



PROFESSIONAL DEVELOPMENT COMMITTEE CHARGE

Purpose

To Develop education offerings for Certified Health Education Specialists (CHES®), Master Certified Health Education Specialists (MCHES®), and Certified Public Health credential holders (CPH) to obtain and maintain certification.

Number of Members: 15-20

Composition:

Members show include the Chair, Co-Chair, and a variety of members reflecting SOPHE's membership, including students, early career professionals, and a variety of tenure.

Method of Appointment

The Chair, Co-Chair, and members shall be appointed by the President, in consultation with the President-Elect and Chief Executive Officer.

Term of Office

The two-year term begins immediately following the annual SOPHE Business Meeting of the Membership during the Annual Conference of the year appointed. Committee members will need to apply each year.

Accountability:

Reports to: Board of Trustees

Key relationships: House of Delegates, Membership Committee, Annual Conference Committee, Advocacy Committee, Finance Committee, and SOPHE Communities of Practice

Staff Liaison(s)

Eunice Lee, Associate Director, Professional Development (primary); Maricela Arias-Cantu, CEO (backup)

Responsibilities (Page 6 of the PD Guidelines)

1. Plan and conduct professional development activities to support achievement of the SOPHE Strategic Plan Goals and Objectives.
2. **National CECH Subcommittee:** Oversees all CECH applications, reviews, and reporting for both National Committees and Chapters



3. **Chapter CE Subcommittee:** Oversees chapter-level CE activity planning and implementation
4. **Journal CECH Subcommittee:** Oversees test item writing for SOPHE journals' CE activities
5. **CORE Subcommittee:** Oversees course creation and posting to SOPHE's online education portal
6. **Professional Preparation and Practice Subcommittee:** Oversees SOPHE's HESPA efforts and training opportunities for both new and experienced Health Education Professionals
7. Submit written reports of committee activities and recommendations or motions for action at the Board of Trustees for business meetings held during the Annual Conference.
8. Review and recommend changes to update the committee in charge as necessary.

Meeting Frequency:

Monthly

Estimated Time Commitment

3-5 hours per month

Scheduled

- Committee Zoom Meetings (monthly)

Busiest Times of the Year

- Various times throughout the year.

Goals for 2026-2027

1. Plan 25 journal self-studies.
2. Plan content for National Health Education Week.
3. At least 85% satisfaction on all events.
4. Revise Area of Responsibility webinars in CORE.
5. Provide recommendations and review content for CORE.
6. Relaunch Chapter Trainings and guide chapters about how to plan, implement, and evaluate CE activities.