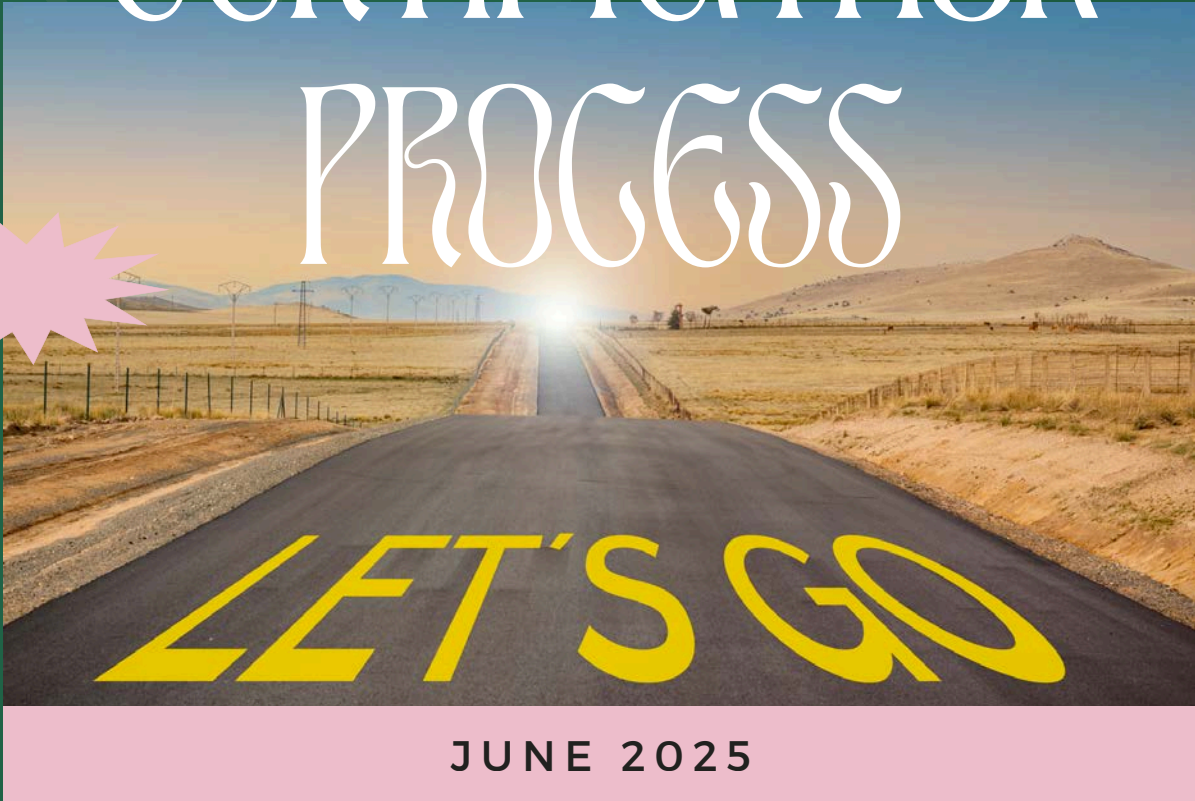


TRIBAL COMMUNITY HEALTH  
PROVIDER PROGRAM

# CERTIFICATION PROCESS



JUNE 2025

## THE JOURNEY AHEAD

The Tribal Community Health Provider Program (TCHPP) team is excited to begin the process with Health Aide students to pursue national certification as a Health Aide in your chosen discipline! This process has recently undergone a lot of movement and we are progressing forward with assisting Health Aides in receiving their national certification.

In fact, in October of 2023, the very first Dental Health Aide (DHA) and Behavioral Health Aide (BHA) were the first two Portland area CHAP federally certified providers outside of Alaska.

From that process, we have some learning lessons to help students start to gather necessary documentation to begin their certification process. This booklet is designed to assist you in your certification journey.



## The Certification Process



On December 16, 2024, the Northwest Portland Area Indian Health (NPAIHB) announced that Director Tso formally approved the PACCB on November 26, 2024. This approval allows for the certification of Dental Health Aide (DHA), specifically Primary Dental Health Aide (PDHA) I, Dental Health Aide Therapists, (DHAT), and Behavioral Health Aide (BHA) I-III, in accordance with the guidelines set forth in the Indian Health Care Improvement Act (IHCIA), 25 U.S.C. § 1616I.

This certification aims to improve the delivery of essential health services within American Indian and Alaska Native communities by “growing your own” providers. The discussion around workforce development began in 2014 with the Portland Area Tribal leadership. The national and regional expansion of the Community Health Aide Program (CHAP) commenced in 2016 via NPAIHB Resolution #17-01-02. Over the past decade, the Tribal Community Health Provider Program (TCHPP) team collected tribal input and established workgroups to ensure that the agenda and development of CHAP in the Portland Area were driven by the tribes.



ALASKA NATIVE  
TRIBAL HEALTH  
CONSORTIUM



## Alaska Certification Board (AKCB)



The Community Health Aide Program Certification Board (CHAPCB) is federally authorized by Alaska Area Native Health Service and administered by Alaska Native Tribal Health Consortium. The CHAPCB was created in 1998 by the federal government and charged with formalizing the process for maintaining community health aides/practitioners, dental health aides and behavioral health aides/practitioners training and practice standards and policies.

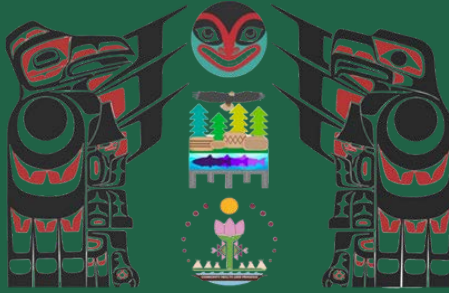
As the governing Board of the Community Health Aide, Dental Health Aide and Behavioral Health Aide programs, its function is to certify training centers and individual health aides at all levels of training.

**AKCB will be certifying Behavioral Health Practitioners (BHA/Ps), the highest level of BHAs, until the PACCB is authorized to do so.**

To learn more about AKCB, click [here](#).

# Where we are now

What does the certification process look like?



## PORTLAND AREA CHAP CERTIFICATION BOARD (PACCB)

### WHAT IS THE PACCB?

The Portland Area 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, which may also be referred to as the Portland Area Standards and Procedures (PASP). For historical reasons, these various health aides are often referred to generically as “community health aides” or Tribal Community Health Providers.”

### WHO SITS ON THE PACCB?

1. Portland Area IHS Director
2. Northwest Portland Area Indian Health Board (NPAIHB) Delegate
3. NPAIHB Executive Director
4. BHA/P Representative
5. CHA/P Representative
6. DHA/T Representative
7. BHARC
8. CHARC
9. DHARC
10. Idaho Department of Health and Welfare, Division of Medicaid
11. Oregon Health Authority
12. Washington Healthcare Authority
13. Portland Area CHAP Education Programs

# CERTIFICATION PROCESS

## STEP 1

Health Aide applicant submits completed application to TCHPP BHA Program Manager.



## STEP 2

Completed certification application is reviewed by TCHPP BHA Program staff.



## STEP 3

If TCHPP notices any edits to be made, application is sent back to BHA for review and update.



## STEP 4

Application is then sent to Portland Area CHAP Certification Board (PACCB) for review.



## STEP 5

PACCB reviews application in a 2-day session and communicates applicant materials with TCHPP team. If application meets all requirements for certification, PACCB will email the Health Aides' Clinical Supervisor and TCHPP PACCB Team Lead.

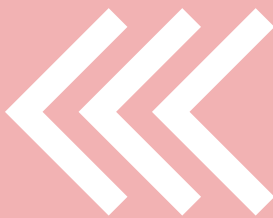




BHA Clinical Practicum must be completed under a master's level, licensed, behavioral health professional and/or Clinical Supervisor.



# Clinical Practicum



## BHA Practicum Hours

### BHA Level 1 (100 hours minimum)

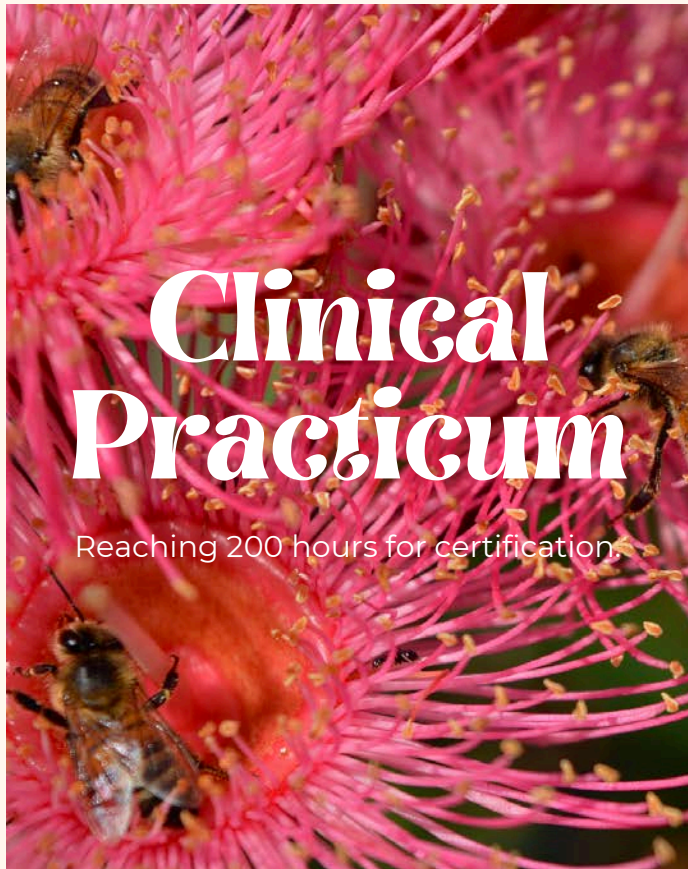
- **25 hours:** No fewer than 25 hours providing client orientation to services including screening and initial intake, with appropriate case documentation.
- **25 hours:** No fewer than 25 hours of providing case management and referral with appropriate case documentation.
- **35 hours:** No fewer than 35 hours of providing community-based education, prevention, and early intervention services with appropriate case documentation; and
- **15 hours:** A balance of 15 hours must be related to practicum components listed above.



### BHA Level 2 (100 hours minimum)

- **35 hours:** No fewer than 35 hours of providing client substance use assessment and treatment planning using the Diagnostic and Statistics Manual (DSM) and American Society of Addiction Medicine (SAM) patient placement criteria with appropriate case documentation.
- **30 hours:** No fewer than 30 hours of providing rehabilitative services (e.g., comprehensive community support services or therapeutic behavioral health services) with appropriate case documentation.
- **25 hours:** No fewer than 25 hours of providing community readiness evaluation and prevention plan development with appropriate case documentation; and
- **10 hours:** A balance of 10 hours must be related to practicum components listed above.

# Examples of BHA Scope of Work for Level 1 and Level 2



## What can I log for my clinical practicum hours?

You can log whatever hours you gain working within the BHA scope of practice throughout your educational journey. The bubbles above contain examples of the types of work/duties/events you can log for these hours. You are able to log: behavioral health related conferences, trainings, and/or webinars; events you help host with the tribe; work related to intake/assessments/group therapy; hours worked to support youth, adults, and Elders; and any kind of mental health promotion activities. Hours can be logged based on your preference. For example, some students log hours on their BH website thru work, in a designated BHA journal, and/or in a binder (to keep certifications, etc.)

**TIP:** Attending Indian Country NW Elder's ECHO is highly encouraged, and counts as 1.5 hours. This is hosted every first Tuesday of the Month from 12-1:30. To sign up, **please email [echo@npaihb.org](mailto:echo@npaihb.org)** and ask to be added to the NW Elder's mailing list.

# 5 STEP

## BHA CERTIFICATION APPLICATION PROCESS

01

### STEP ONE

**Review the Standards and Procedures (S&Ps), BHA portion only > Starts on page 49.**

Read through the Portland Area S&Ps and Bylaws.

- Access S&Ps [here](https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:7e56d7d3-e2df-4bee-8d3e-36949ea97d6d):
- Access Bylaws [here](https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:805f4f54-e372-4574-b2cb-970ac13cef5d):

NOTE: You won't be tested on the S&Ps and Bylaws, you'll just need to sign on the certification application that you read through the S&Ps and are aware of them.

02

### STEP TWO

**Ensure you have your Clinical Practicum requirements.**

- Review the Clinical Practicum visual to ensure you have required hours for each specific scope of work.
- Review your excel log and ensure you have 100 clinical practicum hours for each year (total of 200 hours).
  - BHA Level 1= 100 clinical practicum hours
  - BHA Level 2= 100 clinical practicum hours

03

### STEP THREE

**Have your Clinical Supervisor complete the Knowledge & Skills Checklist.**

- Give your Clinical Supervisor an efficient amount of time to complete your Knowledge & Skills Checklist.
- Make a copy of K&S Checklist and add to your portfolio. Ensure you meet 80% minimum.
- Send a copy of the complete K&S to TCHPP application lead.

04

### STEP FOUR

**Create a portfolio with all necessary documentation.**

- Create a binder/portfolio with the following:
  - Copy of degree/certificate/transcripts.
  - Notes of clinical practicum and work experience hours.
  - Self-assessment of Knowledge & Skills Checklist.
  - Any webinar, training, internship, experiential learning certificates.

05

### STEP FIVE

**Complete the PACCB Application.**

- Health Aide certification applications can be found on our website, [here](#).
- Review certification application and give yourself at least one month to complete.
- Submit application to your Clinical Supervisor to complete their required sections.
- Submit entire completed application to the TCHPP application lead, Katie Hunsberger at [khunsberger@npaih.org](mailto:khunsberger@npaih.org).

# 5 STEP

# DHA/T CERTIFICATION APPLICATION PROCESS

01

## STEP ONE

### Review Alaska's Standards and Procedures, DHA/T

- Access here: <https://akchap.org/chapcb/standards-and-procedures/>
- Read through the Portland Area S&Ps and Bylaws.
  - Access here: <https://www.tchpp.org/aboutpaccb>

NOTE: You won't be tested on the S&Ps and Bylaws; you'll need to sign the certification application attesting that you read through the S&Ps and are familiar with requirements, scope of practice, scope of practice, ect.

02

## STEP TWO

### Schedule one on one session with your Application support mentor

- Meet with Kari Ann Kuntzelman to review the application process and answer any questions you may have.

03

## STEP THREE

### Create professional portfolio with all applicable necessary documentation.

- Create a binder/portfolio with the following:
  - Copy of : program certificate, degree or license
  - BLS certificate-verifying it is valid after the CHAP Certification board meets to review applications
  - CE log, Standing Orders and recertification log if applicable/Original preceptorship log/Alaska signature page
  - How-to forms
  - Portland Area Standards and Procedures
  - Alaska Standards and Procedures during interim process

04

## STEP FOUR

### Prepare all required documentation for application

- Gather all required documentation for application
  - Refer to your application support mentor for access to the application checklist

05

## STEP FIVE

### Complete the Alaska Certification Application.

- Health Aide certification applications can be found on our website, [here](#).
- Review certification application and give yourself sufficient time to complete; be sure your name is written the same across all documents/signatures.
- Submit application to your Supervising dentist to review and sign
- entire completed application to Kari Ann Kuntzelman for the review process to begin.
  - Review process: 1. Application support mentor, 2. DARC, 3. Portland Area CHAP Certification Board (PACCB) , 4. Alaska Area CHAP Certification Board (AKCB)

# YOUR JOURNEY STARTS NOW

tips | links | save the dates | deadlines



## TIPS

- Tip 1: Create your certification binder/portfolio early and add any relevant materials in it along the way.
- Tip 2: Keep your Clinical Supervisor updated on the certification process and get them familiar with the application.
- Tip 3: Keep a hard and electronic copy of your work experience log.
- Tip 4: Complete the K&S Checklist after year 1 and after year 2 to measure your progress.

## GIVE YOURSELF TIME



## DEADLINES

### BHA Certification Deadlines:

- Students pursuing PACCB Certification.
  - First draft of application due: **June 25, 2025**
  - Final draft of application due: **June 18, 2025**

## Links

Access Standards & Procedures

Standards & Procedures



Access AK Certification Applications

DHA Application  
BHA Application



## save the dates

BHA TCHPP application deadline	June 18, 2025
PACCB reviews BHA applications	August 25, 2025
BHA TCHPP application deadline for AKCB	September 7, 2025
AKCB review BHA/P applications	October 7, 2025

[www.tchpp.org](http://www.tchpp.org)



# HOW CAN WE HELP

Introducing your certification application TCHPP Team Leads



**Behavioral Health  
Aide/Practitioner  
Certification Lead**

**BHA Certification Inquiries:  
Katie Hunsberger,  
BHA Program Manager**

**Email:  
khunsberger@npaihb.org**



**Dental Health  
Aide/Therapist  
Certification Lead**

**DHA Certification Inquiries:  
Kari Ann Kuntzelman  
DHA Program Specialist**

**Email:  
kkuntzelman@npaihb.org**



**TCHPP/PACCB Manager  
and Certification Lead**

**General Certification  
Inquiries:  
Lisa Griggs  
TCHPP Program Manager**

**Email:  
lgriggs@npaihb.org**



**NORTHWEST PORTLAND AREA  
INDIAN HEALTH BOARD**  
*Indian Leadership for Indian Health*

# LIST OF ACRONYMS

AK: Alaska

AKCB: Alaska Certification Board

BHA: Behavioral Health Aide

DHA: Dental Health Aide

BHA/P: Behavioral Health Aide and Practitioner

BHARC: Behavioral Health Academic Review Committee

Dental Academic Review Committee

CHAP: Community Health Aide Program

HU: Heritage University

NPAIHB: Northwest Portland Area Indian Health Board

NWIC: Northwest Indian College

PACCB: Portland Area CHAP Certification Board

PASP: Portland Area Standards and Procedures

S&P: Portland Area Standards and Procedures