

# Single Event Provider (SEP) Application Instructions

## Overview

The need for promoting established standards in the practice of health education has been evident in the profession for a long time. The National Commission for Health Education Credentialing, Inc. (NCHEC) is working to meet this need. NCHEC has three purposes.

- To certify health education specialists
- To strengthen professional preparation
- To promote professional development

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 that assist in the development or enhancement of knowledge and skills directly related to the Seven Areas of Responsibility and associated Competencies identified in “A Competency-Based Framework for Professional Development of Certified Health Education Specialists” as follows. (See Appendix A for related Competencies)

- 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

Certified Health Education Specialists (CHES) must earn 75 Continuing Education Contact Hours (CECH) every five years in order to be recertified. CHES must obtain at least 45 of these CECH through participation in structured learning experiences offered by NCHEC-designated (Category I) providers.

## Calculation of Hours

One CECH is equal to one 60-minute hour of instruction. CECH will be calculated by rounding up to the nearest ½ hour. (Examples: 1 hour and 45 minutes = 2 hours; 2 hours and 15 minutes = 2½ hours). **For multiple-session events, add all minutes before rounding. Ancillary activities, such as breaks, exhibits and meals are not included. A meal at which a presentation is made may be included for the portion of time covered by the presentation.**

## Types of Events

Learning experiences that may be offered include, but are not limited to:

Live events: learning experiences that require physical attendance at a specified time

- Conferences/Seminars/Workshops
- College/University Courses
- Teleconferences/web-based broadcasts

Live events may be offered in the following time frames:

- in one day within a minimum of 2 contact hours.
- over two or more consecutive days.
- several times (identical event at multiple sites) during a one year period.
- in a series – in which case the applicant must demonstrate the following:
  - 1.) The application must show that all planning for the series is completed at the time of the application (dates, learning objectives, location, etc.)
  - 2.) The series has a central theme tying the hours together
  - 3.) The entire series must be completed within one year

**Directed Self-Study:** learning experiences in which learners can participate without regard to time or location. An offering must consist of a learning module and an assessment (test, quiz) to be submitted for scoring and credit.

- Peer-reviewed, journal-based articles
- Published educational/informational materials (conference proceedings, government reports, etc.)
- Prepackaged learning
- Audio or videotaped educational events
- Computer-based learning opportunities

### Approval Criteria

On this application, the provider must demonstrate that:

- a CHES has participated on the program planning committee.
- learning objectives has been established for each session, which address at least one of the Seven Areas of Responsibility.
- an evaluation form has been developed addressing the specific learning objectives for each session. (See Appendix B of Application)
- a certificate of attendance/completion has been created in accordance with the sample Provided. (See Appendix C of Application)

## Organization Eligibility

Single Event Provider (SEP) designation can be sought by an organization that is a legal entity at the international, national, state or local level, and is responsible for continuing education in health education or a related field.

## Submitting the Application

Applications must be received by NCHEC no later than 30 days prior to the start of the event in order to receive a decision on approval. Applications received less than 30 days prior to the event will be reviewed, but notification of approval may not be communicated prior to the event date. Upon submission of the application, you may add the following statement to any marketing materials:

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

## Application Review

The NCHEC office staff reviews all SEP 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.

## Appeals Process

Any organization wishing to appeal a decision of nondesignation must submit, within 30 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 made on an appeal is considered final. The SEP designation fee is not refundable.

## Withdrawal of Application

An organization may withdraw its application from consideration at any time prior to designation. Notice of the intent to withdraw the application must be made in writing to the NCHEC office. The Single SEP designation fee is not refundable.

## Application Fee

The basic application fee for a SEP is \$50 per event or self-study offering. The designation period is 12 months. If the applicant wishes to offer the same live event more than one time during the 12 months following the date of initial presentation, an additional fee of \$25 is required for each additional time the event is to be offered. If the application intends to capture a live event for future use as a self-study, an additional fee of \$50 is required for the self-study designation (total application fee for both is \$100). **Example:** A one-time conference is recorded for future use as a taped self-study package. If both will be offered for CHES credits, the program will receive designation as a single event and a self-study.

## Records Maintenance

SEPs will be expected to maintain the following records on designated events for five years:

- copy of completed SEP application.
- name and ID number of participating CHES and number of CECH earned by each.
- summary of participant evaluations.

## Reporting

SEPs are required to report live events within 60 days of the event's conclusion. Quarterly reports are required for all self-study offerings. A report template will be included with the provider designation packet.

## Marketing

The following tools are available to assist in your marketing efforts.

- Once designated, a mailing list via email 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 18052-5642

[www.nchec.org](http://www.nchec.org)

Phone: (888) 624-3248 · Fax: (800) 813-0727

**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