

CHANGE OF STATUS FORM

Change your CHES Status

Note: All applicable fees must be paid for the period you are requesting extension or retired status before the request will be granted

NAME: _____ CHES ID #: _____

ADDRESS: _____

PHONE #: _____ E-mail: _____

STATUS CHANGE REQUESTING: EXTENSION _____ RETIRED _____

IF YOU CHOOSE RETIRED STATUS PLEASE INDICATE RETIREMENT DATE: _____

IF YOU CHOOSE EXTENSION STATUS, PLEASE INDICATE THE REASON: _____

Signature: _____ Date: _____

Certification Status Options

Circumstances may necessitate that you change status. The following options are available:

Extension:

CHES who have paid their renewal fee for the current certification year and 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:

CHES who have retired from the health education profession may request 'retired' status. There is no CECH requirement for those in 'retired' status. The annual renewal fee is \$15.