

# Annual Event Provider (AEP) Application Instructions

The National Commission for Health Education Credentialing, Inc. (NCHEC) recognizes the commitment of professional organizations to provide high-quality, informative and relevant Continuing Education Contact Hour (CECH) opportunities for Certified Health Education Specialists (CHES). This application is designed for those annual conferences and conventions where a significant number of programs (sessions) meet the needs of CHES. This application is not intended for continuing education opportunities that fall outside the realm of an institutionalized annual convention or conference.

A critical factor in the establishment of an effective professional development program is the designation of agencies/organizations, which can provide quality continuing education events. Continuing education for health educators is defined as educational experiences, which assist in the development or enhancement of knowledge and skills directly related to Seven Areas of Responsibility and related Competencies identified in "A Competency-Based Framework for Professional Development of Certified Health Education Specialists." The Seven Responsibilities are:

- I. Assess Individual and Community Needs for Health Education
- II. Plan Health Education Strategies, Interventions, and Programs
- III. Implement Health Education Strategies, Interventions, and Programs
- IV. Conduct Evaluation and Research Related to Health Education
- V. Administer Health Education Strategies, Interventions, and Programs
- VI. Serve as a Health Education Resource Person
- VII. Communicate and Advocate for Health and Health Education

CHES must earn 75 Continuing Education Contact Hours (CECH) every five years in order to be recertified. One CECH is equivalent to one 60-minute hour of instruction. Category I CECH are obtained through participation in structured learning experiences offered by providers designated by the NCHEC.

CECH will be calculated by rounding up to the next half hour. Examples: 1 hour and 45 minutes = 2 hours; 2 hours and 15 minutes = 2½ hours; 2 hours and 10 minutes = 2½ hours; 2 hours and 35 minutes = 3 hours. For multiple event sessions, add all hours before rounding.

1. Application fee (nonrefundable): \$150.00 due with this application
2. Make all checks payable to NCHEC

Organizations must meet the following criteria and be able to provide a strategy for assuring quality in program design, implementation and evaluation. All organizations that offer an annual convention or conference which provides continuing education opportunities for CHES are encouraged to utilize this application. If requested, organizations must be able to provide proof of the following criteria.

1. The organization is legally recognized by articles of incorporation
2. The organization has and can document a structure for serving the needs of those professionals practicing in the field of health education
3. An annual conference is and has been part of the organizational structure for the past five years
4. The application indicates a conference of national and/or regional scope
5. The theme or focus of the annual conference(s) has relevance to the field of health education
6. Two or more CHES serve on the planning committee for this conference or convention
7. This annual conference is marketed to CHES
8. The organization can provide supporting evidence and documentation (brochures, announcements, program booklets of previous offerings) that shows experience in implementing and evaluating past events
9. The organization can submit an evaluation summary of past conferences

Applications for designation as an Annual Event Provider (AEP) must be received in the NCHEC office no later than 45 days prior to the start of the event to be designated. Applications received before 45 days will be reviewed but notification of designation may not be communicated prior to the event date.

Upon submission of the application, you may add the following statement to any pre-event publicity or marketing material:

“Application for CHES Category I continuing education contact hours (CECH) has been made to the National Commission for Health Education Credentialing, Inc. (NCHEC).”

The NCHEC office staff reviews all AEP applications. Questionable applications may be referred to the Division Board for Professional Development (DBPD). Notification of designation status will be sent from the NCHEC office.

Any organization wishing to appeal a decision of nondesignation must submit, within thirty days of notification of NCHEC’s decision, a written request to the NCHEC office requesting reconsideration. This request must include information to support the overturning of the decision. The decision of the DBPD on an appeal is considered final. The AEP designation fee is not refundable.

Submit the AEP report within 60 days of the events conclusion. The report should include:

- evaluation summary. (do not send individual participant evaluations)
- participant roster which includes the CHES number of each participant and the number of CECH earned by each CHES.

All reports should be submitted to the NCHEC office.

To assist you in your marketing endeavors the following tools are available from NCHEC.

- Once designated, a mailing list on disk will be available at no charge upon request-contact the NCHEC office for more information.
- “A Competency-Based Framework for Professional Development of Certified Health Education Specialists” (\$60.00)
- Directory of CHES (\$30.00)

Mail the completed application, with all supporting documentation and appropriate payment to:

**National Commission for Health Education Credentialing, Inc.  
1541 Alta Drive, Suite 303  
Whitehall, PA 18052**

## Areas of Responsibility

With Related Competencies

### ***I. Assess Individual and Community Needs for Health Education***

- A. Access existing health-related data
- B. Collect health-related data
- C. Distinguish between behaviors that foster and hinder well-being
- D. Determine factors that influence learning - ***This Competency is not addressed, because the Sub-competencies are related to an advanced level of practice***
- E. Identify factors that foster or hinder the process of health education
- F. Infer needs for health education from obtained data

### ***II. Plan Health Education Strategies, Interventions, and Programs***

- A. Involve people and organizations in program planning
- B. Incorporate data analysis and principles of community organization
- C. Formulate appropriate and measurable program objectives
- D. Develop a logical scope and sequence plan for health education practice
- E. Design strategies, interventions, and programs consistent with specified objectives - ***This Competency is not addressed, because the Sub-competencies are related to an advanced level of practice***
- F. Select appropriate strategies to meet objectives
- G. Assess factors that affect implementation

### ***III. Implement Health Education Strategies, Interventions, and Programs***

- A. Initiate plan of action
- B. Demonstrate a variety of skills in delivering strategies, interventions, and programs
- C. Use a variety of methods to implement strategies, interventions, and programs
- D. Conduct training programs - ***This Competency is not addressed, because the Sub-competencies are related to an advanced level of practice***

### ***IV. Conduct Evaluation and Research Related to Health Education***

- A. Develop plans for evaluation and research
- B. Review research and evaluation procedures
- C. Design data collection instruments
- D. Carry out evaluation and research plans
- E. Interpret results from evaluation and research
- F. Infer implications from findings for future health-related activities - ***This Competency is not addressed, because the Sub-competencies are related to an advanced level of practice***

### ***V. Administer Health Education Strategies, Interventions, and Programs***

- A. Exercise organizational leadership
- B. Secure fiscal resources
- C. Manage human resources
- D. Obtain acceptance and support for programs - ***This Competency is not addressed, because the Sub-competencies are related to an advanced level of practice***

### ***VI. Serve as a Health Education Resource Person***

- A. Use health-related information resources
- B. Respond to requests for health information
- C. Select resource materials for dissemination
- D. Establish consultative relationships

### ***VII. Communicate and Advocate for Health and Health Education***

- A. Analyze and respond to current and future needs in health education
- B. Apply a variety of communication methods and techniques
- C. Promote the health education profession individually and collectively
- D. Influence health policy to promote health