

## Universal Provider Application Instructions

**This is an alternate format to NCHCEC's Single Event Provider (SEP) Application, and will lead to the same designation.**

### Overview

Continuing education for health educators is defined as educational experiences that assist in the development or enhancement of knowledge and skills related to the Areas of Responsibility 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 NCHCEC-designated (Category I) providers.

The Universal Provider Application may be employed in conjunction with any application form used to seek continuing education approval for a single event by another health profession (ie: nursing, dietitians, etc.).

### Calculation of Hours

One CECH is equivalent to one 60-minute hour of instruction. CECH will be calculated by rounding up to the nearest 1/2 hour. (Examples: 1 hour and 45 minutes = 2 hours. 2 hours and 15 minutes = 2 ½ hours. 2 hours and 10 minutes = 2 hours. 2 hours and 35 minutes = 2 ½ 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

The universal provider application may only be used for single events, including, but not limited to:

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

Events may be offered in the following time frames:

- in one day with a minimum of two 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 and,
  - 3.) the entire series must be completed within one year.

## **Organization Eligibility**

Provider 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 in the NCHEC office no later than 30 days prior to the start of the event in order to receive a decision on approval. Upon submission of the application, you may add the following statement to any publicity or marketing material:

*“Application has been made to the National Commission for Health Education Credentialing, Inc. (NCHEC) for Certified Health Education Specialists (CHES) Category I Continuing Education Contact Hours (CECH).”*

## **Records Maintenance**

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

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

## **Reporting**

Providers are required to report within 60 days of the event’s conclusion. 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 on disk will be available at no charge upon request from NCHEC office.
- “A Competency-Based Framework for Professional Development of Certified Health Education Specialists” (\$60.00)
- Directory of CHES (\$30.00)

## 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