



Credentialing Excellence in Health Education

## Candidate Profile

**Directions: To be considered as a candidate for an NCHEC Board you must:**

1. be a CHES® or MCHES® in good standing;
2. be willing to serve a five-year term to support the work and mission of NCHEC, protecting confidentiality, and avoiding conflict of interest
3. submit, by email to the address below by June 15, 2018, your typed **Application Form, Candidate Interest/Experience Statement, Resume/Vita.**
4. submit signed **Commitment to Serve on a NCHEC Board** document (below)

Address:

Ronesia Jenkins, MPH, CHES:® Nominations Committee Chair  
1541 Alta Drive, Suite 303  
Whitehall, PA 18052

[nchec@nchec.org](mailto:nchec@nchec.org)

### **I. Application Form**

Name \_\_\_\_\_ Degrees \_\_\_\_\_  
Title \_\_\_\_\_ CHES/MCHES# \_\_\_\_\_ Year Credentialed \_\_\_\_\_  
Organization \_\_\_\_\_  
Work Address \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Work Fax \_\_\_\_\_  
Email \_\_\_\_\_

What is your primary area of Health Education Practice?

School       Business/Industry       Health Care       Academia       Community

Please consider me for the following position:

- Board of Commissioners
- Division Board for Professional Development
- Division Board for Certification of Health Education Specialists
- Division Board for Professional Preparation and Practice

Professionals aligned with the Commission and/or the Division Boards must avoid ethical, legal, financial and other conflicts of interest, and ensure that their activities and interests do not conflict with their obligations to the Commission or its welfare. Any questions regarding potential conflicts of interest should be directed to the Deputy Executive Director or the Vice-Chair of the Board of Commissioners.



**DBPD (Responsible for recertification and annual renewal process). Please briefly describe your Interest and/or Experience in...**

1. Recommending policies and procedures related to continuing education providers (100 word max.)

2. Recommending fees (100 word max.)

3. Assurance – monitoring and evaluating processes (100 word max.)

4. Development/delivery of health education continuing education programs (100 word max.)



**DBPPP (Responsible for promoting professional preparation). Please briefly describe your Interest and/or Experience in...**

1. Working with colleges, universities, or accrediting agencies (100 word max.)

2. Credentialing processes (100 word max.)

3. Professional preparation (100 word max.)

4. Eligibility review processes (100 word max.)

**III. Resume/Vita – please attach to email. (nchec@nchec.org)**

**IV. Commitment to Serve on a NCHEC Board – please sign, date, and attach**

**COMMITMENT TO SERVE ON A NCHEC BOARD**

If elected, I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving as a Commissioner and/or Director of the National Commission for Health Education Credentialing, Inc. (NCHEC). I hereby will carry out, in a trustworthy and diligent manner all the duties and obligations inherent in, my role as a Board of Commissioner and/or Division Board Director. I understand that I am accepting a \_\_\_\_\_ year commitment to serve on a NCHEC Board that involves my attendance at a minimum of one face-to-face meeting each year. I further understand that reasonable travel expenses to attend meetings will be reimbursed by NCHEC. I have notified my employer that I have submitted a nomination for this position.

**MY ROLE**

I acknowledge that my primary role as a Commissioner and/or Director will focus on the development and fulfillment of the organization’s strategic plan, policies, and procedures that are consistent with the direction of the NCHEC’s mission and vision statements while protecting confidentiality, and avoiding conflict of interest.

**MY COMMITMENT**

I will exercise the duties and responsibilities of this appointment with integrity, collegiality, and due care by:

1. Maintaining my CHES®/MCHES® certification.
2. Attending all meetings of the NCHEC Board to which I am elected.
3. Being prepared to contribute to the discussions of issues and business to be addressed at scheduled meetings, having read the agenda and all background support materials relevant to the meeting.
4. Completing all assignments within time frames established by the Board.
5. Exercising independent judgment on decisions and maintain confidentiality.
6. Advocating for credentialing
7. Abiding by the bylaws, policies and procedures of the organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please sign and date the form and return it to NCHEC with your completed nomination packet.**