



CHANGE OF STATUS FORM

Change your CHES/MCHES Status

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

NAME: _____ CHES/MCHES ID #: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

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: _____

PLEASE NOTE: THAT IN ORDER TO PROCESS YOUR EXTENSION REQUEST, PAYMENT MUST BE SUBMITTED AT THE SAME TIME

Payment Method: _____ Check _____ VISA _____ MasterCard _____ American Express _____ Discover _____
Card No: _____ Exp. Date: ____ / ____
Signature: _____ Amount: _____

Certification Status Options:

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

Extension:

CHES/MCHES 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/MCHES 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/MCHES will automatically return to 'active' status, as long as current renewal fees are paid.

While on 'extension' status, a CHES/MCHES:

- 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/MCHES representative

Retired:

CHES/MCHES 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 individual must use RETIRED CERTIFIED HEALTH EDUCATION SPECILIST (RCHES) or RETIRED MASTER CERTIFIED HEALTH EDUCATION SPECILIST (RMCHES) after his/her name. Retired status is considered a permanent status. No CECH requirement exists for individuals in retired status. The annual renewal fee is \$15.00.

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