



MULTIPLE EVENT PROVIDER (MEP) APPLICATION INSTRUCTIONS

Credentialing Excellence in Health Education

Overview

The mission of the National Commission for Health Education Credentialing, Inc. (NCHEC) is to enhance the professional practice of Health Education by promoting and sustaining a credentialed body of Health Education Specialists. To meet this mission, NCHEC certifies health education specialists, promotes professional development, and strengthens professional preparation and practice.

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 education specialists 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 Health Education Specialists – 2010” as follows: (See Appendix A for related Competencies and advanced-level Sub-competencies)

- I. Assess Needs, Assets and Capacity for Health Education
- II. Plan Health Education
- III. Implement Health Education
- IV. Conduct Evaluation and Research Related to Health Education
- V. Administer and Manage Health Education
- VI. Serve as a Health Education Resource Person
- VII. Communicate and Advocate for Health and Health Education

Certified Health Education Specialists (CHES) and Master Certified Health Education Specialists (MCHES) must earn a total of 75 Continuing Education Contact Hours (CECH) every five years in order to be recertified. At least 45 of these CECH must come from offerings by NCHEC preapproved designated providers (Category I); the remaining 30 CECH may come from other providers (Category II). CHES/MCHES may choose to earn all 75 CECH in Category I. MCHES are required to earn 30 CECH that are directly related to the advanced-level Sub-competencies from Category I and/or II for each certification cycle.

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 one contact hour
- 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 defines the organization's responsibility to continuing education in health education
- 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 (i.e., nursing, diabetes, social work, etc.) along with documentation of two upcoming events on the Alternate Application Form.

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/MCHES 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 45 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	Four years
Single organization	\$ 500	\$ 900
Organizations with 1 or more affiliates	\$ 750	\$ 1,350

Reporting Requirements

A quarterly report is required of all MEPs. A report is due even if no events were offered or if no CHES/MCHES were in attendance at offered events. MEPs MUST 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. Non-approval of application with an explanation as to the reason for non-designation to assist the organization with future submissions. In the event of non-designation, the application fee will be refunded, less a \$100 administrative fee. Any applicant for provider designation may appeal a decision of non-designation. All appeals must be made in writing, to the Division Board for Professional Development, within 30 days of notification of non-designation. 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.