

NMSU Department of Health Science (Provider #NM0020)
CHES Continuing Education Review Committee
Application for Co-Sponsorship of a Category I
CHES Continuing Education Program

Directions: Please submit the following completed application form either directly to the **CHES Continuing Education Review Committee Chair (Department of Health Science, Dept. 3HLS, New Mexico State University, P.O. Box 30001, Las Cruces, NM 88003)** or through one of the Committee members if the member is working with your agency on its conference program planning committee. A \$15 check (to cover administrative fees) made payable to the NMSU Department of Health Science must accompany this application. Organizations which anticipate submitting eight or more events to the CHES CECH Review Committee during the same calendar year may petition the Review Committee for permission to pay an annual application fee. Applications should be received a minimum of 30 days prior to the committee's meeting date.

I. Your organization's mailing information

- A. Organization's Name: _____
- B. Your name as the organizational contact: _____
- C. Organization's Address: _____
Phone: _____
Fax: _____
Email: _____
- D. Does the organization have a Certified Health Education Specialist (CHES) on staff? If yes, please identify name: _____

II. Information on program being proposed for CHES Continuing Education Credit

- A. Program Title: _____
- B. Program Dates: _____
- C. Program Location: _____
- D. Anticipated audience size: _____. Anticipated number of CHES: _____
- E. List Program Goals & Objectives below:
 - 1. _____
 - 2. _____
 - 3. _____

- F. How did your organization identify the need for this program? (Needs assessments, local vital statistics, research findings, request of local providers, etc.)?
Describe: _____
- G. The proposed program's goals and objectives would meet which CHES competencies? (Use Attachment A which lists the CHES competencies and responsibilities.)
1. _____
 2. _____
 3. _____
- H. List the number of continuing education contact hours requested for this event (60 minutes of contact = 1 CECH, 30 minutes of contact = .5 CECH): _____
- I. What educational strategies will be used during the program?
- Lecture Case studies Slides
 Discussion Panel presentation Film/video Other
- J. Identify the names and organizations of the members of your program planning committee. Identify those members who are CHES by checking the line in front of their name.
- _____

III. Evaluation

The CHES CECH Committee Form must be used, along with any other evaluation form you may use (a copy of your form must also be attached). If your request is approved, your organization assumes responsibility for forwarding to the committee the program's evaluation summary. This summary must arrive at NMSU within 30 days following program completion.

- A. Who at your organization will be responsible for compiling the required evaluation summary?
Name _____ Phone _____
- B. Do you intend to use your own separate evaluation form?
 No Yes - if so, please respond to "C" below
- C. How will the educational offering's objectives be evaluated? _____
- D. How will the results of the evaluation be utilized? _____

Attachment A

CHES Responsibilities and Competencies:

1. Assess Individual and Community Needs for Health Education
 - 1.1 Assess environmental factors.
 - 1.2 Assess individual and group characteristics.
 - 1.3 Assess community and/or individual resources.
 - 1.4 Interpret assessment.

2. Plan Effective Health Education Programs
 - 2.1 Collaborate with community agencies and individuals.
 - 2.2 Collaborate with potential participants.
 - 2.3 Develop the health education plan.

3. Implement Health Education Programs
 - 3.1 Implement the health education plan.

4. Evaluate Effectiveness of Health Education Programs
 - 4.1 Develop a program evaluation plan.
 - 4.2 Monitor the health education program by reviewing ongoing program activities.
 - 4.3 Monitor the health education program by comparing results with outcome criteria.
 - 4.4 Modify the health education program.

5. Coordinate Provision of Health Education Services
 - 5.1 Elicit the cooperation of persons from diverse programs.

6. Act as a Resource Person in Health Education
 - 6.1 Select sources of information on health issues.
 - 6.2 Serve as consultant to individuals and groups.

7. Communicate Health and Health Education Needs, Concerns and Resources
 - 7.1 Keep abreast of professional literature, trends and research.
 - 7.2 Advocate for the inclusion of education in health programs.
 - 7.3 Explain the foundations of the discipline of health education.
 - 7.4 Select communication methods and techniques.

Attachment B

**DEPARTMENT OF HEALTH SCIENCE
NEW MEXICO STATE UNIVERSITY (NMSU)
CHES CONTINUING EDUCATION REVIEW COMMITTEE**

Participant Evaluation Form

Please answer the questions below by circling "Yes (Y)," or "No (N)" in the column to the right. There is space at the bottom of this page for more general remarks.

	<u>Yes</u>	<u>No</u>
1. Was the presentation relevant to you?	Y	N
2. Was the presentation organized in a way that made sense to you?	Y	N
3. Did the presenter(s):		
Communicate effectively the message?	Y	N
Encourage participation, input, and questions?	Y	N
Answer questions appropriately?	Y	N
4. Was the content presented in the workshop new to you?	Y	N
5. Was the content current?	Y	N
6. Did you leave with information that you will be able to use in your professional role?	Y	N
7. Would you make changes in the program, please comment below:		
8. Do you have any suggestions/recommendations to the NMSU CHES Continuing Education Review Committee regarding how it can better meet your CHES continuing education needs?		

Attachment C
Summary Evaluation Form
(sample only)

To: CHES Continuing Education Review Committee
NMSU Department of Health Science

FROM: (Your Organization)

SUBJECT: (Title of your event)

DATE: (today's date)

Following is a summary of the conference presenter evaluations.
This summary consists of responses from four participants attending the above
conference.

SUMMARY OF PRESENTER EVALUATION

1. Was the presentation relevant to you?

Four respondents answered yes.

2. Was the presentation organized in a way that made sense to you?

Four respondents answered yes.

3. Did the presenter(s):

Communicate effectively the message?

Four respondents answered yes.

Encourage participation, input, and questions?

Four respondents answered yes.

Answer questions appropriately?

Four respondents answered yes.

4. Was the content presented in the workshop new to you?

Three respondents answered yes and one answered no.

5. Was the content current?

Four respondents answered yes.

6. Did you leave with information that you will be able to use in your professional role?

Four respondents answered yes.

7. Would you make changes in the program, please comment below:

"You helped me to clarify a few points that I wasn't clear on before the session."

8. Do you have any suggestions/recommendations to the NMSU CHES Continuing Education Review Committee regarding how it can better meet your CHES continuing education needs?

No suggestions were given.