CHES EXAM INFO SHEET

Exam Date/Registration:

<table>
<thead>
<tr>
<th>Date</th>
<th>Fee Type</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 23, 2016 CHES Exam</td>
<td>Nonstudent Fee</td>
<td>$240</td>
</tr>
<tr>
<td>1st Registration Deadline: 11/1/15 thru 12/1/15</td>
<td>Student Fee</td>
<td>$210</td>
</tr>
<tr>
<td>2nd Registration Deadline: 12/2/15 thru 1/2/16</td>
<td>Nonstudent Fee</td>
<td>$250</td>
</tr>
<tr>
<td>3rd Registration Deadline: 1/3/16 thru 2/1/16</td>
<td>Student Fee</td>
<td>$210</td>
</tr>
<tr>
<td>Final (Late) Registration Deadline: 2/2/16 thru 3/1/16</td>
<td>Nonstudent Fee</td>
<td>$280</td>
</tr>
<tr>
<td></td>
<td>Student Fee</td>
<td>$210</td>
</tr>
</tbody>
</table>

Fees posted include a $100 nonrefundable processing fee for those who do not meet the eligibility requirements.

*Student fee is used if you are a currently taking or enrolled in 9 or more semester credits (12 or more quarter hours) at the time you apply for the exam. (Graduate or Undergraduate)

*Student rates also apply with documentation of your full time status as defined by your institution

Exam Location:

<table>
<thead>
<tr>
<th>Name</th>
<th>State</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT: University of Utah - Salt Lake City - 4502UT</td>
<td>UT</td>
<td>Salt Lake City</td>
</tr>
</tbody>
</table>
Eligibility:

CHES Exam Eligibility

Eligibility to take the CHES examination is based exclusively on academic qualifications. An individual is eligible to take the examination if he/she has:

A bachelor's, master's or doctoral degree from an accredited institution of higher education; AND one of the following:

- An official transcript (including course titles) that clearly shows a major in health education, e.g., Health Education, Community Health Education, Public Health Education, School Health Education, etc. Degree/major must explicitly be in a discipline of "Health Education." OR

- An official transcript that reflects at least 25 semester hours or 37 quarter hours of coursework (with a grade "C" or better) with specific preparation addressing the Seven Areas of Responsibility and Competency for Health Educators

Applicants for the CHES exam will have at least 25 semester hours/37 quarter hours of coursework (with a grade of C or better) with specific preparation addressing the Seven Areas of Responsibilities and Competencies for Health Education Specialists. The following guidance is offered to applicants without an earned degree in Health Education seeking to qualify for the CHES exam, based on the 25 hours of coursework requirement:
• A minimum of 12 semester hours/18 quarter hours must be from process courses that clearly align with the Seven Areas of Responsibility
• A maximum of 9 semester hours/14 quarter hours may be from topic-focused courses that include elements contained in the Seven Areas of Responsibility
• A maximum of 6 semester hours/8 quarter hours may be from other courses that include elements contained in the Seven Areas of Responsibility

Course descriptions and syllabi may be provided to determine if courses are eligible.

Please note exam applications, University Transcripts, and any supporting documentation become the property of NCHEC. These items will not be returned to the exam applicant or forwarded to a third party.

90-Day Eligibility Option

The 90-day option is offered to students scheduled to graduate within 90 days of an exam date. To qualify for this option, a student must be enrolled in an accredited institution of higher education, and must submit an official transcript showing a minimum of 25 semester hours relating to the Area of Responsibility along with written verification from his/her faculty advisor assuring the student will complete all degree requirements within 90 days of the exam date.
Apply for Exam

CHES Exam Application

Please be sure to read the Certified Health Education Specialist (CHES) Exam Application Handbook prior to completing the application. Applicants are required to agree and abide by NCHEC’s policies as outlined. All required appendices are included within the instructions.

Security: No part of the exam may be copied or reproduced in part or in whole by any means what-soever, including memorization. Candidates may not solicit questions or discuss items that were on previous exams with other NCHEC candidates or individuals who hold the CHES credential. Candidates are required to sign an affirmation and agreement statement on the application. Violation of the affirmation and agreement may result in suspension or revocation of the CHES credential from those who have earned it or suspension or denial of eligibility for future exams.

Fees posted include a $100 nonrefundable processing fee for those who do not meet the eligibility requirements.

There are several ways to apply for the exam:

1. Apply Online - November 1, 2015 - March 1, 2016
2. Download the application(pdf)
3. Request an exam registration packet by mail — contact NCHEC office at (888) 624-3248 or email tcole@nchec.org.
4. Pre-screen if you are unsure of eligibility (please see exam eligibility) - Pre-screen service available: November 1, 2015 - February 1, 2016 (April 2016 exam)

*Please only use one method to avoid duplicate applications
Your application should include:

- Completed application form
- Official transcript reflecting school name(s), degree(s), date(s) awarded and all completed coursework (application cannot be processed without a transcript). If sent separately, transcripts should be submitted no later than 30 days after application submission and prior to the final deadline or you will be subject to increased exam fees.
- Advisor Letter - if using 90 day option
- Application fee

Exam applications, University Transcripts and any supporting documentation become the property of NCHEC. These items will not be returned to the exam applicant or forwarded to a third party.

Falsification of any documentation may result in suspension or revocation of the credential or denial of eligibility for future exams.

We recommend sending applications via Certified Mail, Federal Express, Second-Day Mail or completing online.