



## Continuing Education Committee

According to the ACHA Bylaws: The committee shall be comprised of members with continuing education expertise in the diverse professional disciplines that provide college health services. This committee is responsible for the Association's continuing education activities and its membership should comply with the standards and requirements of each national accrediting body through which the Association maintains accreditation, and each accrediting organization from which the Association may seek continuing education approval (such as for single-event applications). The committee reports to the Board of Directors.

Members of the committee review and approve educational activities and award credit as appropriate. Educational activities include the ACHA Annual Meeting, ACHA Affiliate Annual Meetings, and other live or in-person educational activities as requested by ACHA staff.

### General criteria for all committee members:

- Are currently a regular or emeritus ACHA member in good standing and commit to maintain membership for the duration of their term.
- Possess the credentials appropriate to their specific discipline.
- Have been employed in a college health setting for a minimum of two years (*with five years preferred*).
- Have attended at least two ACHA Annual Meetings (*preferred*).
- Have experience in ACHA or affiliate program planning (*preferred*).
- Have understanding of continuing education and/or continuing education accreditation (*experience in area preferred*).
- Provide a letter of support from college/university administration to fulfill commitments and serve the length of term on the Continuing Education committee.
- Agree to adhere to the ACHA Ethics Guidelines and Code of Conduct.
- Actively participate as a member of the Program Planning Committee for educational activities as requested by ACHA.
- Actively participate in committee business and administrative tasks as needed.

### Meeting commitments:

- Attend the Program Planning Committee virtual meetings held monthly between July and November.
- Attend the ACHA Program Planning Committee Meeting held at the site of the upcoming meeting in the fall of each year (*expenses covered by ACHA*).
- Attend the ACHA CE Committee Meeting in January of each year. May be virtual or in person. (*In-person expenses covered by ACHA*).
- Attend the ACHA Annual Meeting (*not mandatory; at your own/your institution's expense*).
- Attend meetings relevant to your discipline's accreditation.

### Term length of membership:

Members of the continuing education committee shall serve a term of five years, with a maximum of two consecutive terms. A training period of six to twelve months will take place during the first year of the initial term and during the last year of the final term when a new committee member comes on board.

## **Advisor for Continuing Education for Certified Health Education Specialists (CHES/MCHES)**

*ACHA is accredited by the National Commission for Health Education Credentialing (NCHEC)*

*In addition to the general requirements for all CE committee members described above, the following responsibilities, requirements, and expectations relate to the CHES/MCHES Advisor:*

### Responsibilities:

Review all proposed continuing education programs to verify the appropriateness of the objectives and content for certified health education specialists (CHES), master certified health education specialists (MCHES), and continuing competency in college health practice.

### Requirements:

1. Meet the general and advisor specific requirements of the CE Committee.
2. Membership in NCHEC as a Certified (CHES) or Master (MCHES, preferred) Certified Health Education Specialist.
3. Experience in higher education in one or more of the following: wellness, health education, health promotion, student support services, health center administration.
4. Knowledge of the [NCHEC Areas of Responsibility and Competencies for Health Education Specialists](#).
5. Knowledge and application of the competencies and sub competencies within each area of Responsibility.

### Expectations:

1. Read and assign continuing education credit according to the Areas of Responsibility and Competencies when requested by the ACHA to review an educational activity.
2. Collaborate with the Health Promotion Section of ACHA and members of the Health Promotion Practice Area Group for the selection of programs and activities directly related to Health Promotion/Education for the ACHA Annual Meeting.
3. Provide reviews and recommendations for individual presentations as requested according to the NCHEC Areas of Responsibility and Competencies.
4. Read and assign Continuing Competency Credits to those programs and events that meet the criteria for Continuing Competency specific to NCHEC guidelines.
5. Serve as a resource in the planning of ACHA educational activities outside of the annual meeting and for affiliate meetings and assign credit accordingly to assure NCHEC requirements are met.
6. Participate in NCHEC applications and/or audits as required of ACHA.