

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

The AHE Preferred Education Provider (PEP) program identifies organizations (e.g. AHE Chapters and other for-profit and nonprofit organizations) to offer Continuing Education Credits (CECs) for education programs. These credits can be used towards renewal for the Certified Healthcare Environmental Services Professional (CHESP) certification, T-CHEST, T-CSCT, and T-CNACC trainer designations, and CHEST and CSCT certification for EVS technicians. CECs can also be used to fulfill application requirements for the AHE Fellow recognition programs.

Important Application Information

A PEP application must be completed **for each education program, session, course, or event.**

For non-AHE Chapters (e.g. institutions, individuals, corporations, or vendors) 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:

- AHE Chapters: Complimentary
- Non-profit organizations: \$1,600
- For-profit organizations (domestic events): \$3,200
- For-profit organizations (international events): \$4,000

If your event ~~declares multiple sessions~~, please include a timed agenda/schedule for 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 AHE CECs

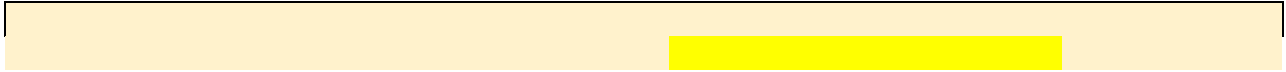
Please submit your application a minimum of ten business days prior to the start date of the program or event. Late applications may be denied.

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

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Approved programs may only use the following statement in marketing for continuing education:



Education Program/Event Information for Application

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**: