



## MULTIPLE EVENT PROVIDER (MEP) APPLICATION INSTRUCTIONS

Credentialing Excellence in Health Education

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### Overview

The mission of the National Commission for Health Education Credentialing, Inc. (NCHEC) is to improve the quality of health education practice through the establishment, implementation and maintenance of a certification process for health education specialists and through the promotion of scientific, ethical, and state-of-the-art programs of professional preparation and continuing education. NCHEC has three purposes.

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

A critical factor in the establishment of an effective professional development program is the designation of agencies/organizations that 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 related to the 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. One CECH is equivalent to one 60-minute period of instruction. CHES must obtain at least 45 of these CECH through participation in structured learning experiences offered by NCHEC-designated (Category I) providers.

### 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 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, provided the event meets the following criteria:
  - 1.) the series has a central theme tying the hours together
  - 2.) 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 to the provider for scoring and credit.

- Peer-reviewed journal-based articles
- Published educational/informational materials
- Pre-packaged learning units
- Audio or videotaped educational events
- Computer-based learning opportunities

## **Organization Eligibility**

Multiple Event Provider (MEP) designation may be requested by an organization at the international, national, state or local level that has been operational as a legal entity and active in the provision of continuing education for at least one year. The criteria for designation as a MEP focus on the organization's commitment to and management of continuing education programs in health education.

## **Application Procedure for all Multiple Event Providers**

All applicants must demonstrate:

- evidence of an organizational mission statement or other written policy that clearly defined the organization's responsibility to continuing education in health promotion
- evidence of the availability of resources (staff, finances, etc.) necessary to establish and maintain the continuing education program in health education
- evidence of either:
  - a.) two previous successful continuing education programs using the NCHEC Single Event Provider (SEP) application within the preceding two-year period
  - b.) current designation as a provider of continuing education for another health profession (ie: nursing, diabetes, social work, etc.)

The MEP may have affiliates that develop and deliver events at various locations. An affiliate is defined as an entity of the MEP through a formal relationship identified by any of the following.

- Bylaws
- Common mission, goals, and objectives
- Subunit or chapter of the MEP
- Shared resources (financial, office space, staff, equipment, etc.)

## **Requirements for Designation of Multiple Event Providers with Affiliates**

1. A list of those affiliates of the organization that will be participating in offering events
2. Evidence of a system to assure that events offered by the affiliates meet the same guidelines as those offered by the MEP
3. Evidence of a system for collecting and reporting accurate and timely event information by affiliates

## **Co-Sponsorship Guidelines for Multiple Event Providers**

Once NCHEC multiple event designation is received, MEPs may work collaboratively with other organizations to offer continuing education programs. The guidelines for such offerings are as follows.

1. The event must have at least one CHES involved in the planning of the event
2. All NCHEC requirements for continuing education programs must be met
3. The MEP must assume responsibility for submitting final reports and maintaining all event records

### Designation Periods and Fees

The applicant should choose a period of designation of two or four years. Final decisions on the application will be made within 60 days of receipt of the application and appropriate fee. The applicant will be notified in writing of the dates of the designation period. NCHEC will forward redesignation procedures approximately 60 days prior to the end of the designation period.

The following chart is intended as an easy reference for calculating application fees:

<u>Application Fee:</u>	<u>Period of Designation:</u>	
	Two years or	Four years
Single organization	\$500	\$900
Organizations with 1 or more affiliates	\$750	\$1350

### Reporting Requirements

A semiannual report is required of all MEPs. A report is due even if no events were offered or if no CHES were in attendance at offered events. MEPs offering self-study opportunities are required to report on a quarterly basis. MEPs should also report upcoming events to NCHEC for marketing purposes. Report templates will be included with the designation packet.

### Types of Notification

The following actions may be taken on any MEP application.

1. Approval of application with designation as a provider
2. Nonapproval of application with an explanation as to the reason for nondesignation to assist the organization with future submissions. In the event of nondesignation, the application fee will be refunded, less a \$100 administrative fee.

Any applicant for provider designation may appeal a decision of nondesignation. All appeals must be made in writing, to the Division Board for Professional Development, within 30 days of notification of nondesignation. The board's decision will be issued within 60 days, and will be final.

3. Provisional Designation, with a grace period not to exceed six months, may be extended to provide evidence of corrected deficiencies. During this six-month period the provider may award continuing education contact hours for sponsored events. Upon receipt of full designation, the period of designation is retroactive to the date provisional status was granted.

### Submission of the Application

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

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

### Withdrawal of the Application

An administrative fee of \$100 will be retained should the applicant withdraw from the review. Intent to withdraw from the review process must be submitted in writing.

## 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 in 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 in 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 in 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 in 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

**SAMPLE**

**Certificate of Attendance/Completion**

CHES NAME: \_\_\_\_\_

CHES #: \_\_\_\_\_

Completed the following approved program:

Program title

*Date of program completion*

*Location of event (N/A for self-study)*

Sponsored by *(name of organization)*, a designated provider of Continuing Education Contact Hours (CECH) in health education by the National Commission for Health Education Credentialing, Inc. This program is designated for Certified Health Education Specialists (CHES) to receive up to \_\_\_\_ Category I CECH in health education.

Total contact hours earned: \_\_\_\_\_

Provider # \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**