, dental health aide hygienist, or dental hygienist including:

(i) a minimum of 10 sets of bitewing radiographs, provided that a minimum of 5 sets of the bitewings must be on children under 7 years of age, and

(ii) a minimum of 20 periapicals and 3 occulsals.

(2) If in the course under (1)(A) through (C) the dental health aide did not satisfactorily expose radiographs on at least 10 patients, then after the completion of the course, the dental health aide must complete, under direct supervision of a dentist ~~or~~ dental health aide therapist, dental health aide hygienist, or dental hygienist enough additional radiographs to have satisfactorily completed exposures on no less than 10 patients.

Section 2.30.300. Dental Health Aide Hygienist Training and Education:

Sec. 2.30.300. Dental Health Aide Hygienist Training, Education, and Licensure Requirements. A person meets the training, education, and licensure requirements to be a certified dental health aide hygienist upon successful completion of

(a) all requirements under sections 2.30.100(a)(1) [PDHA I training & education requirements; training (pre-session)] and (4) [PDHA I training & education requirements; training; (BLS)];

(b) (1) an accredited school of dental hygiene or

(2) a dental hygiene training and education program approved by the Board; and

(c) if not covered in the training under (b)(1) or (2) of this section or if the training has not been kept up-to-date through practice or continuing education, a course in local anesthetic that is:

(3) approved by the Board that satisfies the requirements of section 7.20.400 [local anesthetic administration];

(4) offered by an accredited school of higher education; or

(5) offered or approved by IHS; and

(d) is licensed as a dental hygienist in Alaska under AS 08.32.10 or a dental hygienist in the employ of the federal government in the discharge of official duties who is a dental hygienist licensed in one of the states or territories of the United States.

Sec. 2.40.010. Supervision of Behavioral Health Aides and Behavioral Health Practitioners was amended ,as follows:

(a) Clinical Oversight.

(1) **Program Responsibility.** A behavioral health aide or practitioner may only practice in a program in which clinical oversight of the behavioral health program is provided and responsibility is taken by a licensed behavioral health clinician who This person must be:

(A) familiar with the BHA/P program, the Standards and the BHAM; and

(B) employed by the federal government or employed by or under contract with a tribal health program operating a community health aide program in Alaska under the ISDEAA.

Section 2.40.300. Behavioral Health Aide III Training, Practicum, and Experience Requirements:

(b) Behavioral Health Aide III Specialized Training Program. The behavioral health aide III

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

specialized training program is comprised of Board approved courses, or their equivalent, that satisfy the requirements of sections :

- (1) 8.20.325 [treatment of co-occurring disorders];;
- (2) 8.20.335 [advanced behavioral health clinical care];
- (3) 8.20.340 [documentation and quality assurance];
- (4) 8.20.345 [introduction to case management supervision];
- (5) 8.20.350 [applied case studies in Alaska Native culture based issues];;
- (6) 8.20.370 [behavioral health clinical team building]; ~~and~~
- (7) 8.20.385 [introduction to supervision]; and
- (8) 8.20.390 [child development].

Section 2.40.300(b). Behavioral Health Aide III Training, Practicum, and Experience Requirements were amended, as follows:

(b) Behavioral Health Aide III Specialized Training Program. The behavioral health aide III specialized training program is comprised of Board approved courses, or their equivalent, that satisfy the requirements of sections

- (1) 8.20.325 [treatment of co-occurring disorders],
- (2) 8.20.335 [advanced behavioral health clinical care],
- (3) 8.20.340 [documentation and quality assurance],
- (4) 8.20.345 [introduction to case management supervision],
- (5) 8.20.350 [applied case studies in Alaska Native culture based issues],
- (6) 8.20.370 [behavioral health clinical team building], and
- (7) 8.20.385 [introduction to supervision], and
- (8) 8.20.390 [child development].

Section 8.20.140. Introduction to Documentation. This course, which shall be 12 contact hours, will provide

- (a) foundational information regarding
 - (1) the establishment and maintenance of a quality client record, including the essential components of clinical/counseling records, including assessments, treatment plans, progress notes, discharge summaries, and authorizations for disclosure;
 - (2) the purpose and elements of case narrative recording, including using data, assessment, and plan (“DAP”); subjective, objective, assessment and plan (“SOAP”); and other formats for case narrative recording;
- (b) an introduction to
 - (1) the use of standardized information management systems and screening tools widely used by Alaska behavioral health programs;
 - (2) using criteria contained in the Diagnostic and Statistical Manual and American Society of Addiction Medicine (“ASAM”) Patient Placement Criteria (“PCC”) to standardize documentation in relation to treatment and service planning (problem list, goals, objectives, and interventions);
 - (3) documentation requirements specific to prevalent payers and accrediting bodies, such as Medicaid, Medicare, Commission on the Accreditation of Rehabilitation Facilities (“CARF”), and The Joint Commission; and
 - (4) special documentation issues arising
 - (A) in family and group counseling;
 - (B) when recording information subject to special confidentiality conditions, such as information about infectious diseases; and
 - (5) administrative record keeping; and
- ~~(b)~~(c) applied exercises in which trainees practice documenting client related work and consider the effect of confidentiality rules on the application of documentation requirements.

Section 8.20.150. Working with Diverse Populations was amended, as follows:

Sec. 8.20.150. Working with Diverse Populations: This course, which shall be 12 contact hours, will provide

- (1) foundational and practice information regarding working with clients of different ethnic or racial heritage, age, gender, ~~life-style~~ lifestyle, sexual orientation, spirituality, and socioeconomic status;
- (2) an introduction to beliefs, attitudes, knowledge and skills generally maintained by an effective multi-culturally aware counselor;
- (3) applied exercises to develop skills associated with respectfully assessing client needs;
- (4) strategies for working in Alaska Native community with other prominent minority/cultural groups in rural Alaska; and
- (5) information regarding the implications of personal and cultural historical trauma.

Section 8.20.335. Advanced Behavioral Health Clinical Care was amended, as follows:

Sec. 8.20.335. Advanced Behavioral Health Clinical Care: This course, which shall be ~~40~~ 20 contact hours, will provide, in a seminar format, an opportunity for trainees to

(1) analyze and discuss the philosophical and practice basis of the major counseling theories (e.g. psychoanalytic, Adlerian, existential, person-centered, gestalt, transactional, behavioral, rational-emotive, and other cognitive-behavioral) in behavioral health;

(2) present approaches having value and application within village-based behavioral health services targeting individuals affected by multiple disorders; and

(3) participate in exercises to support applied use of “Best Practice” models.

Section 8.20.340. Documentation and Quality Assurance Care was amended, as follows:

Sec. 8.20.340. Documentation and Quality Assurance. This course, which shall be 16 contact hours, will provide

(1) advanced information regarding clinical/counseling records;

(2) an introduction to quality assurance and how to evaluate:

(A) the quality of clinical record documentation;

(B) documentation to determine compliance with payer requirements and grant conditions, including how to conduct chart audits and compile information necessary to respond to external reviews and audits;

~~(2)~~(3) applied exercises in evaluating record documentation and potential remediation 50 for record deficits.

Section 8.20.385. Introduction to Supervision was amended, as follows:

Sec. 8.20.385. Introduction to Supervision. This course, which shall be 8 contact hours, will provide

(1) introduction to philosophy and practical application of functions of 45 supervision, including coach/mentor, tutor/teacher, consultant, role model, evaluator, and administrator;

(2) guidance in developing a vision for supervisory relationships and defining expectations;

(3) skill development in nurturing counselor development, promoting development of skills and competencies, and achieving accountability;

(4) introduction to ethics of supervision;

(5) introduction to administrative requirements and related supervision; and

~~(5)~~(6) guidance in managing conflicting functions expected of supervisors; and

~~(6)~~ (7) application exercises to assist trainees to practice various functions of supervision and begin developing their own supervisory approaches.

Section 8.20.400. Introduction to Supervision was amended, as follows:

Sec. 8.20.400. Issues in Village-Based Behavioral Health. This course, which shall be ~~40~~ 20 contact hours and be conducted in a seminar format, will require participants to

(1) analyze and discuss contemporary problems and issues associated with providing village-based behavioral health services, including emerging clinical issues, funding, billable services, staffing levels, manpower development, etc.;

(2) present and evaluate the effectiveness of individual and community intervention models in village-based behavioral health services; and

(3) analyze how to address practice challenges in a village-based setting,

Section 8.20.425. Special Issues in Behavioral Health Services was amended, as follows:

Sec. 8.20.425. Special Issues in Behavioral Health Services. This course, which shall be 16 contact hours, will provide an opportunity for trainees to

(a) analyze and discuss the specialized evaluation, services, treatment, and case management needs of individuals affected by

(1) experiences such as

(A) child abuse, domestic violence, elder abuse, sexual assault, or other violence, and

(B) alcohol related brain disorder and traumatic brain injury,

(C) disasters, fires, and other traumatic events; and

(2) conditions such as

(A) fetal alcohol spectrum disorder (FASD);

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

- (B) attention deficit disorder (ADD) and attention deficit hyperactivity disorder (ADHD),
(C) developmental disabilities,
(D) tobacco dependency, especially in patients with medical conditions, such as periodontal disease, pregnancy, diabetes, cardiovascular disease, and lung disease that are affected by tobacco use;
(E) other health conditions that affect behavior or adjustment; and
(3) ~~(2)~~ participate in the development of specialized service planning to address the needs of clients with these clinical issues.

June 12, 2014, ten sections were amended, as follows:

Section 2.40.100(b)(c)(d). Behavioral Health Aide I Training, Practicum, and Experience Requirements were amended, as follows:

(b) Behavioral Health Aide I Alternative Training.

(1) **Minimum Required Content.** In lieu of completing one or more of the specialized training courses ~~program~~ described in subsection (a) [BHA I specialized training program], a person may satisfy the course ~~training~~ requirements for certification as a behavioral health aide I by successfully completing one of the courses of study determined by the Board under Sec. 8.20.010 [equivalent courses] to be equivalent to those required under subsection (a) [BHA I specialized training]. ~~identified in paragraph (2) [alternate courses of study] of this subsection, provided:~~

(A) ~~—such course of study must have included content equivalent to that described in subsection (a) [specialized BHA I training program] or~~

(B) ~~—to the extent it did not, the person successfully completed those courses listed in subsection (a)(1) as necessary to fill any gaps.~~

(2) Alternate Courses of Study. Alternate courses of study are:

(A) ~~—the Regional Alcohol and Drug Abuse Counselor Training (RADACT) resulting in Counselor Technician certification from the Alaska Commission for Behavioral Health Certification (ACBHC);~~

(B) ~~—the University of Alaska Rural Human Services Behavioral Health program resulting in an Occupational Endorsement;~~

(A)(C) ~~those from an accredited college or university resulting in an associate, bachelor or master of arts, science or social work degree with a major in human services, addictions and chemical dependency, behavioral health, psychology, social work, counseling, marriage and family therapy, or nursing with a behavioral health specialty; or a related field; or~~

(B)(D) ~~one determined by the Board to be equivalent to that required under subsection (a) [BHA I specialized training] or (b)(2)(A) through (B) (C) of this section.~~

(c) **Behavioral Health Aide I Practicum.** After completion of the training listed in subsection (a) [BHA I specialized training program] or (b) [BHA I alternative training] of this section, the applicant must additionally complete a 100 hour clinical practicum under the direct supervision of a licensed behavioral health clinician or behavioral health professional. The applicant must satisfactorily perform each of the following: fewer than:

(1) no fewer than 25 ~~35~~ hours of providing initial intake and client orientation to services including screening and initial intake, paperwork with appropriate case documentation;

(2) no fewer than 25 ~~30~~ hours of providing case management and referral with appropriate case documentation; and

(3) no fewer than 35 hours of providing village-based community education, prevention, and early intervention services with appropriate case documentation; and

(4) the balance of the hours must be related to practicum components listed in subsections (c)(1) through (c)(3) of this section.

(d) Behavioral Health Aide I Work Experience.

(1) **Minimum Experience.** Prior to being certified as a behavioral health aide I, a person, who seeks certification based on training or education described in subsections (a) [BHA I specialized training] or (b) [BHA I alternative training] ~~(b)(2) [alternate courses of study]~~, must have provided village-based behavioral health services for no fewer than 1,000 hours under the direct supervision of a licensed behavioral health clinician or behavioral health professional.

(2) **Exceptions and Substitutions.** An applicant who demonstrates that he or she satisfies the applicable requirements of section 2.40.500 [BHA/P knowledge, skills, and scope of practice] and has the capacity to provide culturally appropriate services in a village setting may substitute experience, or be exempted from the experience requirement, as provided in subparagraphs (A) ~~through (C)~~ and (B) of this paragraph.

(A) ~~—An applicant who seeks certification as a behavioral health aide I based on education described in subsection (b)(2)(C) [associates degree] need not have work experience prior to being certified.~~

(B) (A) An applicant with experience providing behavioral health services other than that described in subsection (d)(1) [minimum experience] or who has education and training beyond that required for

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

this level of certification may substitute such training and education.

~~(C)~~ (B) Relevant practice experience acquired while obtaining the education or training required under subsection (a) [BHA I specialized training] or (b) [BHA I alternative training] ~~subsection (b)(2) [alternate courses of study]~~ may be relied upon to satisfy the requirement under subsection (d)(1) [minimum experience] on an hour for hour basis.

Section 2.40.200(c)(d)(e). Behavioral Health Aide II Training, Practicum, and Experience Requirements were amended, as follows:

(c) Behavioral Health Aide II Alternative Training.

(1) **Required Content.** In lieu of completing one or more of the specialized training ~~courses~~ program described in subsection (b) [BHA II specialized training program], a person may satisfy the course ~~training~~ requirements for certification as a behavioral health aide II by successfully completing one of the ~~one of the~~ courses of study determined by the Board under Sec. 8.20.010 [equivalent courses] to be equivalent to those required under subsection (b) [BHA II specialized training].

~~(2) Alternate Courses of Study. Alternate courses of study are:~~

~~(A) — the University of Alaska Rural Human Services program resulting in a Behavioral Health Certificate;~~

~~(B) — those from an accredited college or university resulting in an associate of 33 arts or sciences with a major in human services, addictions and chemical dependency, behavioral health, psychology, social work, counseling, marriage and family therapy, or nursing with a behavioral health specialty; or a related field;~~

~~(C) — at an accredited university resulting in a bachelor or master of arts, science or social work degree with a major in one of the courses of study listed in subparagraph (2)(B) of this paragraph; or~~

~~(D) — one determined by the Board to be equivalent to that required under subsection (b) [BHA II specialized training] or (c)(2)(A) through (C) of this section.~~

(d) Behavioral Health Aide II Practicum. After completion of subsection (a) [prerequisites] and completion of the training listed in subsection (b) [BHA II specialized training program] or (c) [BHA II alternative training] of this section, the applicant must additionally complete a 100 hour clinical practicum under the direct supervision of a licensed behavioral health clinician or behavioral health professional. The applicant must satisfactorily perform each of the following:

(1) no fewer than 35 hours of providing client ~~clinical evaluation~~ substance use assessment and treatment planning using the Diagnostic and Statistical Manual and American Society of Addiction Medicine patient placement criteria with appropriate case documentation;

(2) no fewer than 30 hours of providing ~~treatment planning and client rehabilitative services (e.g., comprehensive community support services or therapeutic behavioral health service) case management~~ with appropriate case documentation; and

(3) no fewer than ~~25~~ 35 hours of providing community readiness evaluation and prevention plan development with appropriate case documentation; and

(4) the balance of the hours must be related to practicum components listed in subsections (d)(1) through (d)(3) of this section.

(e) Behavioral Health Aide II Work Experience.

(1) **Minimum Experience.** Except as provided in paragraph (2) [exceptions and substitutions] of this subsection, prior to being certified as a behavioral health aide II, a person, who seeks certification based on training or education described in subsections (b) [BHA II specialized training] or (c) [alternative training] ~~(2) [alternate courses of study]~~, must have provided village-based behavioral health services for no fewer than 2,000 hours under the direct or indirect (as applicable) supervision of a licensed behavioral health clinician or behavioral health professional.

(2) **Exceptions and Substitutions.** An applicant who demonstrates that he or she satisfies the applicable requirements of section 2.40.500 [BHA/P knowledge, skills, & scope of practice] and has the capacity to provide culturally appropriate services in a village setting may substitute experience, or be exempted from the experience requirement, as provided in subparagraphs (A) ~~through (D)~~ and (B) of this paragraph.

(A) — An applicant who seeks certification as a behavioral health aide II based on education described in subsection (c)(2)(C) [bachelors degree] ~~need not have work experience prior to being certified.~~

(B) — An applicant who seeks certification as a behavioral health aide II based on education described in subsection (c)(2)(A) [RHS behavioral health certificate] or (B) [associates degree] ~~needs to have only 4000 hours of experience.~~

~~(C)~~ (A) An applicant with experience providing behavioral health services other than that described in subsection (e)(1) [minimum experience] or who has education and training beyond that required for

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

this level of certification may substitute such training and education.

~~(D)~~ (B) Relevant practice experience acquired while obtaining the education or training required under subsections (b) [BHA II specialized training] or (c) ~~[alternative training]~~ ~~[alternate courses of study]~~ and in meeting the experience requirements for certification as a behavioral health aide I may be relied upon to satisfy the experience requirement under subsection (e)(1) [minimum experience] on an hour for hour basis.

Section 2.40.300(b)(c)(d) and (e). Behavioral Health Aide III Training, Practicum, and Experience Requirements were amended, as follows:

(b) **Behavioral Health Aide III Specialized Training Program.** The behavioral health aide III specialized training program is comprised of Board approved courses, or their equivalent, that satisfy the requirements of sections

- (1) 8.20.325 [treatment of co-occurring disorders],
- (2) 8.20.335 [advanced behavioral health clinical care],
- (3) 8.20.340 [documentation and quality assurance],
- (4) 8.20.345 [introduction to case management supervision],
- (5) 8.20.350 [applied case studies in Alaska Native culture based issues],
- (6) 8.20.370 [behavioral health clinical team building], and
- (7) 8.20.385 [introduction to supervision], and
- (8) 8.20.390 [child development].

(c) **Behavioral Health Aide III Alternative Training:**

(1) **Required Content.** In lieu of completing the specialized training courses ~~requirements~~ described in subsection (b) [BHA III specialized training program], a person may satisfy the course ~~training~~ requirements for certification as a behavioral health aide III by successfully completing ~~one of the~~ courses of study determined by the Board under Sec. 8.20.010 [equivalent courses] to be equivalent to ~~those~~ required under subsection (b) [BHA III specialized training]. ~~identified in paragraph (2) [alternate courses of study] of this subsection, provided~~

(A) such course of study must have included the content equivalent to that described in subsection (b) [BHA III specialized training program], or

(B) to the extent it did not, the person successfully completed the courses listed in subsection (b) as necessary to fill any gaps.

~~(2) — Alternate Courses of Study. Alternate courses of study are~~

~~(A) those from an accredited college or university resulting in an associate of arts or sciences with a major in human services, addictions and chemical dependency, behavioral health, psychology, social work, counseling, marriage and family therapy, or nursing with a behavioral health specialty; or a related field;~~

~~(B) those at an accredited university resulting in a bachelor of arts, science or social work degree with a major in one of the courses of study listed in subparagraph (2)(A) of this paragraph;~~

~~(C) those at an accredited university resulting in a master of arts, science or social work degree with a major in one of the courses of study listed in paragraph (2)(A) of this paragraph; or~~

~~(D) one determined by the Board to be equivalent to that required under subsection (b) [BHA III specialized training] or (c)(2)(A) through (C) of this section.~~

(d) **Behavioral Health Aide III Practicum:** After meeting the requirements of subsection (a) [prerequisites] and completion of the training listed in subsection (b)[BHA III specialized training] or (c) [BHA III alternative training] of this section, the applicant must additionally complete a 100 hour clinical practicum under the direct supervision of a licensed behavioral health clinician or behavioral health professional. The applicant must satisfactorily perform each of the following components: under the direct supervision of a licensed behavioral health clinician or behavioral health professional, the applicant satisfactorily completes a Board approved 100 hour clinical practicum, which must include satisfactory performance of each of the following components of no fewer than:

(1) no fewer than 45 60 hours of providing behavioral health clinical ~~evaluation assessment~~, treatment planning, and ~~rehabilitative services case management~~ for clients with ~~special treatment~~ issues related to ~~domestic violence, sexual assault and alcohol related brain damage (ARBD) or traumatic brain injury (TBI) co-occurring disorders;~~

(2) no fewer than 20 hours of providing quality assurance case review with documentation of review activity; ~~and;~~

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(3) no fewer than 20 hours of providing clinical team leadership by leading clinical team case reviews; and

(4) the balance of the hours must be related to practicum components listed in subsections (d)(1) through (d)(3) of this section.

(e) Behavioral Health Aide III Work Experience:

(1) Minimum Experience. Except as provided in paragraph (2) [exceptions and substitutions] of this subsection, prior to being certified as a behavioral health aide III, a person, who seeks certification based on training or education described in subsections (b) [BHA III specialized training] (c)(2) ~~[alternative training alternate degree program]~~, must have provided village-based behavioral health services for no fewer than 4,000 hours under the direct or indirect supervision (as applicable) of a licensed behavioral health clinician or behavioral health professional.

(2) Exceptions and Substitutions. An applicant who demonstrates that he or she satisfies the applicable requirements of section 2.40.500 [BHA/P knowledge, skills, and scope of practice] and has the capacity to provide culturally appropriate services in a village setting may substitute experience, or be exempted from the experience requirement, as provided in subparagraphs (A) ~~through (E)~~ and (B) of this paragraph.

~~(A) — An applicant who seeks certification as a behavioral health aide III based on education described in subsection (c)(2)(C) [masters degree] need not have work experience prior to being certified.~~

~~(B) — An applicant who seeks certification as a behavioral health aide III based on education described in subsection (c)(2)(B) [bachelors degree] needs to have only 500 hours of experience.~~

~~(C) — An applicant who seeks certification as a behavioral health aide III based on education described in subsection (c)(2)(A) [associates degree] needs to have only 2000 hours of experience.~~

~~(D)(A)~~ An applicant with experience providing behavioral health services other than that described in subsection ~~(e)(d)~~ (1) [minimum experience] or who has education and training beyond that required for this level of certification may substitute such training and education.

~~(E)(B)~~ Relevant practice experience acquired while obtaining the education or training required under subsection (b) [BHA III specialized training] or (c) ~~[alternative training alternate degree program]~~ and in meeting the experience requirements for certification as a behavioral health aide I and II may be relied upon to satisfy the experience requirement under subsection (e)(1) [minimum experience] on an hour for hour basis.

Section 2.40.400(b)(c)(d) and (e) Behavioral Health Practitioner Specialized Training Program were amended, as follows: The behavioral health practitioner specialized training program is comprised of Board approved courses, or their equivalent, that satisfy the requirements of sections:

- (1) 8.20.400 [issues in village-based behavioral health care];
- (2) 8.20.425 [special issues in behavioral health services];
- (3) 8.20.485 [competencies for village-based supervision], ~~and~~
- (4) 8.20.490 [principles and practice of clinical supervision]; and
- (5) 8.20.495 [child-centered interventions].

(c) Behavioral Health Practitioner Alternative Training:

(1) Required Content. In lieu of completing one or more of the specialized training courses described in the requirements under subsection (b) [BHP specialized training program], a person may satisfy the course training requirements for certification as a behavioral health practitioner by successfully completing one of the courses of study determined by the Board under sec. 8.20.010 [equivalent courses] to be equivalent to those required under subsection (b) [BHP specialized training]. ~~identified in paragraph (2) [alternate courses of study] of this subsection, provided~~

(d) Behavioral Health Practitioner Practicum: After meeting the requirements of subsection (a) [prerequisites] and completion of the training listed in subsection (b) [BHP specialized training] or (c) ~~[BHP alternative training]~~ of this section, the applicant must additionally complete a 100 hour clinical practicum under the direct supervision of a licensed behavioral health clinician or behavioral health professional. The individual must satisfactorily perform each of the following: The applicant must satisfactorily complete a Board approved 100-hour clinical practicum, which must include satisfactory performance of each of the following components:

(1) no fewer than 60 45 hours engaging, mentoring, and supporting, as well as participating in supervision and evaluation of a behavioral health aide I, II, and III based on the understanding of the supervisee's level of knowledge and skills, professional goals, and behavior; ~~on knowledge and skills on the of providing behavioral health clinical supervision mentorship and support training and professional development, subject to applicable restrictions;~~

(2) no fewer than 40 25 hours of providing clinical team leadership by leading clinical team case reviews; and

(3) the balance of the hours must be related to practicum components listed in subsections (d)(1) and (d)(2) of this section.

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(e) Behavioral Health Practitioner Work Experience:

(1) Minimum Experience. Except as provided in paragraph (2) [exceptions and substitutions] of this subsection, prior to being certified as a behavioral health aide practitioner, a person, who seeks certification based on training or education described in subsections (b) [BHP specialized training] or (c) ~~(2)~~ [BHP alternative training alternate degree program], must have provided village-based behavioral health services for no fewer than 6,000 hours under the direct or indirect (as applicable) supervision of a licensed behavioral health clinician or behavioral health professional.

(2) Exceptions and Substitutions. An applicant who demonstrates that he or she satisfies the applicable requirements of section 2.40.500 [BHA/P knowledge, skills, and scope of practice] and has the capacity to provide culturally appropriate services in a village setting may substitute experience, or be exempted from the experience requirement, as provided in subparagraphs (A) ~~through (E)~~ and (B) of this paragraph.

~~(A) An applicant who seeks certification as a behavioral health practitioner based on education described in subsection (e)(2)(C) [masters degree] need not have work experience prior to being certified.~~

~~(B) An applicant who seeks certification as a behavioral health practitioner based on education described in subsection (e)(2)(B) [bachelors degree] needs to have only 1000 23 hours of experience.~~

~~(C) An applicant who seeks certification as a behavioral health practitioner based on education described in subsection (e)(2)(A) [associates degree] needs to have only 4000 hours of experience.~~

~~(D)~~ (A) An applicant with experience providing behavioral health services other than that described in subsection (e)(1) [minimum experience] or who has education and training beyond that required for this level of certification may substitute such training and education.

~~(E)~~ (B) Relevant practice experience acquired while obtaining the education or training required under subsection (b) [BHP specialized training] or (c) [BHP alternative training alternate degree program] and in meeting the experience requirements for certification as a behavioral health aide I, II and III may be relied upon to satisfy the experience requirement under subsection (e)(1) [minimum experience] on an hour for hour basis.

Section 3.10.070. BHA/P Continuing Education Requirements, was amended as follows:

(a) Unlapsed Certificate. A behavioral health aide or practitioner whose certification has not lapsed who is an applicant for renewal of a certificate under article 40 [standards for BHA/Ps] of chapter 2 [certification of CHAs, CHPs, DHAs, BHAs, and BHPs]:

(1) (A) as a behavioral health aide who has not completed the requirements for the next level of certification prior to the deadline for recertification; or

(B) as a behavioral health practitioner;

(2) must provide evidence satisfactory to the Board that he or she has completed a minimum of 40 contact hours of continuing education approved by the Board on varied or updated topics during the concluding two-year certification period, provided that:

(A) no fewer than 4 of the required contact hours must be regarding ethics and consent;

(B) no fewer than 4 of the required contact hours must be regarding confidentiality and privacy; and

(C) no fewer than 4 of the required contact hours must be regarding cross cultural communication and understanding and working with diverse populations; cross cultural communication and understanding; sensitivities to topics of diversity or diverse cultures, including but not limited to:

(1) various ethnicities or cultural heritages, age groups, genders, lifestyles, family dynamics, or socioeconomic statuses, or diagnostic categories; or

(2) effective strategies for working with diverse populations, conducting self-assessments and navigating value differences, developing cultural awareness and an understanding of its' potential influence on a person's behavioral health; and

(D) the balance of the hours must be related to the knowledge and skills identified or related to those described in section 2.40.500 [BHA/P knowledge, skills, and scope of practice]; and

(E) a minimum of 20 CEUs attended via face-to-face instruction.

Section 8.10.030. BHA/P Training Administration and Records was amended, as follows:

(a) Commitment of Administration. The sponsor of Board approved behavioral health aide training programs under sections 2.40.100(a) [BHA I training, practicum, & experience requirements; specialized training program], 2.40.200(b) [BHA II training, practicum, & experience requirements; specialized training program], 2.40.300(b) [BHA III training, practicum, & experience; specialized training program], and 2.40.400(b) [BHP training, practicum, & experience requirements; specialized training program] must document ~~have an agreement with the Alaska Behavioral Health Support Center, operated by the Alaska Native Tribal Health Consortium, under which the Support Center will document~~ on-going support of staffing positions and program needs and

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

accept and retain records regarding training and continuing education carried out by the behavioral health aide training program.

(b) **Secretarial Support.** A behavioral health aide or practitioner training program should have administrative and secretarial support sufficient to assure timely and smooth functioning of the program and transmittal of records to the Certification Board, as required.

(c) **BHA/P Training Program Files.**

(1) A behavioral health aide or practitioner training program must have on file for review, ~~or transmit to the Support Center for retention~~, training outlines, learning objectives, lesson plans, session quizzes and exams, behavioral health aide or practitioner evaluation records, application forms, student training files, quality assurance/continuous quality improvement files and a training plan for employees.

~~(2) A behavioral health aide or practitioner training program must promptly after the conclusion of each training session, course or continuing education program transmit to Support Center a list of each student who attended the program with information about whether the student completed the course and an evaluation of the student's performance.~~

Section 8.20.010. Equivalent Courses, was amended as follows:

Sec. 8.20.010. Equivalent Courses. The Behavioral Health Academic Review Committee shall maintain and provide to the Board a list of courses ~~offered by publically funded universities in Alaska~~ that the Behavioral Health Academic Review Committee has determined to contain course content equivalent to that required under this Article 20 [BHA curricula]. Applicants who have satisfactorily completed such courses shall be deemed to have met the applicable curricula requirements.

Section 8.20.050. General Orientation was amended, as follows:

(a) **Minimum Hours.** This course shall be no fewer than 28 contact hours which must include 4 contact hours regarding communication skills identified in section 8.20.050(c) and may be provided as an in-service training program by the employer.

(b) **Content.** This course shall provide an introduction to

- (1) the Alaska Tribal Health System;
- (2) the history, statutory authority for, and current status of the Community Health Aide Program;
- (3) community health aide program certification and the Community Health Aide Program Certification Board;
- (4) the Alaska Community Health Aide/Practitioner Manual and the Behavioral Health Aide Manual its use and their uses;
- (5) the dental health aide component of the community health aide program;
- (6) the behavioral health care system in Alaska and how individuals may access it; and
- (7) how the Alaska Tribal Health System is structured and the relationship of behavioral health within the care system, including individual regional differences, as appropriate.

Grammar and Formatting Edits for June 12, 2014

Section 8.20.390. Child Development was amended, as follows. This course, which shall be 20 contact hours, will provide

(a) foundational information regarding

- (1) developmental needs of youth ages in utero/ birth to 17;
- (2) overview of threats to development:
 - (A) domestic violence, lack of social/ family connection, neglect, and related biological, emotional and psychological distress; and
 - (B) role of parenting and social supports;
- (3) cultural influences of development;
- (4) adaptive and maladaptive behavior; and
- (5) issues of development related to exposure to alcohol and other substances in utero to age 3; and

(b) How trauma impacts development, including

- (1) developmental issues including trauma and hyper and hypo physiological responses and how this manifests in maladaptive behavior, Traumatic Brain Injury (TBI), Fetal Alcohol Spectrum Disorder (FASD); etc.;
- (2) preverbal versus verbal trauma and expression;
- (3) brain and nervous system; and
- (4) social functioning.

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

Section 8.20.390. Child Development. This course, which shall be 20 contact hours, will provide:

- (a) foundational information regarding
 - (1) developmental needs of youth ages in utero/birth to 17;
 - (2) overview of threats to development, including
 - (A) domestic violence, lack of social/family connection, neglect, and related biological, emotional and psychological distress; and
 - (B) role of parenting and social supports;
 - (3) cultural influences of development;
 - (4) adaptive and maladaptive behavior;
 - (5) issues of development related to exposure to alcohol and other substances in utero to age 3;
- and
 - (6) the impact of trauma on child development, including
 - (A) hyper and hypo physiological responses manifested in maladaptive behaviors, traumatic brain injury (TBI) and fetal alcohol spectrum disorder (FASD);
 - (B) preverbal versus verbal trauma and expression;
 - (C) brain and nervous system functioning; and
 - (D) social functioning

Section 8.20.495. Child-centered Interventions. This course, which shall be 20 contact hours, will provide

- (a) foundational information regarding
 - (1) common legal and ethical issues of counseling children and adolescents: in school and community settings, including children in state custody (ICWA and OCS), and with divorced parents (permission to treat from custodial parent);
 - (2) special documentation issues arising
 - (A) in family and group counseling;
 - (B) documentation of family sessions and IEP consultations;
 - (3) special populations:
 - (A) counseling children and adolescents with special needs;
 - (B) treating children with FASDs including the waiver process, resources for parents, and how to attain a diagnosis for the client;
 - (4) defining the counselor role in the playroom;
- (b) foundational and practice information about
 - (1) Treatment team
 - (A) applied exercises to develop skills associated with assessment and diagnosis;
 - (B) incorporating the appropriate school personnel as a treatment team when indicated;
 - (2) Skills and techniques
 - (A) effectively engaging and counseling children, youth, and their parents/ legal guardians;
 - (B) relevant to counseling children and adolescents including Trauma-focused Cognitive Behavioral Therapy (TF-CBT), Child-centered play therapy both directive and non-directive, Adlerian play therapy, and interventions for preverbal trauma
 - (C) crisis interventions appropriate to youth; and
 - (D) culturally competent skills.

Section 8.20.495. Child-centered Interventions. This course, which shall be 20 contact hours, will provide

- (a) foundational information regarding
 - (1) common legal and ethical issues of counseling children and adolescents in school and community settings, including
 - (A) children in state custody under the Indian Child Welfare Act or by the Office of Children Services, and
 - (B) children of divorced parents;
 - (2) special documentation issues for
 - (A) group counseling sessions;
 - (B) family counseling sessions; and
 - (C) individualized educational plan (IEP) consultations;
 - (3) special populations:
 - (A) counseling children and adolescents with special needs; and
 - (B) treating children with FASDs including the waiver process, resources for parents, and how to attain a diagnosis for the client;
 - (4) defining the counselor role in the playroom;
 - (5) therapeutic approaches to counseling children and adolescents, including Trauma-focused Cognitive Behavioral Therapy (TF-CBT), directive and non-directive child-centered play therapy, Adlerian play

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

therapy, and interventions for preverbal trauma

(6) crisis interventions appropriate to youth; and

(7) culturally competent skills.

Section 8.30.100. Behavioral Health Academic Review Committee was amended, as follows:

(a) **Membership.** The behavioral health academic review committee satisfies these Standards if it includes

(1) two licensed behavioral health clinicians as defined in section 1.20.010(30) [licensed behavioral health clinician], who are employed by the IHS, a tribe or tribal organization, provided that at least

(A) one must be actively involved in development and implementation of behavioral health aide training,

(B) one must be the director of a tribal behavioral health program; ~~or and~~

(C) one must be actively engaged in clinical practice;

(2) ~~two one~~ behavioral health professionals, as defined in section 1.20.010(4) [behavioral health professional], employed by the IHS, a tribe or tribal organization; and

~~(3) — to the extent feasible~~

~~(A) — one representative of the CHA/P Academic Review Committee; and~~

~~(B) — one CHA/P Training Center representative currently employed by a certified CHA/P Training Center; and one CHAP Certification Board Member Representative;~~

(4) ~~provided that at least one of the members must have community health aide, dental health aide, or behavioral health aide field supervision experience. Four~~ Five behavioral health aides employed by the Indian Health Service, a tribe, or tribal organization will be designated by the Tribal Behavioral Health Directors Committee; and

~~(A) — One BHA Trainee;~~

~~(B) — One BHA I;~~

~~(C) — One BHA II;~~

~~(D) — One BHA III; and~~

~~(E) — One Behavioral Health Practitioner;~~

(5) Invited non-voting members that are actively involved in BHA/P training, including:

(A) Training and development staff from the ANTHC Behavioral Health Department,

(B) The Tribal Liaison representing the State of Alaska Department of Behavioral Health and/or a State designee to the BHARC; and

(C) Faculty, instructors, or other staff representing academic institutions, training entities or tribal health organizations hosting trainings for use towards BHA/P certification.

October 17, 2014, Formatting edits for two sections, as follows:

Section. 1.40.010. Findings. was reformatted for the renumbering of paragraphs (16)-(20) to (15)-(19).

Section 8.10.030. BHA/P Training Administration and Records, was reformatted as follows:

~~(a) — **Commitment of Administration.** The sponsor of Board approved behavioral health aide training programs under sections 2.40.100(a) [BHA I training, practicum, & experience requirements; specialized training program], 2.40.200(b) [BHA II training, practicum, & experience requirements; specialized training program], 2.40.300(b) [BHA III training, practicum, & experience; specialized training program], and 2.40.400(b) [BHP training, practicum, & experience requirements; specialized training program] must document on-going support of staffing positions and program needs and accept and retain records regarding training and continuing education carried out by the behavioral health aide training program~~

(a) **Commitment of Administration.** The sponsor of Board approved behavioral health aide training programs under sections

(1) 2.40.100(a) [BHA I training, practicum, & experience requirements; specialized training program];

(2) 2.40.200(b) [BHA II training, practicum, & experience requirements; specialized training program];

(3) 2.40.300(b) [BHA III training, practicum, & experience; specialized training program]; and

(4) 2.40.400(b) [BHP training, practicum, & experience requirements; specialized training program] must document on-going support of staffing positions and program needs and accept and retain records

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

regarding training and continuing education carried out by the behavioral health aide training program.

October 30, 2014, ten sections were amended, as follows:

Section 2.20.120. Scope of Practice Prior to Certification as Community Health Aide I was amended as follows:

(a) **Minimum Requirements.** A person who satisfies the requirements of subsection 2.20.120(b) [scope of practice prior to certification as CHA I] may perform services of a certified community health aide I prior to being certified under section 2.10.010 [initial qualifications] and 2.20.100 [CHA I training & education requirements], provided the person is actively engaged in the process of meeting the requirements under section 2.20.100 [CHA I training & education requirements] through 2.20.110 [CHA I competencies] to become certified as a community health aide I; and

~~(e)~~ A person who satisfies the requirements of subsection 2.20.120(b) [scope of practice prior to certification as CHA I] who has submitted an application for certification as a community health aide I may begin training to become certified as a community health aide II and perform services necessary to satisfy the requirements of subsection 2.20.200(4) [CHA II training & education requirements; (field work)] pending action on the community health aide I application.

(b) **Employment.** To be eligible to perform services under subsection 2.20.120(a) [scope of practice prior to certification as CHA I], the person must

(1) be employed by the Indian Health Service or a tribe or tribal health program operating a community health aide program in Alaska under the ISDEAA;

(2) provide only those services for which the person has been trained and has demonstrated successful performance; and

(3) practice as a community health aide only in compliance with the requirements in section 2.10.010(a)(9) [initial requirements; general requirements (supervision & day-to-day direction)].

~~(c) A person who satisfies the requirements of subsection 2.20.120(b) [scope of practice prior to certification as CHA I] who has submitted an application for certification as a community health aide I may begin training to become certified as a community health aide II and perform services necessary to satisfy the requirements of subsection 2.20.200(4) [CHA II training & education requirements; (field work)] pending action on the community health aide I application.~~

Section 2.10.010. Initial Qualifications (a)(5)(B) was amended, as follows:

(B) for a dental health aide the requirements are those under section 2.30.100 [PDHA I training & education requirements], 2.30.200 [PDHA II training & education requirements], 2.30.220(c) [training, education & preceptorship], 2.30.230(c) [dental prophylaxis requirements; training & education] and (d) [preceptorship], 2.30.240(c) [dental radiology requirements; training, education & preceptorship], 2.30.250(c) [dental assistant function requirements; ~~training, education & preceptorship competencies~~], 2.30.260(c) [ART requirements; training & education] and (d) [preceptorship], 2.30.300 [DHAH training & education requirements], 2.30.400 [EFDHA I supervision, training and education requirements], 2.30.500 [EFDHA II training & education requirements], 2.30.550(c) [stainless steel crown placement requirements; training & education] and (d) [preceptorship] and 2.30.600 [DHAT training & education requirements];

Section 2.10.010. Initial Qualifications (a)(8)(B) was amended, as follows:

(B) for a dental health aide the scopes of practice are defined in sections 2.30.110(b) [PDHA I competencies], 2.30.210(b) [PDHA II supervision & competencies; competencies], 2.30.220(d) [sealant requirements; competencies], 2.30.230(e) [dental prophylaxis requirements; competencies], 2.30.240(d) [dental radiology requirements; competencies], 2.30.250(ed) [dental assistant function requirements; competencies], 2.30.260(e) [ART requirements; competencies], 2.30.310(b) [DHAH supervision & competencies; competencies], 2.30.410(b) [EFDHA I supervision & competencies; competencies], 2.30.510(b) [EFDHA II supervision & competencies; competencies], 2.30.550(e) [stainless steel crown placement requirements; competencies], and 2.30.610(b) [DHAT supervision & competencies; competencies]; and

Section 2.30.020. Scope of Practice Prior to Certification as a Dental Health Aide was amended, as follows:

(a) **Minimum Requirements.** A person who satisfies the requirements of subsection 2.30.020(b) [scope of practice prior to certification as a DHA; employment] may perform services of a certified dental health aide prior to being certified under this article to the extent the services are performed

(1) as part of training required for certification;

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

- (2) as part of a required preceptorship under sections 2.30.100(b) [PDHA I training & education requirements; preceptorship], 2.30.220(c)(1)(B) [sealant requirements; training, education & preceptorship; (sealants during training)] or (c)(2) [sealant requirements; training, education & preceptorship; (preceptorship)], 2.30.230(d) [dental prophylaxis requirements; preceptorship]; 2.30.240(c)(1)(D) [dental radiology requirements; training, education & preceptorship; (radiographs during training)] or (c)(2) [dental radiology requirements; training, education & preceptorship; (minimum number radiographs)], 2.30.250 (c) [dental assistant function requirements; training, education & preceptorship], 2.30.260(d) [ART requirements; preceptorship], 2.30.400(b) [EFDHA I supervision, training and education requirements; preceptorship], 2.30.500(b) [EFDHA II training & education requirements; preceptorship], 2.30.550(d) [stainless steel crown placement requirements; preceptorship], 2.30.600(3) [DHAT training & education requirements; (preceptorship)]; or
- (3) while an application for certification is pending before the Board after successful completion of all required training and preceptorship.

Section 2.30.200. Primary Dental Health Aide II Training and Education Requirements(a)(1)(C) was amended, as follows:

Sec. 2.30.200. Primary Dental Health Aide II Training and Education Requirements. A person meets the training and education requirements to be a certified primary dental health aide II upon successful completion of

- (a) (1) (A) all requirements under sections 2.30.100 [PDHA I training & education requirements] through 2.30.110 [PDHA I supervision & competencies];
- (B) a Board approved DHA Advanced Dental Procedures training session that satisfies the requirements of section 7.20.040 [DHA advanced dental procedures]; and
- (C) one or more certifications under 2.30.220 [sealant requirements], 2.30.230 [dental prophylaxis requirements], 2.30.240 [dental radiology requirements], 2.30.250 [dental assistant function requirements], or 2.30.250 [dental assistant function requirements] or 2.30.260 [ART requirements]; or

Section 2.30.210. Primary Dental Health Aide II Supervision and Competencies (b)(3) was amended, as follows:

- (b) **Competencies.** In addition to meeting the requirements of section 2.30.110 [PDHA I supervision & competencies], a certified dental health aide II must successfully demonstrate and maintain
- (3) meeting the requirements of one or more of the following sections:
- (A) 2.30.220 [sealant requirements];
- (B) 2.30.230 [dental prophylaxis requirements];
- (C) 2.30.240 [dental radiology requirements]; ~~or~~
- (D) 2.30.250 [dental assistant function requirements]; or
- (E) 2.30.260 [ART requirements].

Section 2.30.230(e)(6). Dental Prophylaxis Requirements was amended, as follows:

- (e) **Competencies.** In addition to meeting all other requirements of this section, the dental health aide must understand and successfully demonstrate and maintain the following competencies and skills:
- (1) understanding and following dental orders;
- (2) reviewing medical history and identifying contraindications for performing prophylaxis;
- (3) understanding when the patient should be referred to a dentist prior to carrying out prophylaxis;
- (4) explaining prophylaxis procedure and respond to questions from patient regarding prophylaxis;
- (5) proper patient and provider safety procedures;
- (A) proper use of dental instruments for safety of patient and provider;
- (B) proper use of ultrasonic or piezoelectric scalers;
- (6) scaling and polishing to remove plaque, calculus calcareous deposits, accretions, and stains from the coronal or exposed surface of the tooth; and
- (7) consistent with direct orders from the dentist after a dental examination, sulcular irrigation.

Section 2.30.250. Dental Assistant Function Requirements was amended, as follows:

- (a) **Prerequisites.** A dental health aide may be certified under this section to perform the functions of a dental assistant under the conditions set forth in subsections (b) through (c) of this section provided the dental health aide satisfies the requirements of:
- (1) 2.30.200 [PDHA II training & education requirements] and 2.30.210 [PDHA II supervision & competencies]

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(ba) **Dental Supervision.** A dental health aide certified under this article who satisfies the requirements of this section may perform the functions of a dental assistant only under the direct or indirect supervision of a

- (1) dentist;
- (2) dental health aide therapist;
- (3) licensed dental hygienist;
- (4) dental health aide hygienist; or
- (5) primary dental health aide II or expanded function dental health aide I or II who is performing procedures under the general supervision of a dentist.

(cb) **Training, and Education and Preceptorship.** In addition to performing functions as provided for the level of certification achieved by the dental health aide, a dental health aide may perform the functions of a dental assistant, if the dental health aide has successfully completed one of the following:

- (1) an accredited dental assisting program;
- (2) a Board approved dental assisting program that satisfies the requirements of section 7.20.130 [dental assisting]; or
- (3) a program provided by a dentist who directly supervised the person carrying out a sufficient number of patient encounters for the person to develop satisfactory skills, as determined by the supervising dentist, in each of the functions identified in 2.30.250(d) [dental assistant function requirements; ~~competencies training & education~~].

(de) **Competencies.** In addition to meeting all other requirements of this section, the dental health aide must understand and successfully demonstrate and maintain the ability to satisfactorily perform the following functions:

- (1) applying topical anesthetic agents;
- (2) placing and removing rubber dams;
- (3) basic knowledge of dental materials, instruments, and procedures; and
- (4) four-handed instrument transfer.

Section 2.30.600(3) Dental Health Aide Therapist Training and Education Requirements was amend, as follows:

A person meets the training and education requirements to be a certified dental health aide therapist upon successful completion of

- (3) a clinical preceptorship under the direct supervision of a dentist for a minimum of three months or 400 hours whichever is longer. The preceptorship should encompass all competencies ~~all competencies~~ required of a dental health aide therapist outlined in section 2.30.610(b)(1), (2) and (3) [DHAT supervision and competencies; competencies], and students should demonstrate each procedure or service independently to the satisfaction of the preceptor dentist.

Section 2.30.610(b)(3)(A). Dental Health Aide Therapist Supervision and Competencies was amended as follows:

(b) **Competencies.** In addition to meeting the requirements of section 2.30.100(a)(1) and (a)(4) [PDHA I training & education requirements; training; (presession) & (BLS)] and 2.30.600 [DHAT training & education requirements], a certified dental health aide therapist must successfully demonstrate and maintain

- (3) satisfactory performance under general supervision of a dentist of
 - (A) all of the skills identified in sections 2.30.110 [PDHA I supervision & competencies], 2.30.210 [PDHA II supervision & competencies], 2.30.220 [sealant requirements], 2.30.230 [dental prophylaxis requirements], 2.30.240 [dental radiology requirements], 2.30.250 [dental assistant function requirements], 2.30.260 [ART requirements], 2.30.410 [EFDHA I supervision & competencies], 2.30.510 [EFDHA II supervision & competencies], and 2.30.550 [stainless steel crown placement requirements];

Section 7.20.110(a)(6). Dental Prophylaxis was amended, as follows:

- (a) **Subject Matter.** A course in dental prophylaxis must address the following topics:
 - (1) understanding and following dental orders;
 - (2) reviewing medical history and identify contraindications for performing prophylaxis;
 - (3) understanding when the patient should be referred to a dentist prior to carrying out prophylaxis;
 - (4) explaining prophylaxis procedure and respond to questions from patient regarding prophylaxis;
 - (5) proper patient and provider safety procedures, including:
 - (A) proper use of dental instruments for safety of patient and provider; and
 - (B) proper use of ultrasonic or piezoelectric scalers;

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

- (6) scaling and polishing to remove plaque, calculus ealecreous deposits, aceretions, and stains from the coronal or exposed surface of the tooth; and
- (7) consistent with direct orders from the dentist after a dental examination, sulcular irrigation.

January 22, 2015, Chapter 8 was amended and 2 sections were amended, as follows:

Amend Article 10. Training Programs, Facilities, and Training Staff, was amended, as follows:

Section 8.10.010. Facilities. ~~Behavioral health aide and practitioner training may occur~~

- (1) ~~in any certified CHA/P Training Center with facilities appropriate to the training being provided;~~
- (2) ~~for training not requiring clinical activity, any classroom that generally meets the standards set under section 5.10.020 [training facilities];~~
- (3) ~~for training requiring clinical activity, any Federal, State, university, or tribal facility with space appropriate to assure the client's need for privacy and confidentiality is protected; and~~
- (4) ~~as necessary, other locations may be used provided they meet the standards set forth in this section.~~

Section 8.10.010. Facilities. A BHA training center facility must provide classroom, or e-classroom and clinical environments that are conducive to a positive learning experience for faculty and behavioral health aide trainees by ensuring that:

- (1) traditional classrooms have appropriate space and privacy. Specific consideration and evaluation in the areas of safety, adequacy of space, air quality, lighting, heating, and storage must be documented; and
- (2) e-classrooms have appropriate policies on Internet safety and privacy, appropriate language, emergency procedures for Internet outages, and recommendations on lighting, noise, and an ergonomic environment.

Section 8.10.020. Training Staff was amended, as follows:

(a) **Qualification and Roles.** Behavioral health aide and practitioner training may be coordinated and conducted by any person who generally meets the standards of ~~this section, 5.10.025(a) [training staff, qualifications & roles]~~ as applicable to the specific training being conducted.

~~(b) **Behavioral Health Advisor.** All behavioral health aide and practitioner training must be conducted under the general supervision of a behavioral health advisor who must be a licensed behavioral health clinician who meets the standards of section 2.40.010(a) [supervision of BHA/Ps; clinical oversight], who is familiar with the community health aide program and with training village based behavioral health providers. The behavioral health advisor may or may not participate directly in the training, but must be familiar with and have approved the curriculum being taught and the qualifications of the training staff, and be available to consult with training staff during the training session should the need arise. Such consultation may occur telephonically or in person.~~

(1) **Director/Instructor of Record.** The BHA training center Director/Instructor of Record

(A) must be a licensed behavioral health clinician or behavioral health professional who will assume responsibilities for course development, evaluation and revision, and the evaluation of students and instructors.

(B) should be an individual with a combination of education, research, work, and/or life experience which are relevant to providing leadership in a BHA training center program, including an orientation to Alaska Native culture and traditions and be familiar with the CHA Program.

(C) may or may not participate directly in the training, but must be familiar with and have approved the curriculum being taught and the qualifications of the training staff, and be available to consult with training staff during the training session should the need arise. Such consultation may occur telephonically or in person.

(D) should have a background in health and education and be able to administrate, serve in a statewide liaison role, uphold the mission of the statewide program, and provide program direction, development, and leadership.

(2) **Instructor.** BHA training center instructors must consist of a majority of behavioral health professionals or licensed behavioral health clinicians. All instructors will be monitored to assure compliance with the BHA Curriculum and competence in subject being taught. Instructors teaching BHA curriculum via eLearning must demonstrate competency in e-teaching by experience, completed coursework, or other approved measures.

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

All instructors should be certified, licensed, or have other training in the knowledge and skills that they are teaching, including knowledge of Alaska Native traditions and culture.

Section 8.10.030. BHA/P Training Administration and Records was amended, as follows:

(a) — Commitment of Administration. The sponsor of Board-approved behavioral health aide training programs under sections

(1) — 2.40.100(a) [BHA I training, practicum, & experience requirements; specialized training program];

(2) — 2.40.200(b) [BHA II training, practicum, & experience requirements; specialized training program];

(3) — 2.40.300(b) [BHA III training, practicum, & experience; specialized training program]; and

(4) — 2.40.400(b) [BHP training, practicum, & experience requirements; specialized training program] must document on-going support of staffing positions and program needs and accept and retain records regarding training and continuing education carried out by the behavioral health aide training program.

(b) — Secretarial Support. A behavioral health aide or practitioner training program should have administrative and secretarial support sufficient to assure timely and smooth functioning of the program and transmittal of records to the Certification Board, as required.

(c) — BHA/P Training Program Files.

(1) — A behavioral health aide or practitioner training program must have on file for review training outlines, learning objectives, lesson plans, session quizzes and exams, behavioral health aide or practitioner evaluation records, application forms, student training files, quality assurance/continuous quality improvement files and a training plan for employees.

(a) Educational Program Philosophy. A BHA training program must have on file a mission statement that reflects the statewide nature of the program, and the goals and objectives, which must include quality health care, competency based instruction, emphasis on clinical instruction and skills, awareness of cultural influences, emphasis on a positive learning environment, and respect for the unique needs of the adult learner.

(b) Job Descriptions. Job descriptions must be on file for each member of the training staff which reflect the roles and responsibilities outlined in sec. 8.10.020(a) [Qualifications and Roles].

(c) Orientation of New Staff. A training program must have in place a written orientation procedure for new employees which will minimally include the BHA mission, goals, and objectives; the BHA Curriculum; the methods of instruction, and function of the statewide program; cultural diversity; the role of the BHA; and the BHA certification process.

(d) Commitment of Administration. A training program must document on-going support of staffing positions and program needs and accept and retain records regarding training and continuing education.

(e) Secretarial Support. A training program should have administrative and secretarial support sufficient to assure timely and smooth functioning of the program and transmittal of records to the Certification Board, as required.

(f) Training Program Files. A training program must have on file for review: training outlines, learning objectives, lesson plans, session quizzes and exams, behavioral health aide or practitioner evaluation records, application forms, student training files, quality assurance/continuous quality improvement files and a training plan for employees.

(g) Continuing Education. A training center must have a policy on continuing education requirements for the Director and Instructors. A plan should be developed annually to meet the policy goals.

Section 8.10.040. BHA Training Center Self-Evaluation was amended, as follows:

(a) BHA Training Center. A behavioral health aide or practitioner training program must have a policy on quality assurance (QA)/ continuous quality improvement (CQI). This policy must include:

(1) BHA evaluations of training sessions and individual instructors, and

(2) documentation of meetings for staff evaluation of training sessions and quarterly program reviews.

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(b) **QA/COI.** The QA/COI process must be in effect, documenting that evaluation tools are in use, trends are identified and the continuous quality improvement process is being implemented to address and modify those identified trends.

Section 8.10.050. Trainee Services was amended, as follows:

(a) **Counseling and Health Services.** A system must be in place to refer trainees to confidential counseling by a behavioral health professional or licensed behavioral health clinician which may include having such persons available during course training. A system to provide acute care and emergency health services must also be provided.

(b) **Academic Advising.** A training center must provide a system for trainee academic advising pertinent to the role and certification of the BHA.

(c) **Attrition.** A system of recording trainee attrition data including the causes and timing of attrition during training must be in place.

(d) **Housing, Meals, and Transportation.** Housing, meals and transportation should be available, affordable, and conveniently located to the face-to-face training site.

(e) **Internet Connectivity.** A workstation with Internet connectivity must be accessible as an alternate to an eLearning students' own Internet service.

Section 2.50.200(b). Requirements for Renewal was amended, as follows:

(b) An applicant who has not been employed as a community health aide, community health practitioner, dental health aide, or behavioral health aide or behavioral health practitioner an average of at least 15 hours a week for at least six months of the previous 12 months prior to submission of the application must provide evidence satisfactory to the Board that he or she has ~~been or will be~~ monitored in the performance of each required competence until he or she has demonstrated successful performance of each.

Section 2.20.500 was amended, as follows:

Sec. 2.20.500. Community Health Practitioner Training and Education Requirements. A person meets the training and education requirements to be a certified community health practitioner upon successful completion of

(1) all requirements under sections 2.20.100 [CHA I training & education requirements] through 2.20.410 [CHA IV competencies];

(2) an approved preceptorship, including:

(A) at least 30 hours of supervised direct patient care experience;

(B) a minimum of 15 patient encounters as primary provider;

(C) the Preceptorship Critical Skills List;

(3) both sections of the statewide written Alaska Community Health Aide/Practitioner Program Credentialing Exam with a ~~combined~~ score of 80 percent or higher on each section;

(4) the statewide Medical Math Exam with a score of 100 percent; and

(5) an evaluation of the applicants clinical performance and judgment by the applicant's direct supervisor or other approved evaluator.

June 11, 2015, one section was amended, as follows:

Section 2.20.210. Community Health Aide II Competencies, was amended as follows:

(D) dental prevention:

(vi) tooth brushing,

(vii) flossing,

(viii) disclosing tablets,

~~(ix) fluoride application, rinse, and~~

~~(x) fluoride gel.~~

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

October 29, 2015, ten sections were amended, as follows:

Section 2.30.210(b)(1)(D) was amended, as follows:

(b)(1)(D) an understanding of telemedicine technology;

Section 2.30.220(c)(1)(B) was amended, as follows:

(c)(1)(B) under the direct supervision of a dentist, dental health aide therapist, or licensed dental hygienist, ~~or dental health aide hygienist~~ satisfactory performance of a minimum of 25 sealant procedures including:

Section 2.30.220(c)(2) was amended as follows:

(c)(2) under the direct supervision of a dentist, dental health aide therapist, or licensed dental hygienist ~~or dental health aide hygienist~~, satisfactory performance of a minimum of 50 sealant procedures including:

Section 2.30.230(d) was amended, as follows:

(d) **Preceptorship.** A dental health aide must, after completion of the requirements in subsection (c) of this section, under the direct supervision of a dentist, dental health aide therapist, or licensed dental hygienist, ~~or dental health aide hygienist~~, satisfactorily complete a preceptorship during which the dental health aide satisfactorily performs a minimum of 40 dental prophylaxis of which

(1) a minimum of 10 must be performed on children under 8 years of age; and

(2) a minimum of 10 must be performed on adults with supra-gingival calculus.

Section 2.30.240(c)(1)(D) was amended, as follows:

(c)(1)(D) satisfactory performance in exposing and developing a minimum of 75 dental radiographs under the direct supervision of a dentist, dental health aide therapist, ~~dental health aide hygienist~~, or licensed dental hygienist including:

Section 2.30.240. Dental Radiology Requirements.

(c)(2) If in the course under (1) (A) through (C) the dental health aide did not satisfactorily expose radiographs on at least 10 patients, then after the completion of the course, the dental health aide must complete, under direct supervision of a dentist, dental health aide therapist, ~~dental health aide hygienist~~, or licensed dental hygienist, enough additional radiographs to have satisfactorily completed exposures on no less than 10 patients.

Section 2.30.250(b) was amended, as follows:

(b) **Dental Supervision.** A dental health aide certified under this article who satisfies the requirements of this section may perform the functions of a dental assistant only under the direct or indirect supervision of a

(1) dentist;

(2) dental health aide therapist;

(3) licensed dental hygienist; or

(4) ~~dental health aide hygienist~~; or [RESERVED]

(5) primary dental health aide II or expanded function dental health aide I or II who is performing procedures under the general supervision of a dentist.

Section 2.30.410(b)(C)(ix) was amended, as follows:

(b)(C)(ix)

four-handed instrument transfer;

Section 2.30.500(a) was amended, as follows:

(a) **Training and Education.** A person meets the training and education requirements to be a certified expanded function dental health aide II upon successful completion of

(1) all requirement under sections 2.30.100(a)(1) and (a) (4) [PDHA I training & education requirements; training; (presession) & (BLS)], and 2.30.400(a)(2)(A), ~~(a)(3)~~, and (b)(1) [EFDHA I training & education requirements] ; training & education; (PDHA I requirements), (basic restorative functions), & (preceptorship)], and 2.30.410 [EFDHA I supervision & competencies];

**Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016**

Section 3.10.300 (b) was amended, as follows:

(b) **Sponsorship.** A continuing education program that meets the requirements of section 3.10.300(a) [approved continuing education programs for BHA/P; competencies] and is sponsored by any of the following organizations is considered approved by the Board:

(20) National Association of Direct Service Providers (NADSP).

January 22, 2016, eighteen sections were amended, as follows:

Section 2.30.240 was deleted in its entirety and reserved:

~~**Sec. 2.30.240. Dental Radiology Requirements.**~~

~~(f) **Radiology Recertification.** No less often than once every two years, the dental health aide must expose a minimum of 20 radiographs under the direct supervision of a dentist or dental health aide therapist and those radiographs must be reviewed by a dentist and determined to have been performed satisfactorily.~~

Section 3.10.100(b) was amended, as follows:

(b) **Sponsorship.** A continuing education program that meets the requirements of section 3.10.100(a) [approved continuing education programs for CHA/P; competencies] and is sponsored by any of the following organizations is considered approved by the Board.

- (1) a certified CHA/P Training Center;
- (2) the American Medical Association;
- (3) the American Nurses' Association;
- (4) an accredited postsecondary educational institution;
- (5) the Indian Health Service;
- (6) an emergency care course approved by the State of Alaska, Indian Health Service, American Heart Association, or American Red Cross; or
- (7) Smiles for Life

Section 7.10.030. DHA Training Administration and Records was amended, as follows:

(a) **Commitment of Administration.** The sponsor of Board approved DHA training programs must have an agreement with the Alaska Dental Clinical and Preventive Support Center, operated by the Alaska Native Tribal Health Consortium, under which the Support Center Alaska Native Tribal Health Consortium Department of Oral Health Promotion which will document on-going support of staffing positions and program needs and accept and retain records regarding training and continuing education carried out by the DHA training program.

(b) **Secretarial Support.** A DHA training program should have administrative and secretarial support sufficient to assure timely and smooth functioning of the program and transmittal of records to the Department of Oral Health Promotion.

(c) **DHA Training Program Files.**

(1) A DHA training program must have on file for review, or transmit to the Support Center Department of Oral Health Promotion for retention, DHA training outlines, learning objectives/lesson plans, session quizzes/exams, dental health aide evaluation records, application forms, student training files quality assurance/continuous quality improvement files and a training plan for employees.

(2) A DHA training program must promptly after the conclusion of each training session, course or continuing education program transmit to the Support Center Department of Oral Health Promotion a list of each student who attended the program with information about whether the student completed the course and an evaluation of the student's performance.

Section 7.20.010(c) was amended, as follows:

(b) **Training.** The training will include didactic instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter listed in subsection (a) of this section.

Section 7.20.020(b) was amended, as follows:

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(b) **Hours of Training.** The course in which the topics listed in subsection (a) are addressed must include a minimum of
(1) 12 hours of didactic instruction; and
(2) 6 hours of hands-on practice in a lab setting. The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 6 hours of clinical encounters.

Section 7.20.030(b) was amended, as follows:

(b) **Hours of Training.** The course in which the topics listed in subsection (a) are addressed must include a minimum of
(1) 14 hours of didactic instruction; and
(2) 6 hours of clinical encounters. The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands on practice must include a minimum of 6 hours of clinical encounters.

Section 7.20.040(b) was amended, as follows:

~~(b) — Hours of Training.~~ The course in which the topics listed in subsection (a) are addressed must include a minimum of:
(1) 14 hours of didactic instruction; and
(2) 7 hours of clinical encounters. **(b) Training.** The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 7 hours of clinical encounters.

Section 7.20.050(b) was amended, as follows:

~~(b) — Hours of Training.~~ The course in which the topics listed in subsection (a) are addressed must include a minimum of
(1) 12 hours of didactic instruction; and
(2) 7 hours of clinical encounters. **(b) Training.** The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 7 hours of clinical encounters.

Section 7.20.100(b) was amended, as follows:

~~(b) — Hours of Training.~~ The course in which the topics listed in subsection (a) are addressed must include a minimum of
(1) 7 hours of didactic instruction; and
(2) 7 hours of clinical encounters.
(b) Training. The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 7 hours of clinical encounters.

Section 7.20.110(b) was amended, as follows:

~~(b) — Hours of Training.~~ The course in which the topics listed in subsection (a) are addressed must include a minimum of
(1) 8 hours of didactic instruction; and
(2) 16 hours of clinical encounters.
(b) Training. The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 16 hours of clinical encounters.

Section 7.20.120(b) was amended, as follows:

~~(b) — Hours of Training.~~ The course in which the topics listed in subsection (a) are addressed must include a minimum of
(1) 12 hours of didactic instruction; and
(2) 12 hours of clinical encounters.

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

(b) **Training.** The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 12 hours of clinical encounters.

Section 7.20.130(b) was amended, as follows:

~~(b) — **Hours of Training.** The course in which the topics listed in subsection (a) are addressed must include a minimum of~~

- ~~(1) 12 hours of didactic instruction; and~~
- ~~(2) 20 hours of clinical encounters.~~

(b) **Training.** The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 20 hours of clinical encounters.

Section 7.20.140(b) was amended, as follows:

~~(b) — **Hours of Training.** The course in which the topics listed in subsection (a) are addressed must include a minimum of~~

- ~~(1) 14 hours of didactic instruction; and~~
- ~~(2) 21 hours of clinical encounters.~~

(b) **Training.** The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 21 hours of clinical encounters.

Section 7.20.200(b) was amended, as follows:

~~(b) — **Hours of Training.** The course in which the topics listed in subsection (a) are addressed must include a minimum of:~~

- ~~(1) 14 hours of didactic instruction; and~~
- ~~(2) 21 hours of clinical encounters.~~

(b) **Training.** The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 21 hours of clinical encounters.

Section 7.20.210(b) was amended, as follows:

~~(b) — **Hours of Training.** The course in which the topics listed in subsection (a) are addressed must include a minimum of~~

- ~~(1) 7 hours of didactic instruction; and~~
- ~~(2) 21 hours of clinical encounters.~~

(b) **Training.** The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 21 hours of clinical encounters.

Section 7.20.220(b) was amended, as follows:

~~(b) — **Hours of Training.** The course in which the topics listed in subsection (a) are addressed must include a minimum of~~

- ~~(1) 7 hours of didactic instruction; and~~
- ~~(2) 14 hours of clinical encounters.~~

(b) **Training.** The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include a minimum of 14 hours of clinical encounters.

Sec. 7.20.400(b) was amended, as follows:

~~(b) — **Hours of Training.** The course in which the topics listed in subsection (a) are addressed must include a minimum of~~

- ~~(1) 16 hours of didactic instruction;~~
- ~~(2) 8 hours of laboratory instruction during which time 3 injections each of the maxillary infiltration, palatal, inferior alveolar, long buccal, and posterior superior alveolar injections are administered; and~~
- ~~(3) clinical experience sufficient to establish the dental health aide's ability to adequately anesthetize the entire dentition and supporting structures in a clinical setting, requiring a minimum of 6 hours of~~

Community Health Aide Program Certification Board – Standards and Procedures
Amended January 22, 2016

clinical encounters under direct supervision of faculty during which time each patient receiving an injection receives a dental service; which must include a minimum of 4 each of the injections listed above.

(b) Training. The training will include instruction and hands-on practice in a lab or clinic setting sufficient to demonstrate competency of the subject matter in subsection (a) of this section; hands-on practice must include clinical experience sufficient to establish the dental health aide's ability to adequately anesthetize the entire dentition and supporting structures in a clinical setting, and a minimum of 16 hours of clinical encounters.

Section 7.20.500. Dental Health Aide Therapist Training was amended, as follows:

Sec. 7.20.500. Dental Health Aide Therapist Training Educational Program. A DHAT Educational therapist training program must provide instruction and clinical training education equivalent to that established by the Commission on Dental Accreditation (CODA) in their accreditation standards for dental therapy education programs or the Alaska DHAT Educational Program, or approved by the Canadian National School of Dental Therapy, the Medical Services Branch of the Canadian Ministry of Health or the New Zealand Board of Dentistry.