



CHANGE OF STATUS FORM

Change your CHES®/MCHES® Status

(Reminder: All applicable fees must be paid for the period you are requesting an extension or retired status before the request will be granted).

NAME: _____ CHES®/MCHES® ID #: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

STATUS CHANGE REQUESTING: EXTENSION _____ RETIRED _____

IF YOU CHOOSE RETIRED STATUS PLEASE INDICATE RETIREMENT DATE: _____

IF YOU CHOOSE EXTENSION STATUS, PLEASE INDICATE THE REASON: _____

Signature: _____ Date: _____

PLEASE NOTE THAT IN ORDER TO PROCESS YOUR EXTENSION REQUEST, PAYMENT MUST BE SUBMITTED AT THE SAME TIME

Payment Method: Check Visa MasterCard American Express Discover
Card No: _____ Exp. Date: ___/___ CVV ___
Signature: _____ Amount: _____

Certification Status Options:

Circumstances may necessitate that you change your status. The following options are available:

Extension:

CHES® and MCHES® who have paid their \$70 renewal fee for the current certification year and who have requested a one-year extension of their recertification cycle.

- 'Extension' status may be granted for special circumstances including, but not limited to, personal or family illness, graduate study, or foreign residency.

CHES® and MCHES® may request 'extension' status for a maximum of two years during any five-year certification cycle. A letter of explanation for the request must be submitted each year. At the end of the current renewal year, the CHES®/MCHES® will automatically return to 'active' status, as long as current renewal fees are paid.

While on 'extension' status, a CHES®/MCHES®

- may continue to earn CECH
- is not permitted to hold any elective NCHEC office
- is not allowed to serve on any planning committee as a CHES® representative

Retired:

A CHES®/MCHES® who is permanently retired from health education and is in active status/good standing may apply for retired status. After retired status is approved and awarded, a retired CHES® must use RETIRED HEALTH EDUCATION SPECIALIST (RCHES) or RETIRED MASTER CERTIFIED HEALTH EDUCATION SPECIALIST (RMCHES) after his/her name. Retired status is considered a permanent status. No CECH requirement exists for individuals in retired status. The annual renewal fee is \$15.00.