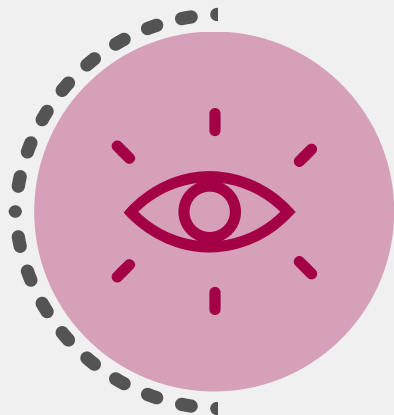
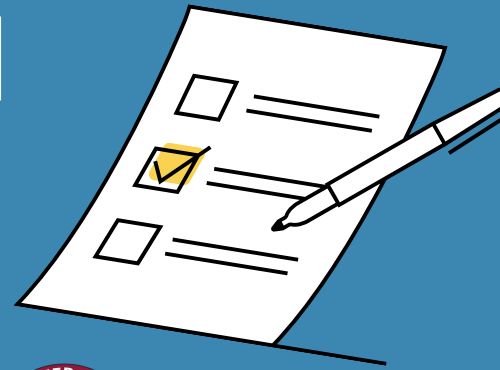


# CATEGORY II CLAIM FORM SUBMISSION

What you need to know



## UNDERSTAND THE FORM

- This form is for self-submission of **non-preapproved** Continuing Education Contact hours (CECH).

## KNOW YOUR OPTIONS

- Category II credits are **not required** to maintain your credentials.
- This optional tool can be used to claim **30 Category II CECH** for CHES® and MCHES®.
- MCHES® submissions must be directly related to **Advanced-level** Competencies.



## FOLLOW GUIDANCE

- NCHEC recommends that the Category II Claim Form with supporting documentation be submitted within 90 days following the program completion.

## KNOW ITS LOCATION

- The form is located within your NCHEC online CHES® or MCHES® portal.
- The best way to submit a Category II Claim Form is through your portal.



## SUBMIT THE FORM

- NCHEC does confirm receipt and approval or non-approval of your Category II submission.
- Please allow six to eight weeks for your form to be processed.

