

## INSTRUCTIONS FOR AMIAS RECERTIFICATION

### RECERTIFICATION DEADLINES

The Area 33 annual deadline required to meet AMIAS (Al-Anon Members Involved in Alateen Service) recertification is **May 10th**.

The AAC/AAPP will access the Recertification page in the Online Group Records database which is released in January of each year to determine who needs to be contacted for recertification.

The AAC/AAPP will provide both the Area 33 AMIAS Recertification Process form along with the Area 33 AMIAS Recertification Questionnaire form to these AMIAS by **February 20<sup>th</sup>**.

The AMIAS must return the “Area 33 AMIAS Recertification Questionnaire” the proof of training completed to the AAC/AAPP by **May 10th** to be recertified. If the forms are not received by **May 10th** the non-responding AMIAS may be reported as inactive.

If an AMIAS does not meet the Area 33 Requirements for recertification, they are inactivated in the Online Group Records database.

The WSO recertification deadline is **June 15<sup>th</sup>**. The AAC/AAPP will submit all recertification information via the Online Group Records database.

### RECERTIFICATION INSTRUCTIONS FOR AMIAS

1. Complete and sign the “Area 33 AMIAS Recertification Questionnaire” as an acknowledgment of commitment to the Alateen program and return it to the AAC/AAPP by **May 10th**. This form will be kept by the AAC/AAPP in a secure location.
2. **A criminal background check will be completed at the initial certification and every 3 years thereafter. If APPLICABLE**, complete the form(s) necessary for a criminal background check using the link provided by email from the background check provider to the applicant to access these form(s). Any funds necessary for this criminal background check will be paid by Area 33. Only those who pass the criminal background check are eligible to serve Alateen.
3. **A child abuse and sex offender check will be completed at the initial certification and every 3 years thereafter. IF APPLICABLE**, complete the form(s) necessary for a child abuse and sex offender check using the link provided by email from the background check

provider to the applicant to access these form(s). This background check requires immediate payment of \$5.00 which will be reimbursed by Area 33. Contact the AAC/AAPP if you want reimbursement. Only those who pass the child abuse and sex offender check are eligible to serve Alateen.

4. The AMIAS is required to complete at least one training session per year which is coordinated by the Area 33 AAC/AAPP. The training session for recertification must be completed between January 1st and the Area 33 deadline of May 10th each year. Provide proof of completion of the training to the AAC/AAPP.
5. Notify the AAC/AAPP if you do not desire to be recertified as an AMIAS by ~~April 15th~~ May 10th.