Duties of the Kentucky Area Alateen Process Person

Kentucky Area Position Guideline

PURPOSE: According to the Al-Anon/ Alateen Service Manual, the Area Alateen Process Person (AAPP) is a member who serves as the Area's designated Alateen contact with the World Service Office (WSO) Al-Anon Family Group Records regarding Alateen forms and processes all Alateen group and Al-Anon Members Involved in Alateen Service (AMIAS) information for the Area.

TERM: The Kentucky AAPP is appointed by the Area Chairperson and serves a three-year term.

QUALIFICATIONS: The AAPP must be AMIAS certified. The AAPP is expected to become knowledgeable of the Alateen Safety and Behavioral Requirements (ASBR).

PROCEDURES: The AAPP:

- Attends and has a vote in all Area World Service Committee Meetings (AWSC) four (4) times a year: January, March, June, and October.
- Attends all Area assemblies three (3) times a year: March, June, and October; and provides a report informing the Assembly of the number of new certifications, new group registrations, the progress of the annual recertification process and other items of interest.
- Attends scheduled WSO provided meetings and training throughout the year.
- Collaborates with the Area Alateen Coordinator (AAC) to verify the status of registered Alateen groups in the Kentucky Area as well as verifying the current AMIAS in the Kentucky Area prior to Kentucky Ohio Michigan Indiana Alateen Conference (KOMIAC).
- Follows the process for handling complaints/non-compliance as outlined in the ASBR. (Refer to the Complaint/Non-Compliance Procedure in the ASBR.)
- Maintains confidential and secure storage for AMIAS forms and related personal information.
- Establishes an account with the agency that the Area has agreed to use to run background checks on AMIAS applicants. The Area is responsible for payment of the background checks.
- Ensures that all District Representatives (DRS) receive a copy of Appendix C (District Representative Guidelines as Related to Alateen) from the ASBR document at the beginning of the term. Also forwards a copy to any new DR throughout the term.
- Collaborates with the AAC to ensure that AMIAS training is provided to those who need it.

- Collaborates with the AAC and the Website Coordinator to post training dates, create online registration forms, and facilitate notifications.
- Collaborates with the AAC to distribute AMIAS application forms and background check forms to AMIAS trainees, and with DR to process the completed forms after candidates have been trained.
- Communicates with AMIAS trainees and answers any questions they may have.
- Checks AMIAS applications that have been submitted for completeness and for the District Representative signature acknowledging completion of satisfactory reference checks.
    - If an Alateen Sponsor Candidate does not meet the minimum Kentucky Area Safety and Behavioral Requirements due to unfavorable references, it is the responsibility of the DR not to sign the AMIAS form. The DR will then notify the Alateen Coordinator and the AAPP. The unsigned form will be sent to the AAPP. The applicant will be informed of the declination by the AAPP.
- Inspects the background check application for completion.
- Fills out the background check application online with the approved agency using the form that has been submitted by the applicant. Pay for it online using the method agreed upon by the Area.
- The AAPP will maintain a confidential file of original AMIAS forms processed along with the approved background check forms that are maintained in a secure location for three years.
- Background check actions:
    - If the background check shows a felony, sexual misconduct, or anything contrary to the requirements to be certified according to the Kentucky ASBR, then the AAPP will not approve the applicant. The AAPP notifies the AAC, the applicant's DR (District Representative), and the applicant that the applicant has been declined as an AMIAS.
    - If the background check meets the requirements, then the applicant may move on in the process.
- For any legal questions, the AAPP will:
    - Keep printed copies and/or electronic copies of the background check application
    - Saves the results of the background check sent by the agency that performed the check to keep with the AMIAS applicant's record.
- Logs into the WSO database and fills out the form to submit the applicant for approval as an AMIAS. If the applicant is already in the database, verifies the information and submits the applicant's information. If the applicant is not already in the database, create a new AMIAS profile and submit.
- Forwards the WSO approval e-mail to the applicant, the applicant's DR, and the AAC.

- Signs the now-certified AMIAS's application form, writes the AMIAS's WSO number, and writes "retrain in ____" with the year that is three years after approval. Sends a copy to the AMIAS for their records and keeps one for the AAPP's records.
- Makes changes to applicant's contact information as notified by applicant throughout the year.
- Provides Alateen Group Registration forms to those interested in starting an Alateen group.
- Notifies the AAC and the DR of the appropriate District of the group's interest in starting a group.
- Receives completed Alateen Group Registration forms and checks that the intended group meets the requirements for meeting according to the Kentucky ASBR.
- Registers the group in the WSO database.
- Notifies the group's CMA, the DR, and the AAC of registration of the group when it is approved by the WSO.
- Notifies the group's CMA, the DR of the group, and the AAC if the group is not approved along with the WSOs reasons for non-approval.

ANNUAL RECERTIFICATION:

- Recertifies or inactivates all AMIAS and Alateen groups each year during the recertification window. WSO opens the recertification window in January with a list of all AMIAS that need to be recertified. In Kentucky, that window closes on May 31st at midnight.
- Makes a list of all AMIAS who need to go through the retraining process in order to be recertified and sends a copy to the AAC.
- Makes a list of all AMIAS who only need to confirm their contact information in order to be recertified.
- Contacts the AMIAS who need to be retrained (Those who were last trained 3 years before) and explains the need to attend a training and complete new paperwork in order to be recertified and continue as an AMIAS.
- Contacts the AMIAS who need to confirm that their contact information is correct (Those who were last trained 1 or 2 years before) and ask them to confirm or change it in order to be recertified.
- Recertifies each AMIAS in the database when they have complied with the necessary steps.
- Contacts the AMIAS's DR for help if unable to contact an AMIAS.
- Inactivates any AMIAS by May 31st who has not complied with steps for recertification.

- Receives completed update forms from the CMAs of registered Alateen groups. These forms are sent to the CMAs by the WSO. Reminds the CMAs of the need to submit those forms to the AAPP or the group will be deactivated.
- Recertifies each Alateen group if the recertification form has been returned, changes made, and if the AMIAS associated with that group have been recertified. The database will not allow recertification if the associated AMIAS have not been recertified in the database yet.
- Notifies the AAC, the Area Chair, and the Area Delegate of completion of the Annual Recertification process after the WSO sends the email confirming that the Area has completed the process.
- Serves on the Board of Directors of KACK (Kentucky Alateen Conference KOMIAC) and attends scheduled meetings.

For review at October 2026 AWSC and Assembly