

## **ADDITIONAL SECTION TO HWS REQUIREMENTS FOR ALATEEN SAFETY**

### 8. Annual Recertification Process

- A. The list of Hawaii Area Certified AMIAS is sent by the WSO to the Area Process person in April of each year and includes all forms processed through the 4th week in March.
- B. The AMIAS on the list must be confirmed and the completed list must be returned to the WSO by July 1<sup>st</sup> of each year by the Area Process Person.
- C. To recertify each AMIAS, the Area Process Person sends an e-mail to each certified AMIAS on the list to ask if their information is current which includes:
  - 1. Name (if changed- Must submit new AMIAS form)
  - 2. Address (must be physical address)
  - 3. Phone number
  - 4. E-mail address
  - 5. Still attends regular Al-Anon meetings
  - 6. Still wants to be on the Certified AMIAS list
  - 7. None of the minimum safety and behavioral requirements for a Sponsor Candidate has changed.
- D. If the AMIAS does not respond to their e-mail, send an email to the DR of their District to locate the AMIAS and obtain their new e-mail address.
- E. If the Certified AMIAS does not respond and/or cannot be located, their status will be changed to INACTIVE and send a Change of Status form to WSO
- F. INACTIVE means at this time the member does NOT meet the AREA'S requirements to serve; however, once the requirements have been met, the member can be reconsidered for recertification. A new AMIAS form needs to be submitted at that time. INACTIVE means only that they are not certified at this time.  
Some examples are:
  - 1. AMIAS requests inactivation
  - 2. Moved from the state
  - 3. Does not regularly attend Al-Anon meetings
  - 4. Member has temporary emotional problems that could be harmful to Alateens (death in family, divorce, loss of job and the like)
  - 5. Until cleared if accused of a felony
- G. INELIGIBLE means the member is NEVER able to be certified in the Area or in any other Area. The status CANNOT later be changed by the Area.  
Some examples are:
  - 1. Felony Conviction
  - 2. Charges of child abuse
  - 3. Continuous emotional problems that could be harmful to Alateens
- H. If an AMIAS moves to Hawaii and wishes to be Certified in our Area they must:
  - 1. Ask for a reference from their former Area Process Person to assure they are a member in good standing
  - 2. Complete Hawaii Area Alateen Sponsor Profile for the Hawaii Area  
A new AMIAS form is sent to WSO by the Area Process Person.