



Credentialing Excellence in Health Education

Certified Health Education Specialist (CHES)

Policies & Procedures Handbook for Renewal and Recertification

RENEWAL & RECERTIFICATION

- The CHES credential must be renewed every year by payment of an annual fee.
- Recertification takes place every five years. Requirements for recertification include the accrual of Continuing Education Contact Hours (CECH) and payment of the annual fee.
- Renewal and recertification materials are mailed to CHES four to six weeks before the renewal or recertification date. A transcript of CECH accumulated during the current five-year certification cycle is also sent with the invoice.

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

Phone: (888) 624-3248 · FAX: (800) 813-0727 · www.nchec.org

FEES

RENEWAL/RECERTIFICATION FEES

Annual renewal fee: \$55.00

Recertification fee: \$55.00

1. CHES who became certified in October must renew/recertify by September 30
2. CHES who became certified in April must renew/recertify by March 31

LATE FEES:

Late fee: Up to three months late: \$25.00 (renewal & late fee = \$80)

Late status: CHES who have not paid their annual renewal fees by the deadline of the current certification year are considered late.

Reinstatement fee: More than three months late: \$75 (renewal & late fee & reinstatement fee = \$155)

Lapsed status: CHES who have not paid their renewal or recertification fee within one year of the deadline are lapsed. They are no longer considered CHES.

Lost status: CHES for whom NCHEC has no current or forwarding address are considered lost.

ADDITIONAL FEES

Foreign bank check fee: \$20.00 (if applicable)

Returned check fee: \$25.00

CERTIFICATION STATUS OPTIONS

Circumstances may necessitate a change in status. The following options are available:

EXTENSION: CHES who have paid their renewal fee for the current certification year, but who have requested a one-year extension of their recertification cycle. Extension status may be granted for special circumstances including, but not limited to personal or family illness, graduate study or foreign residency.

CHES may request extension status for a maximum of two years during any five-year certification cycle. A letter of explanation for the request must be submitted each year. At the end of the current renewal year, the CHES will automatically return to active status as long as current renewal fees are paid.

While on extension status, a CHES:

- may continue to earn CECH
- is not permitted to hold any elective NCHEC office
- is not allowed to serve on any planning committee as a CHES representative

RETIRED: A CHES who is permanently retired from health education and is in active/good standing may apply for retired status. After retired status is approved and awarded, a retired CHES must use CHES (Ret.) after his/her name. Retired status is considered a permanent status. No CECH requirement exists for CHES in retired status. The annual renewal fee is \$15.00.

DISCIPLINARY POLICY

The National Commission for Health Education Credentialing, Inc. (NCHEC) may temporarily suspend or permanently revoke an individual's certification. The Order of Revocation or Suspension shall state clearly, and with reasonable particularity, grounds for suspension or revocation. A Certified Health Education Specialist's (CHES) certification may be suspended or revoked for any reason deemed appropriate by NCHEC including, but not limited to, the following:

- 1) Falsification of the certification application.
- 2) Falsification of any information requested by NCHEC.
- 3) Misrepresentation of certification status.

4) Cheating (or reasonable evidence of intent to cheat) on the examination. Standard procedure will be for NCHEC to publish suspensions and revocations.

Complaints regarding a credential holder's behavior and suspected grounds for suspension or revocation must be sent in writing to the NCHEC Executive Director. Complaints will be reviewed by the Executive Committee of the NCHEC Board of Commissioners within 30 days of receipt by NCHEC and will be handled confidentially. Decisions will be presented in writing to the Certified Health Education Specialist (CHES) within 60 days of receipt of the complaint.

CHES who wish to appeal a decision regarding suspension or revocation of their certification must do so in writing, stating the grounds for the appeal. This correspondence should be received by NCHEC within 30 days of NCHEC's letter to the CHES wherein the decision regarding suspension or revocation is revealed, and should be addressed to:

Executive Director
National Commission for Health Education Credentialing, Inc.
1541 Alta Drive, Suite 303
Whitehall, PA 18052-5642

APPEALS POLICY

An appeal procedure is available to any applicant (Applicant)/Certified Health Education Specialist (CHES) to contest any adverse decision affecting his/her CHES examination eligibility or CHES status. Any individual who does not file a request for an appeal within the required time limit shall waive the right to appeal.

Applicants/CHES may appeal:

Adverse Decision Affected	NCHEC Decision Making Body
1. Exam Eligibility	Division Board for Professional Preparation and Practice
2. Recertification Status	Division Board for Professional Development
3. Suspension/Revocation of CHES Status	Board of Commissioners

Applicants/CHES cannot appeal:

1. actions taken by NCHEC in setting a passing score
2. established eligibility requirements
3. individual test items
4. test content validity

Definitions

An "adverse decision" shall mean any unfavorable decision made by NCHEC regarding one's exam eligibility, CHES renewal or recertification or CHES status.

Procedure for Appeals

Filing the Appeal

1. An appeal will only be considered if postmarked within thirty calendar days following the postmark date on the envelope in which the appellant was notified of the adverse decision.
2. NCHEC strongly suggests appeals be sent by certified mail or overnight courier service (such as FedEx) with return receipt requested. Appeals by facsimile or e-mail are not accepted.
3. A fee of \$25 must be paid and is not refundable if the appeal is denied.
4. An appeal must be submitted in writing (preferably typewritten) to the NCHEC Executive Director who will, in turn, submit it to the appropriate NCHEC decision making body. The appeal must contain the envelope from NCHEC showing the postmark date of the adverse decision.
5. The appeal should identify the adverse decision being appealed and explicitly state the reasons for the appeal. The appeal shall set forth any new or additional information to be considered.

6. The only additional information that may be submitted after the initial filing is that which is requested by the appropriate NCHEC decision making body.

Review and Consideration

1. The appropriate NCHEC decision making body shall review and consider a properly filed appeal during its next regularly scheduled monthly meeting.
 2. Where it deems necessary, a division board has the authority to request from the Board of Commissioners (BOC) an opinion regarding any aspect of the applicant's appeal.
 3. The appropriate NCHEC decision making body shall make a determination as to whether it will uphold the adverse decision or not, or order other action that it deems necessary.
 4. The NCHEC Executive Director shall notify the applicant of the appropriate NCHEC decision making body's decision, and the reasons therefore, within fifteen business days following the date of the appropriate NCHEC decision making body's decision.
 5. The appropriate NCHEC decision making body's decision is final.
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RECERTIFICATION REQUIREMENTS

The purpose of professional certification is to ensure a high level of competence in the health education workforce. Maintenance of this competence is supported by continued training in the knowledge and methods of the field (Refer to CONTINUING EDUCATION below). After initial certification, each CHES must earn a total of 75 Continuing Education Contact Hours (CECH) every five years to be recertified. At least 45 of these CECH must come from offerings by NCHEC preapproved designated providers (Category I); the remaining 30 CECH may come from other providers (Category II). CHES may choose to earn all 75 CECH in Category I. Category I CECH opportunities are listed on the NCHEC Web site at www.nchec.org. CHES who are unable to meet the recertification requirement may request extension status (see page 2).

EXCEPTION TO THE 45 CATEGORY I / 30 CATEGORY II CECH POLICY

CHES who live outside the continental United States may earn **all 75 CECH** through Category II activities.

CARRY OVER OF CECH

CHES who have accumulated in excess of 75 CECH at the end of their current five-year certification cycle will carry over a maximum of 15 Category I CECH into their next five-year certification cycle. Category II hours are not eligible for carry over.

RECERTIFICATION BY EXAMINATION

To recertify by examination a CHES must:

- meet the current eligibility criteria to sit for the examination.
- apply and make payment by the stated deadline for the examination using the official CHES examination application form available through NCHEC or on the Web site (www.nchec.org).
- pass the CHES examination. (the CHES examination is administered in April and October)

Failure to pass the examination will result in expiration of CHES certification as of the end of the current five-year certification period.

CONTINUING EDUCATION

Opportunities for earning CECH are outlined in this document.

DEFINITIONS:

Areas of Responsibility are the broad entry-level skills necessary for the practice of health education in all settings. Each Area of Responsibility is assigned related Competencies as outlined in *Appendix A*.

Continuing Education Contact Hours (CECH) are earned through participation in experiences that assist in the development or enhancement of the knowledge and skills directly related to the Areas of Responsibility and the individual's professional occupation.

Professional Development is the application of planned learning activities designed to maintain and enhance one’s competence in health education following a previously attained level of professional preparation (adapted from “Report of the 2000 Joint Committee on Health Education and Promotion Terminology”).

Activities are the individual methods (described within each of the activity types) by which CECH may be earned. As always, personal and professional integrity should guide all CECH claims and documentation.

Designated Provider is an organization pre-approved by NCHEC to provide CECH opportunities for CHES.

Category I refers to CECH opportunities that relate to one or more of the Areas of Responsibility, and have been preapproved by NCHEC (offered by *designated providers*).

Category II refers to CECH opportunities that relate to one or more of the *Areas of Responsibility*, but have *not* been preapproved by NCHEC (offered by *nondesignated providers*).

Documentation is the evidence needed to support a CECH claim.

EARNING CECH

- NCHEC encourages training in all the Areas of Responsibility, as continued competence in all Areas is essential to effective health education practice.
- CHES may earn CECH through completion of any of the following activities:

Activity Types for CECH
Attendance at Professional Meetings
Self-Study
Academic Preparation
Creative Endeavors
Professional Presentations
Professional Service

- Each activity is worth a specific number of CECH, as defined in the following pages.
- **CECH may not be claimed for activities, events or experiences that are part of the daily job requirements.**
- CECH for similar or closely-related activities may not be counted more than once. For example, CHES may not claim dual or additional CECH for:
 - concurrently taking a graduate thesis course *and* writing the thesis
 - attending seminars or workshops that are a normal part of a traineeship or mentorship for which CECH are claimed
 - publishing or republishing the same or a similar article in multiple publications or media (print or electronic)
 - presenting at *and* attending the same session at a conference
- As always, personal and professional integrity should guide all CECH claims and documentation.

DOCUMENTATION OF CECH:

Category I (preapproved) Activities: After completion of a Category I program, the designated provider will report the activity directly to NCHEC and award a certificate of attendance/completion directly to the participating CHES. The certificate will include the sponsor’s designated provider number and a program number. CHES should retain the certificate in their records – CHES SHOULD NOT submit any Category I documentation to NCHEC unless requested.

Category II (non-preapproved) Activities: Due to the diversity of Category II opportunities, acceptable forms of documentation will vary (refer to the following tables for specifics). To claim CECH in Category II, CHES will need to record not only the program information, but also how each activity relates to the Areas of Responsibility. CHES must fill out a *Category II CECH Claim Form* within 90 days following

completion of a CECH activity. A copy of this form is enclosed (*Appendix B*), and is available on the NCHEC Web site.

CONTINUING EDUCATION CONTACT HOUR (CECH) OPPORTUNITIES

ATTENDANCE AT PROFESSIONAL MEETINGS

Attendance at professional conferences, seminars, lectures, workshops, symposia, teleconferences, or other professional meetings offered by designated providers or other providers, in one or more of the Areas of Responsibility.

PROFESSIONAL MEETINGS

Definition

Attending or moderating educational sessions at conferences, seminars or workshops.

You may not claim time for lunches or breaks, or for attending poster sessions, networking sessions, business meetings or noneducational periods.

Applicable Categories

Category I

Category II

Eligible CECH

1 CECH per hour of instruction

Documentation

Category I: certificate of attendance/completion

Category II: official proof of attendance (e.g., certificate of attendance or copy of registration *and* meeting schedule with attended sessions highlighted)

SELF-STUDY

Reading the professional literature or completing an independent study offered by designated providers, or other providers, in one or more of the Areas of Responsibility.

PROFESSIONAL READING

Definition

Reading an article from a preapproved journal (print or electronic) and submitting the related learning assessment to the designated provider.

Applicable Categories

Category I only

Eligible CECH

Number of contact hours awarded by the designated provider

Documentation

Category I: Certificate of completion

INDEPENDENT STUDY

Definition

Formal independent study of a topic through audio, video, compact disc, publication, computer-based or Internet-based learning module of at least one hour in length. Must be sponsored by a professional body or organization.

Applicable Categories

Category I

Category II

Eligible CECH

Number of CECH awarded by the provider

Documentation

Category I: certificate of completion

Category II: official certificate of completion from sponsoring organization *and* outline of the module

Section continues on next page

SELF-STUDY (CONTINUED)

PARTICIPATING IN A PROFESSIONAL (NONACADEMIC) TRAINING EXPERIENCE

Definition

Participation as a learner in a planned and supervised training or mentoring program that is not part of an academic curriculum. Activity must not be part of daily work responsibilities. *Examples:* professional internship, study tour, mentoring relationship, leadership institute, professional fellowship. Supervision and evaluation by a health educator is required. A formal letter of agreement or contract between the trainee and the organization responsible for the training must be signed before the experience begins.

Applicable Categories

Category I

Category II

Eligible CECH

1 CECH for each 10 hours of involvement

Documentation

Category I: certificate of completion

Category II: copy of formal agreement or written documentation of agreement *and* log of actual contact time with supervisor's signature

ACADEMIC PREPARATION

Academic activities completed after becoming certified that enhance knowledge and skills directly related to one or more of the Areas of Responsibility.

TAKING AN ACADEMIC COURSE OR TRAINEESHIP

Definition

Successful completion of a health education course or field experience from an accredited college or university. *Examples:* on-campus course, distance education or correspondence course, academic traineeship, internship, fieldwork, fellowship, preceptorship, or study tour. CECH may be claimed only once for a given course or fieldwork.

Applicable Categories

Category I: awarded for specific courses offered by colleges or universities approved as designated providers

Category II: awarded for courses offered by colleges or universities that are not approved as designated providers

Eligible CECH

3 CECH per semester credit hour

2 CECH per trimester credit hour

2 CECH per quarter credit hour

Example: a semester 3-credit-hour course would earn 9 CECH

Documentation

Category I: certificate of completion

Category II: official proof of completion from sponsoring institution *or* copy of transcript listing the course or traineeship.

AUTHORSHIP OF A THESIS OR DISSERTATION

Definition

Authorship and acceptance of a master's thesis or doctoral dissertation prepared in partial fulfillment of a health education related graduate degree program.

Applicable Categories

Category I: awarded for acceptance of a thesis or dissertation by a college or university approved as a designated provider

Category II: awarded for acceptance of a thesis or dissertation by a college or university not approved as a designated provider

Eligible CECH

Acceptance of dissertation: 20 CECH

Acceptance of thesis: 15 CECH

Documentation

Category I: certificate of completion

Category II: copy of title page and table of contents *and* letter of acceptance of the thesis or dissertation by the college or university

CREATIVE ENDEAVORS

Creative and scholarly activities, outside the day-to-day job responsibilities, including the creation of original materials or products for use by professionals or the lay public and/or authorship resulting in the publication of articles, books, chapters, monographs or reports relating to one or more of the Areas of Responsibility.

AUTHORSHIP OF A BOOK CHAPTER, MONOGRAPH OR REPORT

Definition

Authorship and publication of an *original* book chapter, comprehensive study, or report of a topic relevant to health education. All authorship activities must involve substantive contributions, and not mere proofreading. CECH may not be claimed for revisions.

Applicable Categories

Category II only

Eligible CECH

Sole author: 5 CECH

Co-author: 3 CECH

Documentation

Category II: copy of title page *and* table of contents *and* full bibliographic citation

AUTHORSHIP OR EDITING OF A BOOK/TEXT IN THE FIELD OF HEALTH EDUCATION

Definition

Authorship or editing and publication of an *original* multi-chapter book on a topic relevant to health education. All authorship and editing activities must involve substantive contributions, and not mere proofreading. CECH may not be claimed for subsequent editions.

Applicable Categories

Category II only

Eligible CECH

Sole author: 30 CECH

Co-author: 20 CECH

Sole editor: 15 CECH

Co-editor: 10 CECH

Documentation

Category II: copy of title page *and* table of contents *and* full bibliographic citation

AUTHORSHIP OF ARTICLE IN A PEER-REVIEWED PUBLICATION

Definition

Authorship and publication in a *peer-reviewed* journal (print or electronic) of an *original* article addressing a health education topic for a professional audience. All authorship activities must involve substantive contributions, and not mere proofreading. CECH may not be claimed for reprints, duplications or revisions of the same article in different publications.

Applicable Categories

Category I: awarded for articles in journals published by a designated provider

Category II: awarded for articles in journals not published by a designated provider

Eligible CECH

Sole author: 5 CECH per article

Co-author: 3 CECH per article

Documentation

Category I: certificate of completion

Category II: copy of first page of article *and* full bibliographic citation

Section continues on next page

CREATIVE ENDEAVORS (CONTINUED)

AUTHORSHIP OF ARTICLE IN A NONPEER REVIEWED PUBLICATION

Definition

Authorship and publication in a *nonpeer-reviewed* journal or other print or electronic medium (magazine, newsletter, Web site, etc.) of an *original* article addressing a health education topic for a professional or lay audience. All authorship activities must involve substantive contributions and not mere proofreading. Units may not be claimed for reprints, duplications or revisions of the same article appearing in different publications.

Applicable Categories

Category II only

Eligible CECH

Sole author: 5 CECH per article

Co-author: 2 CECH per article

Documentation

Category II: copy of first page of article and full bibliographic citation

PRODUCT DEVELOPMENT

Definition

Designing or developing *original* health education products for professional or lay use. *Examples:* programs or learning tools on audio or videotapes or CD-ROM, Web and Internet products, manuals, brochures, surveys and other assessment or evaluation instruments. CECH may be claimed only once for a given product. CECH may not be claimed for revisions or improvements to a product.

Applicable Categories

Category II only

Eligible CECH

Sole developer: 5 CECH per product

Co-developer: 3 CECH per product

Documentation

Category II: copy of official copyright notice, or copy of product itself

DEVELOPMENT OF A TRAINING MODULE OR COURSE

Definition

Development of an *original* teaching/training module or course for a student or professional audience in either an academic or training setting. CECH are awarded by the length of the planned period of instruction. *Examples:* a single developer of a four-hour teaching module may claim up to 2 CECH, a co-developer of a 40-hour training course may claim up to 4 CECH. CECH may be claimed only once for developing a given curriculum. CECH may not be claimed for revisions.

Applicable Categories

Category II only

Eligible CECH

Sole author: 1 CECH per two hours of planned instruction

Co-author: 1 CECH per 10 hours of planned instruction

Documentation

Category II: copy of title page and table of contents and description of content

PROFESSIONAL PRESENTATIONS

Presentations on topics related to one or more of the Areas of Responsibility delivered to professional audiences in person, electronically or in video or audio format. Presentations delivered as part of normal daily work responsibilities may not be claimed.

SPEAKING/PRESENTING

Definition

Offering an *original* oral or audiovisual presentation at an event attended by a professional audience.

Examples: presentation settings include conferences, seminars, lectures, symposia, workshops and video/teleconferences. CECH may not be claimed for repeat or duplicate presentations of the same or revised information. A CHES applying for CECH as a presenter may not also claim CECH for attending the session in which the presentation was made.

Applicable Categories

Category I: awarded for presentations at sessions offering Category I credit for attendees

Category II: awarded for presentations at sessions not offering Category I credit for attendees

Eligible CECH

2 CECH per hour of instruction

All speakers/presenters receive equal credit.

(NOTE: Reduce by half the CECH for presentations of less than one hour)

Documentation

Category I: certificate of completion

Category II: proof of the presentation (program, announcement, or thank you letter) indicating its duration

PREPARING OR PRESENTING AT A POSTER SESSION

Definition

Authorship of an *original* research or practice-based project display or poster presented at a professional meeting. Must include formal learning objectives. CECH may not be claimed for repeat or duplicate presentations of the same or revised information.

Applicable Categories

Category I: awarded for presentations at conferences offering Category I credit

Category II: awarded for presentations at conferences not offering Category I credit

Eligible CECH

1 CECH per session

All authors/presenters receive equal credit.

Documentation

Category I: certificate of completion

Category II: proof of the presentation (program, announcement or letter of acceptance)

PROFESSIONAL SERVICE

Activities outside the daily job responsibilities involving leadership in the profession and the community, including teaching, precepting, mentoring and volunteering in areas of service focusing on one or more of the Areas of Responsibility.

REVIEWING GRANTS OR PROGRAM ACCREDITATION APPLICATIONS

Definition

Service on a grant or program accreditation review board/committee.

Applicable Categories

Category II only

Eligible CECH

3 CECH per calendar year of activity

Documentation

Category II copy of letter of invitation or appreciation

Section continues on next page

PROFESSIONAL SERVICE (CONTINUED)

REVIEWING MANUSCRIPTS

Definition

Serving as a reviewer of manuscripts related to health education for a peer-reviewed journal.

Applicable Categories

Category I: awarded for reviewing submissions to journals published by designated providers

Category II: awarded for reviewing submissions to journal not published by designated providers

Eligible CECH

3 CECH per calendar year of activity for each journal

Documentation

Category I: certificate of completion

Category II: copy of letter of appreciation

ACTING AS A MENTOR

Definition

Serving as a formal mentor providing professional guidance to another professional within the same organization or in another organization. (This excludes student interns and student teachers). Activity must not be part of daily work responsibilities, and must be considered a professional growth experience. A formal letter of agreement or contract between the mentee and the mentor responsible for the training must be signed before the experience begins.

Applicable Categories

Category II only

Eligible CECH

1 CECH per calendar month of activity for each individual mentored

Documentation

Category II: letter of agreement or written documentation indicating the nature and duration of mentorship

PROFESSIONAL LEADERSHIP

Definition

Active service in a voluntary leadership position within a health education-related organization. *Examples:* serving on boards or committees, planning conferences, advocating for the health education profession. Service may not be part of normal daily work responsibilities.

Applicable Categories

Category II only

Eligible CECH

1 CECH per organization per calendar year

Documentation

Category II: proof of service (letter from supervisor or board, letterhead or notice in organizational directory) indicating duration of term

Effective: 10/1/2004

Revised: 1/2007

Revised: 10/2007

Revised: 11/2007

CHES Responsibilities and Competencies

(Based on "A Competency-Based Framework for Health Educators – 2006," Whitehall, PA: NCHEC).

1. 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 or hinder well-being.
- D. Determine factors that influence learning
- E. Identify factors that foster or hinder the process of health education
- F. Infer needs for health education from obtained data

2. 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
- F. Select appropriate strategies to meet objectives
- G. Assess factors that affect implementation

3. Implement Health Education Strategies, Interventions, and Programs

- A. Initiate a 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

4. 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

5. 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

6. 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

7. 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

