



On Reale's application, she indicated that she possessed a Master's degree in health Promotion Management and a Bachelor's degree in Health and Exercise Science, Health Promotion. Additionally, she indicated that she was provisionally serving in the subject title from February 2014 to the October 21, 2019 closing date, a Health Educator for Memorial Healthcare System from November 2012 to February 2014 and a Health Educator for AtlanticCare Health Engagement from June 2008 to November 2012. Agency Services credited her Bachelor's degree and having met the experience requirements but determined that she lacked 30 credits in community health education or public health education.

On appeal, Patrick indicates that as an undergraduate, she chose the Public Health/Community Health track for her degree in Health Sciences. She explains that this track provided the foundation for planning, implementing and evaluating community-based health education models. Patrick presents that she is certified as a Community Health Education Specialist (CHES) by the National Commission for Health Education Credentials. She indicates that to be eligible to sit for this certification, she needed to have majored in Health Education or demonstrate that she completed 25 college credits in Health Education. She highlights specific courses at the undergraduate and graduate level that provided her over 30 credits in the required area that allowed her to sit for the CHES examination. Further, she submits materials from her undergraduate and graduate programs that explain the programs and the curriculum. Patrick also describes her experience in various positions and how it relates to the required experience. Additionally, she submits a letter from her supervisor in support of her appeal.

Reale presents that she has a Master's degree in Health Promotion Management and is CHES certified. She highlights specific courses at the undergraduate and graduate level that provided her over 30 credits in the required area that allowed her to sit for the CHES certification. Reale provides documentation to show that she was a speaker at a Society for Public Health Education conference and is the Awards and Scholarship Committee Chair for the New Jersey Society of Public Health Education.

## CONCLUSION

*N.J.A.C.* 4A:4-2.1(g) provides that the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. For example, information submitted on appeal pertaining to duties in a given position that expands or enlarges information previously submitted is considered clarifying and is accepted.

Initially, Agency Services correctly determined that Patrick and Reale were not eligible for the subject examination as their applications and supporting documentation did not clearly show how they met the education requirements. However, on appeal, they highlight that they are CHES certified. Further, Patrick

and Reale present that to be able to sit for the CHES certification, you need to major in Health Education or have 25 college credits in health education. Additionally, Patrick and Reale highlight the specific courses that they took in college and in graduate school which gave them more than 30 credits in the required area for the CHES certification and the subject examination. Given this clarification, the Commission finds that Patrick and Reale possessed the required education by the closing date.

**ORDER**

Therefore, it is ordered that the appeals be granted, and Morgan Patrick's and Krista Reale's applications be processed for prospective employment opportunities only.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON THE  
20<sup>TH</sup> DAY OF MAY, 2020



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