Area Alateen Process Person Policy and Procedures

POLICY

In order to assure compliance with the WSO Alateen Policy and Kentucky's Safety and Behavioral Requirements, the Kentucky AAPP shall serve as the primary link between Alateen Groups, AMIAS, and the World Service Organization, through collaboration with the Alateen Coordinator, other Alateen sponsor trainers, District Representatives, the Website Coordinator.

Kentucky Area Al-Anon will follow the Alateen Policy developed by WSO in accordance with the World Service Conference Board of Trustees 2003 Motion. The WSO Policy states that each Al-Anon Area will have Area Alateen Safety and Behavioral Requirements in place which meet or exceed the minimum requirements set by the 2003 Alateen Motion. Area Requirements must include minimum requirement for Al-Anon Members Involved in Alateen Services (AMIAS), Alateen meetings and Alateen participation in conferences, conventions, and other events.

Kentucky Area must maintain compliance with WSO policy for Alateen Groups or meetings. That policy states that only those Alateen groups that follows the KY Area Registration Process or Procedure will be registered by WSO. This includes completion of the Annual Update described in Group Procedures, Item #5 below, and compliance with other safety and behavioral requirements. The AAPP will collaborate with the Alateen Coordinator, the Area Chairman and other parties as needed to notify a group in writing if the right to use the Alateen name is revoked.

The 2003 Policy states that, in order to use the Alateen name, the Area, all AMIAS, all Alateen members, and all Alateen meetings or events must be in compliance with the Area's Alateen Safety and Behavioral Requirements. Kentucky Area process outlines steps to meet these requirements in its **AAPP Procedure, Alateen Coordinator Procedure, Alateen Sponsor Packet, and District Representative Procedures.**

PROCEDURES

Procedures for AMIAS Certification and Recertification (arranged below in ideal order of completion)
Alateen Coordinator or Trainer

1. Arranges for training sessions and advises GR's, DR's, and others and conducts session, following the KY Alateen Sponsor Packet which describes minimum requirements of sponsors, group events, and parental permission for Alateens for permissions and medical care.
2. Sends roster of trainees to AAPP
3. Has trainee complete the personal Checklist, which he or she keeps, and KY Modified AMIAS form to forward to the DR.
4. Has trainee complete Administrative Office of the Court Request (Current Revision November 2013) for Criminal Background check and forward to the AAPP or DR, as the trainee wishes.

District Representative

1. Check references listed by the applicant on the AMIAS form; confirm the trainee's two years of active Al-Anon membership, sign and forward form to AAPP if otherwise approved. If disapproved, so note and forward the form to the AAPP with note requesting disapproval.
2. Forward the Criminal Background check form to the AAPP if not submitted to the AAPP directly by the trainee.
3. If the trainee lives out of state, consult with the AAPP, since they must have one background check initially from the state of residence per the 2003 WSO Policy.

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1. Review AMIAS forms to assure it is complete.
2. Review Criminal Background Check forms, complete the bottom of the form with AAPP contact information complete and submit with fee. Payment may be made by requesting a check from the Area Treasurer or by personal check which can be submitted to the Area for reimbursement. The current fee is $20.00 each.
3. On receipt of the completed background check, file it and indicate "background ck – OK" on the AMIAS form. Complete the signature and date line and boxes, write on the form, "expires _____," (three years after update or initial certification is entered in the WSO database.)
4. Log on to WSO OnLine Group Records and submit the new applicant for approval. In one to three business days, WSO will issue the applicant a number, which should be entered on the AMIAS form. For recertifications, check the previous AMIAS record in the binder and determine if an address, email or phone number update is needed; update status as needed on-line.
5. After all on-line updates are completed and new WSO numbers are issued, send a copy of the AMIAS form, to the Alateen Coordinator, the DR, and the AMIAS member.
6. File completed AMIAS forms in the binders, which are arranged by District. Originals are to be maintained by the Area indefinitely per WSO Policy and Procedures.
7. Currently WSO requires the AAPP to recertify all AMIAS members as Active by June 30 each year. At this time, anyone with an unexpired AMIAS certification under KY Area Policy (three years between background checks) is recertified until June 30 of the next year. The AAPP may notify the AMIAS whose three year certification is expiring during the July 1-June 30 upcoming period of their need to seek recertification.
8. Tip: When locating a previous AMIAS form or determining a District number, it may be necessary to look at records in Districts 1 – 5, since sponsors often serve as CMA or sponsor outside their District.
9. Optional: As the OnLine Group Records database flexibility has increased, maintaining a spreadsheet of current AMIAS members has become less necessary. This process is always subject to change and improvement. It is important for the AAPP to stay current with this process. Updates and webinars are offered by WSO to assist with this.

Note: At the beginning of the AAPP term, the Area Chairman must contact WSO and authorize the incoming AAPP, by submission of a form titled, "Area Alateen Process Form".

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Note: When a new AAPP begins their term, the Area Chairman must contact WSO in order to authorize the incoming AAPP, by submitting the form titled 'Area Alateen Process Form'.

1. Currently, WSO requires that *all* AMIAS members be recertified as 'Active' by June 15th of each year.
2. By January 15th of each year, in order to plan for upcoming AMIAS training sessions, submit a spreadsheet to the Alateen Coordinator with information on all AMIAS whose three-year certifications expire by June 30th of the current year. Note that all AMIAS with unexpired three-year certifications through June 30th of the current year can simply be recertified per instructions in #6 (see below).
3. After AMIAS training sessions conducted by Alateen Coordinator, review received AMIAS forms (AMIAS certification/recertification application, background check authorization, and Alateen checklist) for completeness, and contacts applicants when amendments or corrections are necessary to complete recertification process.
4. Perform background checks on the current year's applicants at https://kycourts.gov/AOC/Information-and-Technology/Pages/Background-Checks.aspx, and report any disqualifying incidents (physical or sexual abuse and any felony convictions) to applicants District Representative. (Expenses related to the background checks are covered by the Area, with reimbursement provided by the Area Treasurer.)
5. Once background check has cleared, acknowledge with signature/date on AMIAS certification/recertification application that applicant meets the Area's safety and behavioral requirements – to the best of my knowledge. An AMIAS certification/recertification is valid for a three-year period.
6. *For new AMIAS applicants:* login to WSO Online Group Records, create a new AMIAS profile, and submit for approval. Once approved, a WSO Assigned ID number will be issued for the new AMIAS, which should then be included on the AMIAS certification/recertification application for that individual.
7. *For recertifying AMIAS applicants:* login to WSO Online Group Records, navigate to the existing AMIAS profile, and select the option to recertify the AMIAS. Updates the address, phone number, and/or email if information listed on online profile is incorrect or outdated.
8. Lastly, sends a copy of the finalized AMIAS certification/recertification application to the AMIAS member, their DR, and the Alateen Coordinator.
9. File in binders all AMIAS forms produced by the annual review, by district number. Originals are maintained by the Area indefinitely per WSO Policy and Procedures.