JOINT SPONSORSHIP

GUIDELINES FOR

CONTINUING EDUCATION

Professional Development
Continuing Education Program

NCHEC Provider # VA0008

American
Association for
Health Education

1900 Association Drive
Reston, VA 20191
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PREFACE

These Guidelines were developed solely by the American Association for Health Education (AAHE) Professional Development Committee in 1991 and have undergone periodic revision by the Committee. The Guidelines have provided a model which other National Commission for Health Education Credentialing, Inc. (NCHEC) approved Multiple-Event Providers and agencies offering continuing education have adopted.

I. Who is AAHE?

The American Association for Health Education (AAHE) is a professional membership organization representing health education and health promotion specialists. The mission of AAHE is to advance health education by encouraging, supporting and assisting health professionals concerned with health promotion through education and other systematic strategies. As part of this mission, AAHE is committed to continuing professional education which assists in the development or enhancement of knowledge and/or skills directly related to the Seven Areas of Responsibilities for health educators (Appendix A) as shown by:

I. Assess Individual and Community Needs for Health Education
II. Plan Health Education Strategies, Interventions, and Programs
III. Implement Health Education Strategies, Interventions, and Programs
IV. Conduct Evaluation and Research Related to Health Education
V. Administer Health Education Strategies, Interventions, and Programs
VI. Serve as a Health Education Resource Person
VII. Communicate and Advocate for Health and Health Education

II. Overview of AAHE PDC

The Professional Development Committee (PDC) of the American Association for Health Education includes the Continuing Education Program. A major activity of the Continuing Education Program is an approval process for Continuing Education Contact Hours (CECH/CEU) in health education. CECH for health education has been defined by the National Commission for Health Education Credentialing, Inc., as:

> "those experiences that assist in the development or enhancement of the knowledge and skills directly related to the Seven Areas of Responsibility and the individual's professional occupation. NCHEC encourages CHES to pursue training in all Seven Areas of Responsibility, as competence in all Areas is essential to successful health education practice" (NCHEC.org, May 2007).

The Seven Areas of Responsibilities were identified in *A Competency-Based Framework for Health Education --2006.* Within this framework, AAHE, as a designated multiple event provider of continuing education for the National Commission for Health Education Credentialing, Inc., oversees a process that recognizes the capacity of an organization, state association, district association, or individual to provide quality professional development opportunities in health education through joint sponsorship of programs.

A. Governance

The approval process is administered by the Professional Development Committee (PDC) and staff of the American Association for Health Education. The PDC is responsible for developing and monitoring the policies to solicit, receive and approve application for continuing education contact hours in health education.

B. Purpose

The Continuing Education Program is established to be of maximum service to those seeking approval. The Professional Development Committee wishes to facilitate the development of continuing education activities at the State/District/National levels. Although specific guidelines and criteria must be followed to maintain national certification standards, these guidelines are not intended to overwhelm or discourage the development of continuing education programs by smaller institutions and organizations. The guidelines are developed to establish a guide for assessing specific continuing education offerings. The Professional Development Committee is willing to work with any institution or organization genuinely interested in developing continuing education activities for its constituency during the application process.

III. Application Procedure

1. The Application Form (Appendix B) must be signed by a Certified Health Education Specialist.
2. The appropriate measure by which approved providers award credit is the 60 minute contact hour. Programs may be rounded up to the nearest half-hour. Contact hours are awarded to educational program content only. Time for breaks, luncheons, welcoming remarks, etc., are not counted towards the total number of awarded contact hours.
3. As a designated provider for continuing education credit, through the National Commission for Health Education Credentialing, Inc., the following statement must be included in your program: **THIS EVENT IS COSPONSORED BY THE AMERICAN ASSOCIATION FOR HEALTH EDUCATION (AAHE).** The NCHEC provider number is **VA008.**
4. Fee Schedule for Joint Sponsored Programs:
    a. Administrative fee for non-AAHPERD affiliated programs: $25.00
    b. There is no administrative fee for State or District AAHPERD organizations.
    c. Per credit contact hour per CHES participant: $4.00
5. Administrative fee may be waived for applicants submitting repeat programs and annual event programs if the applicant has already been approved for such events.
6. Applications and administrative fee must be received no later than 45 days prior to the program date. Applicants will be notified of the status of their application within 30 days after the application is received. Applicants will be notified within 15 days if their application is incomplete.

IV. Criteria for Approval

All applications for Joint-Sponsorship must have:

A. Involvement of an advisory committee for planning the event which included at least one Certified Health Education Specialist as an active member. State and District AAHPERD organizations are exempt from this criterion.
B. Objectives which clearly show the specific Areas of Responsibility for Health Educators

and related Competencies to be addressed by the event or for each session and which clearly specify those learning outcomes to be achieved by the participants in the event.

C. Demonstration of adequate program evaluation plans. Continuing education activities should be evaluated in terms of their educational objectives. The effectiveness of a continuing education activity is measured by its impact on health education practice. Assessment of the participant's achievement, where possible, should measure whether the participant acquired the basic knowledge, and whether he/she can integrate, analyze and apply it to his/her practice. Evaluations may be structured to provide both an evaluation of attainment of program objectives and of meeting arrangements and facilities. A sample evaluation for approved continuing education programs is attached in Appendix E.

D. Successful completion of the application, and possible revisions, in a timely fashion, and in keeping with the stated guidelines.

V. Recognition and Reporting Information

Upon approval of the program, the American Association for Health Education will assign the program a unique identifying event code. AAHE will also provide a participant roster, certificate of completion to be reproduced and awarded to participants and an evaluation form upon approval. Samples of these documents can be found in Appendices C – E of these guidelines.

One month following the program, a summary report to include the following is due to the AAHE Professional Development Committee (PDC):

1. a copy of the final program;
2. completed Participant Roster;
   *CHES **must** provide CHES # to receive credit*
3. tabulated summary of evaluation results;
4. appropriate fees ($4.00 per contact hour per participant).

AAHE will provide this data to the National Commission on Health Education Credentialing, Inc. to help in their efforts to monitor the national certification system. Certified Health Education Specialists (CHES) can obtain a transcript from AAHE for their individual use in monitoring their continuing education activity.

VI. Criteria for Maintaining Joint-Sponsorship with AAHE

An ongoing Joint-Sponsorship relationship between AAHE and the organization is contingent upon adherence to these guidelines. Organizations will be evaluated on completeness and timeliness of application and final program summary report materials.

Appendix A

Areas of Responsibility for Health Educators

National Health Educator Competencies Update Project
CUP Competency-Based Hierarchal Model -- 2006

Area of Responsibility I: Assess Individual and Community Needs for Health Education

A: Access existing health-related data
B: Collect health-related data
C: Distinguish between behaviors that foster or hinder well-being
D: Determine factors that influence learning
E: Identify factors that foster or hinder the process of health education
F: Infer needs for health education from obtained data

Area of Responsibility II: Plan Health Education Strategies, Interventions, and Programs

A: Involve people and organizations in program planning
B: Incorporate data analysis and principles of community organization
C: Formulate appropriate and measurable program objectives
D: Develop a logical scope and sequence plan for health education practice
E: Design strategies, interventions, and programs consistent with specifies objectives
F: Select appropriate strategies to meet objectives
G: Assess factors that affect implementation

Area of Responsibility III: Implement Health Education Strategies, Interventions, and Programs

A: Initiate a plan of action
B: Demonstrate a variety of skills in delivering strategies, interventions, and programs
C: Use a variety of methods to implement strategies, interventions, and programs
D: Conduct training programs

Area of Responsibility IV: Conduct Evaluation and Research Related to Health Education

A: Develop plans for evaluation and research
B: Review research and evaluation procedures
C: Design data collection instruments
D: Carry out evaluation and research plans
E: Interpret results from evaluation and research
F: Infer implications from findings for future health-related activities

Area of Responsibility V: Administer Health Education Strategies, Interventions, and Programs

A: Exercise organizational leadership
B: Secure fiscal resources
C: Manage human resources
D: Obtain acceptance and support for programs

Area of Responsibility VI: Serve as a Health Education Resource Person

A: Use health-related information resources
B: Respond to requests for health information
C: Select resource materials for dissemination
D: Establish consultative relationships

Area of Responsibility VII: Communicate and Advocate for Health and Health Education

A: Analyze and respond to current and future needs in health education
B: Apply a variety of communication methods and techniques
C: Promote the health education profession individually and collectively
D: Influence health policy to promote health

Appendix B
6.2007

Application for Approval of AAHE/PDC Continuing Education Program(s)

Please check: ____ Single-Session Program ____ Multiple Programs ____Repeat Program ____Annual Event

Name of group:_____

Submitted by:_____

Address:_____

Phone:_____Fax:_____E-mail:_____

Identification of program(s) for which approval is being sought.

Program title:_____

Date(s)_____ Location:_____

A. Type of program (please check):
____ Conference ____Training Workshop ____Distance Learning ____Teleconference
Other:_____

B. Total number of contact hours requested for approval: _____ hours

C. Maximum number of hours a participant can receive: _____ hours

D. Intended Audience: (check all that apply)
____schools K-12 ____college/university ____medical care
____community ____business/industry ____ Other, specify _____

Assurances

1. The planning committee assures the technical and educational competencies of the program presenter(s) relative to the objectives of the program.
2. Applicant agrees that AAHE shall have no financial obligation in connection with the program, and applicant shall defend and indemnify AAHE against any and all liability for claims asserted against AAHE arising out of or in connection with AAHE's approval of this program.
3. The planning committee assures that at least one member of the committee is CHES.

_____ _____ _____
Signature CHES Committee Member CHES # Date

_____ _____ _____
Print Name of CHES Committee Member Phone Fax

A $25 non-refundable administrative fee, made payable to AAHE/PDC, **must** accompany this application.
Application must be received no later than 45 calendar days in advance of the program date.

Mail check and application to:

AAHE/PDC
1900 ASSOCIATION DRIVE
RESTON, VA 20191
(703) 476.3437 (703) 476.6638 (fax)

D. Program Session Objectives

Please list the title, presenter(s), learning objectives and intended audience for each session of your program.
Please use a separate page for each session. You may reproduce this page as necessary.
Don't forget to include a copy of your program agenda with the application.

Session Title: _____

Presenter(s): _____

Learning Objectives: _____

_____

_____

Intended Audience: (Check all that apply)

____schools K-12 ____college/university ____medical care

____community ____business/industry ____ other, please specify_____

E. Health Education Competencies Related to Program Sessions

Indicate which Competencies within the appropriate Area(s) of Responsibilities for Health Education will be met by this session's learning objectives:

_____ I. Assess individual and community needs for health education
_____ II. Plan health education strategies, interventions and programs
_____ III. Implement health education strategies, interventions and programs
_____ IV. Conduct evaluation and research related to health education
_____ V. Administer health education strategies, interventions and programs
_____ VI. Serve as a health education resource person
_____ VII. Communicate and advocate for health and health education

F. Session Evaluation

1. Attach a copy of the evaluation form to be used to evaluate the session (the sample evaluation form provided may be used).

2. Indicate how evaluation results will be used.

   ____Needs assessment for conference planning ____Feedback to presenter

   ____Other (specify)_____