



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

ASHE approves organizations (for profit and nonprofit) 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

- A PEP application must be completed for each education program 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:
 - Non-profit organizations: \$1,600
 - For profit organizations (domestic events): \$3,200
 - For profit organizations (international events): \$4,000
- Information is required for every education program or event. If your program or event includes multiple sessions, please be sure to include required information for each session.
- Please include All required session information for your education program or event. Incomplete applications will be returned.
- Please submit your application a minimum of (four) 4 weeks prior to the start date of the program or event. Late applications may be denied.
- 60 minutes of presentation time = 1 continuing education credit. Only education portions of the program can be included as CEC hours. Presentation time does not include time spent on general announcements, breaks, exhibits, vendor presentations or association meetings.
- Learning objectives should be measurable outcomes of the program (about 50 to 75 words) and should follow SMART criteria.
- 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

- 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: Content Code(s), Title, Date of Activity, Purpose, and Description. ASHE will provide a sample certificate and a template for optional use.
- 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

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 Tina Morton (tmorton@aha.org; 312-422-3828)