# TOP TRAINER NCHEC CHECKLIST:

Terms:

CHEC – Continuing Health Education Credit

CHES – Certified Health Education Specialist

MCHES – Master Certified Health Education Specialist

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| **Preparing for CHES/MCHES participants – before course:** | |
|  | Confirm the number of CHEC units assigned to your course. TFM and TSP taught to standards are approved for:  TFM = 13.5  TSP = 13.5  Customized courses differ, contact [support@ica-usa.org](mailto:support@ica-usa.org) for more information |
|  | Obtain CHES/MCHES participants’ name and CHES/MCHES # |
|  | Print the sign in sheet for CHES/MCHES sign-in on day of course |
|  | Prepare CHEC certificates, adding participant’s name, CHES/MCHES number, location, trainers for the course and course date. |
|  | Download CHEC evaluation form for each CHES/MCHES participant |

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| **At Course – CHES/MCHES Participant:** | |
|  | Signs in on CHES/MCHES sign in sheet |
|  | Completes CHES/MCHES evaluation |
|  | Receives CHES/MCHES course certificate |

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| **Week following course** | |
|  | Email CHES/MCHES participant roster to support@ica-usa.org  Participant name, CHES/MCHES ID # and continuing education contact hours (CHEC)  Course name, date, location, trainer names |
|  | Mail copy of sign in sheet and completed course evaluation(s) to:  *Institute of Cultural Affairs*  *Attention: Accounting*  *4750 N Sheridan Road*  *Chicago IL 60640* |