



CHANGE OF STATUS FORM

Change your CHES 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 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: _____

Certification Status Options:

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

Extension:

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

While on 'extension' status, a CHES:

- 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 representative

Retired:

A CHES who is permanently retired from health education and is in active status/good standing may apply for retired status. After retired status is approved and awarded, a retired CHES must use CHES (ret) after his/her name. Retired status is considered a permanent status. No CECH requirement exists for CHES in retired status. The annual renewal fee is \$15.00.