



## CHES®/MCHES® CATEGORY II CECH CLAIM FORM

This form is for self-submission of non-preapproved Continuing Education Contact hours (CECH). To claim CECH in Category II, CHES®/MCHES® will need to record not only the program information, but also how the activity relates to the Areas of Responsibility and/or advanced-level Sub-competencies.

I am requesting credit for the following CHES®/MCHES® Category II activity, which was not preapproved by the National Commission for Health Education Credentialing, Inc. (NCHEC). Category I preapproved activities are reported automatically by the designated provider on a quarterly basis.

### Directions to complete the Category II Claim form:

**Section 1:** Complete name, CHES®/MCHES® ID #, Program/Event Title, Program/Event Date, Program/Event Sponsor and number of CECH claimed.

**Section 2:** Select type of activity you are claiming. Include requested documentation.

**Section 3:** Check off an Area of Responsibility that your program/event relates to. If claiming advanced-level CECH please be sure to check an advanced-level Sub-competency. (Multiple Areas of Responsibility/Sub-competencies can be checked.)

**Section 4:** Provide an explanation as to how this program/event relates to Health Education.

**Section 5:** Sign the form. Forms cannot be processed without a signature.

This form may be reproduced. Please submit one clearly printed or typed form per activity. It is *recommended* that claims be submitted within 90 days following program completion.

**NOTE: CHES® and MCHES®:** MAXIMUM OF 30 CATEGORY II CECH MAY BE ACCUMULATED WITHIN EACH FIVE-YEAR CERTIFICATION PERIOD.

**MCHES®:** 30 CECH MUST BE DIRECTLY RELATED TO THE **ADVANCED**-LEVEL SUB-COMPETENCIES FROM CATEGORY I AND/OR CATEGORY II FOR EACH FIVE-YEAR CERTIFICATION CYCLE

### Section 1:

NAME (PRINT): \_\_\_\_\_

CHES® #: \_\_\_\_\_ MCHES® #: \_\_\_\_\_

Program/Event Title: \_\_\_\_\_

Program/Event Date: \_\_\_\_\_

Program/Event Sponsor: \_\_\_\_\_

CHES® CECH Claimed: \_\_\_\_\_ MCHES® CECH Claimed: \_\_\_\_\_

\_\_\_\_\_ CHECK HERE IF LIVING OUTSIDE CONTINENTAL US. THESE HOURS WILL APPEAR AS CATEGORY I ON YOUR TRANSCRIPT.

### Section 2:

I have completed the following types of activity (**choose only one**) and attached the documentation indicated in support of my claim. (**Table on reverse**)



	<b>ATTENDANCE AT PROFESSIONAL MEETINGS</b>
	I attended a Professional Meeting (1 CECH per hour of instruction) (entry and advanced)
	I have included _____ Certificate of attendance with hours OR _____ Highlighted agenda
	<b>SELF-STUDY</b>
	Completed an Independent Study (1 CECH per contact hours assigned by the provider) (entry and advanced)
	I have included a certificate of completion showing hours awarded and outline of module
	I participated in an Internship/Practicum/Apprenticeship (1 CECH per 10 hours of Training) (entry and advanced)
	I have included a Formal Agreement AND Signed Log of Contact Time
	<b>ACADEMIC PREPARATION</b>
	I Completed an Academic Course or Traineeship (3 CECH per Semester Credit Hour OR 2 CECH per Trimester/Quarter Credit Hour) (entry and advanced)
	I have included a college transcript (doesn't have to be an official transcript)
	I authored a Thesis (15 CECH for Thesis Acceptance) (entry and advanced)
	I authored a Dissertation (20 CECH for Dissertation Acceptance) (entry and advanced)
	I have included: _____ A copy of the Title Page AND Table of Contents AND Full Bibliographic Citation
	<b>CREATIVE ENDEAVORS</b>
	I was the Sole Author of a Book Chapter, Monograph or Report (5 CECH per Chapter) (entry and advanced)
	I was the Co-Author of a Book Chapter, Monograph or Report (3 CECH per Chapter) (entry and advanced)
	I have included: _____ A copy of the Title Page AND Table of Contents AND Full Bibliographic Citation
	I was the Sole Author of a Health Education Book/Text (30 CECH per Book) (entry and advanced)
	I was the Co-Author of a Health Education Book/Text (15 CECH per Book) (entry and advanced)
	I was the Sole Editor of a Health Education Book/Text (15 CECH per Book) (entry and advanced)
	I was the Co-Author of a Health Education Book/Text (10 CECH per Book) (entry and advanced)
	I have included: _____ A copy of the Title Page AND Table of Contents AND Full Bibliographic Citation
	I was the Sole Author of a Peer-Reviewed Article (5 CECH per Article) (entry and advanced)
	I was the Co-Author of a Peer Reviewed Article (3 CECH per Article) (entry and advanced)
	I have included a copy of the First Page and Full Bibliographic Citation
	I was the Sole Author of a Non-Peer Reviewed Article (4 CECH per Article) (entry and advanced)
	I was the Co-Author of a Non-Peer Reviewed Article (2 CECH per Article) (entry and advanced)
	I have included a copy of the First Page and Full Bibliographic Citation
	I was the Sole Developer of a Health Education Product (5 CECH per Product) (entry only)
	I was the Co-Developer of a Health Education Product (3 CECH per Product) (entry only)
	I have included: _____ Copyright Notice OR _____ Copy of Product
	I developed a Health Education Course or Curriculum (5 CECH) (entry and advanced)
	_____ I have included a copy of the syllabus including course description and learning objectives
	<b>PROFESSIONAL PRESENTATIONS</b>
	I presented at a Professional Meeting (2 CECH per hour of instruction) (entry and advanced)
	_____ I have included Proof of Presentation, indicating Duration
	I authored/presented a poster (1 CECH per poster) (entry and advanced)
	_____ I have included a copy of the poster.
	<b>PROFESSIONAL SERVICE</b>



	I reviewed Applications for Funding or Program Accreditation Applications (3 CECH per year of Activity) (entry and advanced)
	_____ I have included a copy of the Letter of Invitation or Appreciation
	I reviewed Manuscripts for Peer-Reviewed Journal or Health Education Textbook (3 CECH per Calendar year per Journal or Textbook) (entry and advanced)
	_____ I have included a copy of the Letter of Appreciation
	I served as a Mentor (1 CECH per Calendar Month of Activity for Each Individual Mentored-STUDENTS EXCLUDED) (entry and advanced)
	_____ I have included a copy of an Agreement/Documentation Indicating the Nature and Duration of Mentorship
	I served as a Leader in a Health Education Organization (2 CECH per Group per Calendar Year) (entry and advanced)
	_____ I have included Proof of Service (Letter from Supervisor, Organizational Directory) Including Duration
	<b>ADVANCED PROFESSIONAL PRACTICE-MCHES® ONLY SECTION</b>
	<b>CREATIVE ENDEAVORS</b>
	I developed a Train the Trainer Curriculum for Health Education Professionals (5 CECH per Training Curriculum Development) (advanced only)
	_____ I have included the Summary/Outline of Curriculum AND Reference of Current Practices
	I developed a Health Education Course or Curriculum (5 CECH per Course) (advanced only)
	_____ I have included a copy of the Title Page AND Table of Contents AND Summary Document of Curriculum
	I created a Health-Related Training Program Using Various Learning Theories (5 CECH) (advanced only)
	_____ I have included a copy of Title Page AND Training Syllabus AND Summary Document of Curriculum with Listing of Learning Theories
	I wrote a Funding Proposal for a Grant/Contract/Cooperative Agreement (4 CECH per proposal) (advanced only)
	_____ I have included Proof of Submission AND copy of Solicitation AND Application Cover Page OR Award Letter
	I developed a marketing plan (3 CECH per Market Plan) (entry only)
	_____ I have included a copy of the marketing plan with table of contents
	I developed a policy analysis (3 CECH per Policy Analysis) (entry only)
	_____ I have included a copy of policy analysis or letter from supervisor stating developed a policy analysis
	<b>PROFESSIONAL PRESENTATIONS</b>
	I presented Research Findings at a Professional Conference (3 CECH per Presentation) (advanced only)
	_____ I have included a copy of policy analysis or letter from supervisor stating the person developed a policy analysis
	<b>PROGRAM DEVELOPMENT</b>
	I have facilitated a Workgroup of Stakeholders (2 CECH per Year) (advanced only)
	_____ I have included Proof of Service, Indicating Duration
	I coordinated a Community Assessment Process (5 CECH per Year) (advanced only)
	_____ I have included a Summary Report of Process/Analysis
	I developed Recommendations from Data Findings (1 CECH per Event) (advanced only)
	_____ I have included the List of Recommendations



	I incorporated Health Education Planning Processes into the Development of Programs and Initiatives (2 CECH per Program Plan) (advanced only)
	_____ I have included the Plan Summary AND Identification of Planning Models
	<b>PROFESSIONAL SERVICE</b>
	I served on Local/State/Regional/National Planning Groups/Boards (2 CECH) per Group per year (advanced only)
	_____ I have included proof of Service, Including Duration
	I served or acted as an Internship/Practicum Preceptor (2 CECH per Preceptorship) (advanced only)
	_____ I have included a Letter of Agreement OR Written Documentation Indicating the Nature and Duration of the Internship/Preceptorship
	<b>RESEARCH AND EVALUATION</b>
	I conducted a Root Cause Analysis (3 CECH per Analysis) (advanced only)
	_____ I have included the Analysis Report
	I conducted a Plan Analysis (3 CECH per Analysis) (advanced only)
	_____ I have included the Analysis Report AND Timeline
	I assessed Training Needs (3 CECH per Training) (advanced only)
	_____ I have included a copy of the Assessment Report Summary
	I evaluated Training Programs (3 CECH per Training Program (advanced only)
	_____ I have included a copy of the Evaluation Report
	I developed Evaluation/Research and Data Analysis Plans (3 CECH per Plan) (advanced only)
	_____ I have included a copy of the instrument
	I developed Surveillance Plans (4 CECH per plan )(advanced only)
	_____ I have included a Summary of the Plan
	I developed a Data Collection Instrument for Research (3 CECH per Instrument) (advanced only)
	_____ I have included a copy of the Instrument
	I conducted a Feasibility Study (3 CECH per Study) (advanced only)
	_____ I have included a Summary of the Feasibility Study
	I conducted a Stakeholder Analysis for Health Education Programs (2 CECH per Analysis) (advanced only)
	_____ I have included a Summary of the Analysis Report
	I developed a logic model for evaluation (3 CECH per Model) (advanced only)
	_____ I have included a copy of logic model(s)
	<b>ADMINISTRATION AND MANAGEMENT</b>
	I developed an agency/program budget (3 CECH per Budget) (advanced only)
	_____ I have included a Letter from my Supervisor or Organization
	I managed Program Budget (4 CECH per Budget) (advanced only)
	_____ I have included a Letter from my Supervisor or Organization
	I developed Progress Reports (5 CECH per Report) (advanced only)
	_____ I have included a Summary Report
	I developed a Memorandum of Understanding (MOU) and/or a Memorandum of Agreement (MOA) (2 CECH per MOU/MOA) (advanced only)
	_____ I have included a copy of the MOU/MOA
	I developed a Professional Development Plan for Volunteers (3 CECH per plan) (advanced only)
	_____ I have included a Letter from my Supervisor or Organization AND a Summary of Plan
	I developed a Professional Development Plan for Staff (3 CECH per Plan) (advanced only)
	_____ I have included a letter from my Supervisor AND a Summary of the Plan
	I used Human Resource Workforce Development Strategies (2 CECH per Occasion) (advanced only)
	_____ I included a Summary of Strategies Used



	I developed Partnerships to Support Health Education (3 CECH per Year) (advanced only)
	_____ I have included copies of the MOUs/MOAs OR Letters of Support from Partners
	I developed an agency/program strategic plan (3 CECH per Strategic Plan) (advanced only)
	_____ I have included a copy of strategic plan
	I conducted an Employee Performance Evaluation (5 CECH Per Performance Evaluation) (advanced only)
	_____ I have included a letter from supervisor stating the person completed the performance evaluation
	<b>CONSULTATION</b>
	I wrote Exam Questions for Certification/Credentialing Organizations (5 CECH per Year) (advanced only)
	_____ I have included the Committee List AND Letter from Organization
	I provided Health Education Expertise (5 CECH per Agreement) (advanced only)
	_____ I contributed to the Development of Health Promotion Policy (3 CECH per policy) (advanced only)

### **Section 3:**

#### **AREAS OF RESPONSIBILITIES AND ADVANCED LEVEL SUB-COMPETENCIES**

**To claim CHES® Category II CECH, activity must be related to at least one of the Eight Areas of Responsibilities. To claim MCHES® Category II CECH, activity must be from the Advanced-Level Sub-Competencies. Please select all that apply below.**

**Entry-Level:** Match your activity to an entry-level Area of Responsibility for Entry-Level CECH. (CHES®)

**Advanced-level:** Match activity to advanced-level sub-competency for advanced-level CECH. (MCHES®)

	<b>1.2</b>	<b>Obtain primary data, secondary data, and other evidence-informed sources.</b>
	1.2.2	Establish collaborative relationships and agreements that facilitate access to data.
	1.2.9	Develop a data analysis plan.
	<b>1.4</b>	<b>Synthesize assessment findings to inform the planning process.</b>
	1.4.1	Compare findings to norms, existing data, and other information.
	<b>2.3</b>	<b>Determine health education and promotion interventions.</b>
	2.3.2	Create a logic model.
	2.3.3	Assess the effectiveness and alignment of existing interventions to desired outcomes.
	2.3.5	Plan for acquisition of required tools and resources.
	2.3.6	Conduct a pilot test of intervention(s).
	2.3.7	Revise intervention(s) based on pilot feedback.
	<b>2.4</b>	<b>Develop plans and materials for implementation and evaluations.</b>
	2.4.1	Develop an implementation plan inclusive of logic model, work plan, responsible parties, timeline, marketing, and communication.
	2.4.4	Plan for evaluation and dissemination of results.
	2.4.5	Plan for sustainability.
	<b>3.1</b>	<b>Coordinate the delivery of intervention(s) consistent with the implementation plan.</b>
	3.1.4	Establish training protocol.
	<b>4.1</b>	<b>Design process, impact, and outcome evaluation of the intervention.</b>
	4.1.1	Align the evaluation plan with the intervention goals and objectives.
	4.1.3	Use a logic model and/or theory for evaluations.



	4.1.4	Assess capacity to conduct evaluation.
	4.1.5	Select an evaluation design model and the types of data to be collected.
	4.1.6	Develop a sampling plan and procedures for data collection, management, and security.
	4.1.7	Select quantitative and qualitative tools consistent with assumptions and data requirements.
	4.1.9	Develop instruments for collecting data.
	4.1.10	Implement a pilot test to refine data collection instruments and procedures.
	<b>4.2</b>	<b>Design research studies.</b>
	4.2.1	Determine purpose, hypotheses, and questions.
	4.2.2	Comply with institutional and/or IRB requirements for research.
	4.2.3	Use a logic model and/or theory for research.
	4.2.4	Assess capacity to conduct research.
	4.2.5	Select a research design model and the types of data to be collected.
	4.2.6	Develop a sampling plan and procedures for data collection, management, and security.
	4.2.7	Select quantitative and qualitative tools consistent with assumptions and data requirements.
	4.2.8	Adopt, adapt, and/or develop instruments for collecting data.
	4.2.9	Implement a pilot test to refine and validate data collection instruments and procedures.
	<b>4.3</b>	<b>Manage the collection and analysis of evaluation and/or research data using appropriate technology.</b>
	4.3.1	Train data collectors.
	4.3.4	Monitor data collection procedures.
	4.3.6	Analyze data.
	<b>4.4</b>	<b>Interpret data.</b>
	4.4.1	Explain how findings address the questions and/or hypotheses.
	4.4.2	Compare findings to other evaluations or studies.
	4.4.4	Draw conclusions based on findings.
	4.4.5	Identify implications for practice.
	4.4.6	Synthesize findings.
	4.4.7	Develop recommendations based on findings.
	4.4.8	Evaluate feasibility of implementing recommendations.
	<b>4.5</b>	<b>Use findings.</b>
	4.5.1	Communicate findings by preparing reports, and presentations, and by other means.
	4.5.2	Disseminate findings.
	4.5.3	Identify recommendations for quality improvement.
	4.5.4	Translate findings into practice and interventions.
	<b>5.2</b>	<b>Engage coalitions and stakeholders in addressing the health issue and planning advocacy efforts.</b>
	5.2.3	Create formal and/or informal alliances, task forces, and coalitions to address the proposed change.



	<b>5.3</b>	<b>Engage in advocacy.</b>
	5.3.3	Sustain coalitions and stakeholder relationships to achieve and maintain policy, system, or environmental change.
	6.6.2	Conduct outcome evaluations of communications.
	6.6.3	Assess reach and dose of communication using tools (e.g., data mining software, social media analytics and website analytics).
	<b>7.1</b>	<b>Coordinate relationships with partners and stakeholders (e.g., individuals, teams, coalitions, and committees).</b>
	7.1.4	Execute formal and informal agreements with partners and stakeholders.
	<b>7.2</b>	<b>Prepare others to provide health education and promotion.</b>
	7.2.3	Assess training needs.
	7.2.4	Plan training, including technical assistance and support.
	7.2.5	Implement training.
	7.2.6	Evaluate training as appropriate throughout the process.
	<b>7.3</b>	<b>Manage human resources.</b>
	7.3.1	Facilitate understanding and sensitivity for various cultures, values, and traditions.
	7.3.2	Facilitate positive organizational culture and climate.
	7.3.3	Develop job descriptions to meet staffing needs.
	7.3.4	Recruit qualified staff (including paraprofessionals) and volunteers.
	7.3.5	Evaluate performance of staff and volunteers formally and informally.
	7.3.6	Provide professional development and training for staff and volunteers.
	7.3.7	Facilitate the engagement and retention of staff and volunteers.
	7.3.8	Apply team building and conflict resolution techniques as appropriate.
	<b>7.4</b>	<b>Manage fiduciary and material resources.</b>
	7.4.1	Evaluate internal and external financial needs and funding sources.
	7.4.2	Develop financial budgets and plans.
	7.4.3	Monitor budget performance.
	7.4.4	Justify value of health education and promotion using economic (e.g., cost-benefit, return-on-investment, and value-on-investment) and/or other analyses.
	7.4.5	Write grants and funding proposals.
	7.4.6	Conduct reviews of funding and grant proposals.
	7.4.7	Monitor performance and/or compliance of funding recipients.
	7.4.8	Maintain up-to-date technology infrastructure.
	7.4.9	Manage current and future facilities and resources (e.g., space and equipment).
	<b>7.5</b>	<b>Conduct strategic planning with appropriate stakeholders.</b>
	7.5.1	Facilitate the development of strategic and/or improvement plans using systems thinking to promote the mission, vision, and goal statements for health education and promotion.
	7.5.2	Gain organizational acceptance for strategic and/or improvement plans.





	7.5.3	Implement the strategic plan, incorporating status updates and making refinements as appropriate.
	<b>8.1</b>	<b>Practice in accordance with established ethical principles.</b>
	8.1.2	Demonstrate ethical leadership, management, and behavior.
	<b>8.2</b>	<b>Serve as an authoritative resource on health education and promotion.</b>
	8.2.1	Evaluate personal and organizational capacity to provide consultation.
	8.2.2	Provide expert consultation, assistance, and guidance to individuals, groups, and organizations.
	8.2.3	Conduct peer reviews (e.g., manuscripts, abstracts, proposals, and tenure folios).
	<b>8.3</b>	<b>Engage in professional development to maintain and/or enhance proficiency.</b>
	8.3.5	Serve as a mentor.
	<b>8.4</b>	<b>Promote the health education profession to stakeholders, the public, and others.</b>
	8.4.6	Develop presentations and publications that contribute to the profession.
	8.4.7	Engage in service to advance the profession.

#### **Section 4:**

**How does this experience relate to health education?**

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#### **Section 5:**

**I affirm that the information provided with this claim for CHES®/MCHES® is true to the best of my knowledge.**

Signed: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

- NCHEC does not confirm receipt or approval of Category II submissions. You can check your transcript online anytime to see if it has been processed by logging into your CHES®/MCHES® account here: [Health Education Specialist Certification - CHES®, MCHES® | NCHEC](#)
- Please allow two weeks from date of receipt for your request to be processed.
- Please keep a copy of your submission to verify that credits appear correctly on your transcript.

**Submit to: National Commission for Health Education Credentialing, Inc.**

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