



*Credentialing Excellence in Health Education*

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**Provider Q&A from “The Impact of the MCHES on Designated Providers” Webinar  
11/22/2010 & 12/2/2010**

**1. Do Multiple Event Providers (MEPs) need to have their coordinator's certified as Master Certified Health Education Specialists (MCHES)?**

Either a CHES or MCHES can serve on a planning committee. Since the first cohort of MCHES credential holders will not be active until April 2011, there will not be any MCHES available to serve on the program planning committee until then. There has been discussion that it may be required in the future for the providers to have at least one MCHES on the planning committee for advanced continuing education contact hours (CECH) but this has not been passed as policy. More conversation needs to take place before this becomes required.

**2. Will providers need to know if credential holders are MCHES at sign-in for event and the number of CECH hrs they are claiming?**

Just like the present procedures, providers will need to have all certified individuals sign in for event and give their CHES or MCHES numbers. They will need to indicate the number of entry- and advanced-level credit they are claiming. For reporting purposes, the identification number is critical information but not the prefix. To make it easier for designated providers, entry and advanced-level CECH can be reported for all attendees in the same manner. Internal NCHEC policies will determine which attendee is CHES or MCHES.

**3. Is there an application process for MEPs to provide CECH for MCHES?**

Already approved MEPs are all eligible to provide both entry and advanced- level CECH. There is no separate application process with NCHEC to offer advanced CECH. However, providers may only provide advanced-level CECH if the course objectives are linked to the advanced-level Sub-competencies. The provider's internal approval process will need to be altered to accommodate advanced CECH.

**4. So just to be clear, we, the provider, dictate how many CECH per course are appropriate for MCHES based on Sub-competencies?**

As always, one CECH is equal to one 60-minute hour of instruction. The differentiating factor between CHES and MCHES CECH is that the course objectives must relate directly to at least one advanced-level Sub-competency from the Areas of Responsibility in order to provide advanced-level CECH. Not all programs are appropriate for advanced -level CECH. Designated providers may elect to continue to provide the entry-level CECH only.

**5. How many CHES have been "Grandfathered" to date?**

The term Experience Documentation Opportunity (EDO) is actually the appropriate term for our procedure. While “grandfather” terminology may imply only a time requirement in the field, the EDO requires a process of documentation and assessment of advanced-level activity. The EDO process is open now, but all MCHES certifications will be conferred at once time, in April. So no one is able to use the MCHES designation until April.

**6. Can CHES search by key word topics they are interested in for continuing education?**

The NCHEC Web site categorizes Category I CECH by topic, month, type and area. They will also be able to search by entry and advanced CECH. It is the obligation of the Multiple Event Provider to report their programs or events to NCHEC to post on the NCHEC Web site. Simply e-mail the Continuing Education Coordinator a list of approved programs for posting.

**7. Where are the Competencies and Sub-competencies on the NCHEC website?**

Providers can find the most recent Seven Areas of Responsibility with Competencies and Sub-competencies, under the heading "Health Education Credentialing", and then clicking on the tab called "Responsibilities and Competencies of Health Educators." These Responsibilities were verified through the 2010 Health Educator Job Analysis Project and serve as the basis for MCHES continuing education beginning April 1, 2011 and the MCHES exam in October 2011.

**8. Can you review how the reporting process for multi-event providers will change?**

There will be very few changes to the reporting process. For CHES who receive the MCHES credential, only the prefix changes not the ID number. On the reporting excel spreadsheet, the provider will specify the total number and also the number of entry and advanced credits for each attendee in the appropriate column. For example, an attendee in a 6 hour program may have attended 2 hours of advanced and 4 of entry-level sessions. If the provider were to report advanced CECH to a CHES, the system will automatically award the CHES with the appropriate amount of entry CECH. For example, if a CHES attended a program that offered advanced continuing education hours. The provider report would indicate that the CHES received 2 advanced CECH and 2 entry CECH, the NCHEC database system would automatically re-award the CHES with all entry CECH. For this example, the CHES would receive 4 entry CECH, but an MCHES would receive 2 advanced and 2 entry CECH.

**9. Please explain the timing: October is the first MCHES exam, but first MCHES will be in April, 2011?**

That is correct. There is a 6-month window, open now until April 2011, for existing CHES with 5 years of experience to document their advanced-level practice (MCHES Experience Documentation Opportunity). Those individuals will be certified effective April 1, 2011.

**10. Is there a cost to providers for advanced CAT 1?**

There are no additional fees charged by NCHEC to providers of advanced Category I CECH.

**11. What will be the key changes be as far as what we do now for CECH?**

As of April 1, 2011 Multiple Event Providers can offer entry, advanced, or both entry and advanced CECH to CHES and MCHES. If providers chose to offer advanced CECH, it is essential that providers change their review process and forms to link objectives of programs to advanced-level Sub-competencies. For those planning programs occurring April 1, 2011 or later, this process starts now. Multiple Event Providers have may have differing existing internal processes for approval of CECH. NCHEC is purposely not being prescriptive in terms of the internal processes. However, the important thing is that providers find a way to identify that advanced- level sub competencies are linked to the programs or sessions.

Additionally, the certificate and designation statement needs to be updated to incorporate advanced CECH, if advanced CECH are being offered at the program. The certificate needs to break down the total CECH into entry and advanced CECH. Also, there have been minimal changes to reporting process. The reporting excel spreadsheet is very similar to the existing spreadsheet. Instead of one column for total CECH received, there are now three columns: entry and advanced CECH columns and a total CECH column. Again, if the provider reports advanced-level CECH to a CHES, the system will automatically award the CHES with the appropriate amount of entry CECH.

**12. Walk us through how to handle a large conference that has entry level sessions as well as advanced level sessions.**

Designated providers will follow the same submission procedures as they currently have with the exception of adding in (a) step(s) in the process to identify the advanced-level Sub-competencies related to the session/program objectives. Program advertising and program schedules can indicate entry and advanced credits. Participants' forms to claim credits will need to include entry and advanced credits for each session/program. Designated providers will report entry and advanced credits for each participant in the report of the program to NCHEC.

**13. I have a convention end of March 2011 would I need to do advanced level CECH for it?**

No, providers cannot offer advanced CECH until April 1, 2011. Since the first MCHES cohort will not become active until April 2011, providers cannot offer advanced CECH until then.

**14. Do providers need to make new certificate starting 4-1-11?**

After April 1, 2011 if an event offers advanced Category I CECH, the certificate of attendance must include the total number of hours earned in addition to how many entry and how many advanced CECH are earned. If a program does not offer any advanced CECH, your organization's current certificate can be used. Unless indicated, all claimed CECH on a certificate is considered entry CECH.

**15. Do providers need to change the designation statement on the certificates?**

Providers will need to change the designation statement (see below) on programs to include the maximum advanced-level contact hours available, if the program is offering advanced CECH.

NCHEC Designation Statement:

*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) and/or Master Certified Health Education Specialists (MCHES) to receive up to total Category I continuing education contact hours. Maximum advanced-level continuing education contact hours available are \_\_\_\_\_*

**16. Are the credits referred to as "MCECH"?**

No, both CHES and MCHES continuing education credits are referred to as Continuing Education Contact Hours (CECH).

**17. If a conference has 20 entry-level CECH and 5 hours advanced-level CECH, does the provider have to know that CHES attended the sessions that were awarded MCHES credit to award them the 5 MCHES credits?**

Yes, if conferences offer both entry- and advanced-level CECH, providers will need to know specifically which session participants attended so they can appropriately apply the credits for advanced-level sessions.