



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

The ASHE PEP program identifies organizations (e.g. ASHE Chapters and other for-profit and nonprofit organizations) to offer Continuing Education Credits (CECs) for education programs. These credits can be used towards initial certification and renewal for the Certified Healthcare Facility Manager (CHFM) and Certified Healthcare Constructor (CHC). CECs can also be used to fulfill application requirements for the ASHE Fellow and Senior (FASHE and SASHE) recognition programs.

### Important Application Information

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- A PEP application must be completed **for each education program, session, course, or event.**
- For non-ASHE Chapters (e.g. institutions, individuals, or corporations) 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:
  - ASHE 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 outcomes of the program and should 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 ASHE CECs
- Please submit your application a minimum of five 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 with confirmation and PEP tools (PEP logo to use on promotional materials, certificate language, certificate templates, etc.).

## Program Terms & Agreement

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- **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 sponsor. ASHE cannot verify an individual's participation in an education activity. The preferred program provider must retain a copy of attendance for a minimum of 5 years.
- The following presentation information is required and **must be included on the certificate.** ASHE will provide a certificate template for use.
  - content code(s)
  - 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 Certified Health Care Facility Manager (CHFM), Certified Health Care Constructor (CHC) renewal, and the FASHE/SASHE 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 “ASHE preferred education program” logo on any marketing materials. Use of the ASHE or AHA logo on program materials is prohibited.
- ASHE reserves the right to monitor and audit programs. Registration fees will be covered for the auditor by the applicant.
- To qualify for approval, programs must relate to the content outline categories of the CHC or CHFM examination which can be found in the [candidate handbook for each certification](#) and are also listed below:

Content Code	CHFM Content Outline Category
1	Compliance
2	Planning, Design, and Construction
3	Maintenance & Operations
4	Finance
5	Administration

Content Code	CHC Content Outline Category
1	Healthcare Industry Fundamentals
2	Planning, Design, and Construction Process
3	Healthcare Facility Safety- Additions & Renovations
4	Financial Stewardship

## **Education Program/Event Information for Application**

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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
- ✓ CHFM and/or CHC content code(s)

Information can be provided via the following formats:

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

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

Questions? Please contact us at [ashe@aha.org](mailto:ashe@aha.org)