

AHE Preferred Education Provider (PEP) Education Program/Event Application Guide (To be completed for each education program or event.)

The AHE Preferred Education Provider (PEP) program identifies organizations (e.g. AHE Chapters and other for-profit and nonprofit organizations) to offer Continuing Education Credits (CECs) for education programs. These credits can be used towards renewal for the Certified Healthcare Environmental Services Professional (CHESP) certification, T-CHEST, T-CSCT, and T-CNACC trainer designations, and CHEST and CSCT certification for EVS technicians. CECs can also be used to fulfill application requirements for the AHE Fellow recognition programs.

Important Application Information

- A PEP application must be completed **for each education program, session, course, or event.**
- For non-AHE Chapters (e.g. institutions, individuals, corporations, or vendors) an annual fee is applied **to the first application each year only.** Once the initial application is approved, an organization can offer CECs until the end of that calendar year. Annual PEP pricing is as follows:
 - AHE Chapters: Complimentary
 - Non-profit organizations: \$1,600
 - For-profit organizations (domestic events): \$3,200
 - For-profit organizations (international events): \$4,000
- If your event includes multiple sessions, please include a timed agenda/schedule including all sessions, breaks, and meals.
- The following information is **required for every education program or event. If your program or event includes multiple sessions, please be sure to include this information for each session.** Incomplete applications will be returned.
 - Title
 - Description
 - Learning Objectives (at least three per session/event)
 - Speaker(s)/Faculty Names
 - Speaker(s)/Faculty Bio(s)
- Learning objectives should be measurable program outcomes and follow SMART criteria. They should indicate what a participant should be able to do after attending the session/event. Below are examples of learning objectives:
 - Upon completion of this session, participants should be able to:
 - Discuss the elements of a PEP application
 - Understand how to draft learning objectives
 - Explain how to apply for AHE CECs
- Please submit your application a minimum of ten business days prior to the start date of the program or event. Late applications may be denied.
- **Only education portions of the program can be included as CEC hours. Education time does not include time spent on general announcements, breaks, exhibits,**

lunch, vendor presentations or association meetings. 60 minutes of presentation time = 1 CEC. Hours can be rounded up only for activities more than 30 minutes in length. Each session is rounded individually per the guidelines below:

- 30 minutes = 0.5 CEC
 - 45 minutes = 1 CEC
 - 1 hour and 15 minutes = 1 CEC
 - 1 hour and 30 minutes = 1.5 CEC
 - 1 hour and 45 minutes = 2 CEC
- Once your completed application is reviewed and approved, we will email you confirmation and PEP tools (PEP logo to use on promotional materials, certificate of recognition, language, certificate templates, etc.).

Program Terms & Agreement

- **Program applicants are responsible for monitoring attendance and furnishing each participant with evidence of attendance so that they may receive credit for the program.** The retention of records of attendance is the responsibility of the provider. AHE cannot verify an individual's participation in an educational activity. The preferred program provider must retain a copy of attendance for a minimum of 5 years.
- AHE will provide a certificate template for use with the approved program. The following presentation information is required and **must be included on the certificate.**
 - session title
 - date of activity
 - number of CEC hours

Sample Certificate of Attendance



- Approved programs may only use the following statement in marketing for continuing education:

This program has been approved for a total of (number of approved hours) continuing education credits toward fulfillment of the requirements of the Certified Healthcare Environmental Services Professional (CHESP) certification, T-CHEST, T-CSCT, and T-CNACC trainer designations, CHEST and CSCT certification for EVS technicians., and the AHE Fellow recognition programs.

- Sales pitches are not allowed. Programs and events sponsored by companies may only provide announcements or product introductions before or after the contact hours being applied for.
- Approved program may only use the provided “AHE preferred education program” logo on any marketing materials. Use of the AHE or AHA logo on program materials is prohibited.
- AHE reserves the right to monitor and audit programs. Registration fees for the auditor will be covered by the applicant.
- To qualify for approval, programs must relate to the core competencies listed below:

Core competencies for EVS Leaders

(leads, supervisors, managers, directors)

May be applied to the following certification/designations:

CHESP, T-CHEST, T-CSCT, T-CNACC Core Competencies
Environmental Sanitation
Textile Management
Waste Management
Compliance/Advisory Guidance
Administration
Financial Stewardship
Planning, Design & Construction

Core competencies for EVS Technicians

may be applied to the following certifications:

CHEST, CSCT Core Competencies
Cleaning & Disinfection
Linen Handling
Infection Prevention
Waste Management
Safety
Communication
Patient Focus and Customer Service
Emergency Preparedness and Response

Education Program/Event Information for Application

Please include the following information for your program/event. If your event has multiple sessions (e.g. full day course or multi-day conference with multiple sessions) please include the following information **for each session**:

- ✓ Title
- ✓ Description
- ✓ Learning objectives (at least three per session)
- ✓ Speaker(s) name(s) and credential(s)
- ✓ Speaker(s) bio(s)
- ✓ Timed agenda
- ✓ CHESP, T-CHEST, T-CSCT, T-CNACC, CHEST, CSCT core competencies

Information can be provided via the following formats:

- ✓ Document (Word, .pdf, etc.)
- ✓ Link to a web page with session information
- ✓ Copy of a brochure

To become an AHE Preferred Education Provider (PEP), simply complete the [online application](#).

Questions? Please contact us at ahc@aha.org