NCHEC CECH Reporting Form Instructions

Online Tutorial Link: https://www.youtube.com/watch?v=Y9ZDR0NUSJE

Please use the directions below to complete the Credit Reporting Form.

DO NOT ALTER THIS FORM. THIS FORM MUST BE SUBMITTED ELECTRONICALLY. (No paper copies.)

Column A: DATASET_ID: Leave blank. For NCHEC use only.

Column B: CONV_GROUP: Leave blank. For NCHEC use only.

Column C: PROVIDER_ID: This is the provider ID# issued to you by NCHEC.

Column D: PROGRAM_TITLE: Enter event/course title.

Column E: PROGRAM_TYPE: Enter the event type below. Please use enter it in the exact format as shown below.
   a. PROFESSIONAL_MEETINGS - This is for any live event: Conference, Workshop, Seminar, Webinar
   b. SELF_STUDY – This is for self-paced courses: Self-studies, web-based training, journal articles

Column F: PROGRAM_ID: This is the ID number generated by NCHEC. If you have not requested a program ID# prior to reporting, please complete the New Program Template 5.1.19, to have your ID# created in the NCHEC database.

Column G: PROGRAM_DT:
   a. For Live events: Enter the date of your program. If it is a multi-day event, please use the last day of the event. Please do not enter a date range.
   b. For Self-Study: Please enter the date the course was completed by the participant.

Column H: CHES®_ID: Enter the CHES®/MCHES® ID. Please enter the number only; do not include a C or M before the ID number. Our system will determine who is CHES® or MCHES® based on this ID number.

Column I: FIRST_NM: Enter the participant’s first name.

Column J: LAST_NM: Enter the participant’s last name.

Column K: TOTAL_ENTRY_CREDITS: Enter the total number of entry-level credits to be awarded to your participant(s). If only advanced-level credits are to be awarded, enter a “0”.

Column L: TOTAL_ADVANCED_CREDITS: Enter the total number of advanced-level credits awarded. If only entry-level are to be awarded, please enter “0”.

Column M: ENTRY_CREDITS_CC: Enter the total number of entry-level Continuing Competency credits to be awarded. This cannot exceed the total number of total entry-level credits.
**Column N: ADVANCED CREDITS CC:** Enter the total number of Continuing Competency credits to be awarded. This cannot exceed the total number of entry-level credits. Ex: If the event is approved for a total of 10 CECH. The CC cannot be more than 10.

**How to report credits:**

**Entry-level credits only:**

1. If only entry-level credits are awarded, enter the total credits to be awarded in Column K. Enter “0” in Columns L, M, and N.

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<thead>
<tr>
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<tbody>
<tr>
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<td>DATASET_ID</td>
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</tbody>
</table>

**Advanced-level credits only:**

1. If the event awards the same amount of entry-level and advanced-level you report as advanced-level credits. Enter total advanced-level credits to be awarded in Column L. Enter “0” in Columns K, M and N. This would apply to conferences or self-studies where the total number of entry-level and advanced-level are equal. For example, if all sessions are approved for advanced-level, you can enter the total credits awarded in advanced-level. Our system will convert advanced-level to entry-level for CHES®.

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<td>10</td>
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<td>0</td>
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**If no Continuing Competency credits are awarded: (but entry and/or advanced-level have been awarded)**

1. Enter entry-level total in Column K and enter advanced-level credits in Column L. These columns should equal the total number of credits to be awarded. For example, if 10 total credits are to be awarded and 5 are entry-level and 5 are advanced-level, enter 5 in each column.
2. Enter “0” in Column M and Column N.

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<td>TOTAL_ENTRY CREDITS</td>
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<tr>
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<td>ENTRY &amp; ADVANCED</td>
<td>PROGRAM_TYPE</td>
<td>12345</td>
<td>1/1/2018</td>
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<td>2</td>
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**Self-studies awarding Continuing Competency credits:** (NOTE: any course that has an assessment/quiz at the end qualifies for CC credit and should be reported this way).

1. Enter the total entry-level credits awarded in Column K. Enter the total number of advanced-level credits in Column L. This should equal the total number to be awarded.
2. Enter the total number of entry-level CC credits in Column M. This should be the same number as Column K.
3. Enter the total number of advanced-level CC credits in Column N. This should be the same number as Column L.
4. Columns K and L and Columns M and N. should equal the same total.

   Example: If your course awards a total of 9 credits and 4 of those are advanced-level, your entry would look like this.

   Column K: 5  Column L: 4  Column M: 5  Column N: 4  Both the credit columns (K & L) and CC columns (M & N) should equal 9.

5. Courses that award 1 credit would be reported as follows depending if they award entry-level or advanced-level credit.

**Live events awarding Continuing Competency:** (this may be the entire event, or just a small portion depending upon the ability to assess the participants)

1. Enter the total number of entry-level credits in column K.
2. Enter the total number of advanced-level credits in column L.
   
   Columns K and L will be the total number of credits to be awarded.
3. If a portion of the event awarded CC credits. Enter the advanced-level portion awarded in Column K and the advanced-level portion in Column L.

   **Example 1: Entry-level only with entry-level CC credits.**

   If the event awarded 10 entry-level credits only. Of those 5 are entry-level CC. Your entry would be Column K: 10; Column J: 0; Column M: 5; Column N: 0. Column K and L will be total credits awarded. Columns M and N will be total CC credits awarded.
### Example 2.

**Entry-level and advanced-level with entry-level CC credits.**

If the event awarded 20 total credits of which 10 were advanced-level. And of those you are awarding 5 entry-level CC credits. Your entry would be Column K: 10; Column L: 10; Column M: 5 and Column N: 0. Columns K and L will be total credits awarded and Columns M and N will be total CC credits awarded.

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<tr>
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### Example 3.

**Entry-level and advanced-level with entry-level and advanced-level CC credits.**

If the event awards a total of 10 credits of which 4 are advanced-level. You are awarding 6 total CC credits from the event, 4 are entry-level CC and 2 are advanced-level CC, your entry would be as follows: Column K: 6 Column L: 4 (total 10) Column M: 4; Column N: 2 (6 total).

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