

# Certified Healthy Campus Frequently Asked Questions

## Eligibility

**Q: What qualifies as a campus?**

A: Public and private universities, colleges, and career technology centers are categorized as a campus, regardless of size.

**Q: Does the campus need to be accredited to apply for Certified Healthy status?**

A: No, the campus does not need to fulfill any specific state or national accreditation requirements to apply for Certified Healthy status.

**Q: My campus allows smoking. Should I still apply?**

A: Campuses are not eligible to apply unless the campus enforces a 100% smokefree policy that applies to the entire property under their control, both indoors and outdoors, at all times. To achieve Excellence, a campus must enforce a 100% tobacco free policy that applies to the entire property under their control, both indoors and outdoors, at all times.

**Q: Is this open to campuses in any area?**

A: Yes, campuses from any area in Oklahoma may apply.

**Q: If my campus was Certified Healthy last year, do I need to reapply?**

A: Yes, applicants must re-apply each year for certification.

## Application Process

**Q: When can I apply?**

A: The application period runs from August 1<sup>st</sup> to November 1<sup>st</sup>.

**Q: Where do I apply?**

A: Please apply online at [Certified Healthy \(oklahoma.gov\)](https://www.oklahomahighereducation.gov/certified-healthy)

**Q: Can I mail or fax my application?**

A: No, all applications must be completed online. We will not accept mailed or faxed applications.

**Q: How will I know if my application was submitted successfully?**

A: You will receive a confirmation e-mail if your application is submitted successfully. If you do not receive this e-mail, first check your spam to see if it got caught in there, if it is not there, please call and verify if it went through successfully. If it did not, you will need to re-submit.

**Q: My campus has multiple sites. Does each one need to apply?**

A: The campus may decide to apply for all its sites in one application or for each site individually. However, if policies and procedures vary by location, we encourage applicants to submit an application for each site if feasible.

**Q: My campus also falls into another category. Can I submit more than one application?**

A: Absolutely. If a campus also falls into another Certified Healthy program area, the campus may submit one application for each relevant Certified Healthy program.

**Q: I am having technical issues with the application and/or website. Who can I call?**

A: Please contact the Certified Healthy Oklahoma Team at <https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6>

**Q: When will the awardees be announced?**

A: We will send out award decisions in December.

**Q: When is the awards ceremony and how much does it cost?**

A: The awards ceremony is typically held between March and April, and cost varies each year.

## Criteria

### **Q: How many criteria are there on the campus program application?**

A: There are 82 criteria total in ten categories.

### **Q: Are the criteria different from last year?**

A: The criteria was updated in 2019. All Certified Healthy Oklahoma criteria are updated biennially to reflect the latest best and promising practices.

### **Q: Where did these criteria come from?**

A: The Certified Healthy Campus criteria are based on the American College Health Association: Standards of Practice for Health Promotion in Higher Education: Third Edition (May 2012) and on Healthy Campus 2020.

### **Q: I need help understanding a criterion. What should I do?**

A: First, check out the Resource Guide. If you still need assistance, contact Certified Healthy Oklahoma Team at <https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6> or your local county health department.

### **Q: These criteria seem difficult. Who can I talk to about implementing these components?**

A: Please contact the Certified Healthy Oklahoma Team or your local county health department.

## Scoring

### **Q: How will my application be scored?**

A: We strive to be as transparent as possible with scoring. We use specific percentages for scoring, and applicants are scored based on the percentage of criteria checked in *each* category. These percentages vary based on type of campus and recognition level (Basic, Merit, or Excellence). Scoring information is available online at [Certified Healthy \(oklahoma.gov\)](https://www.oklahoma.gov/certifiedhealthy)

### **Q: How many criteria do I need to check in each category to be certified?**

A: Please see the scoring information on [Certified Healthy \(oklahoma.gov\)](https://www.oklahoma.gov/certifiedhealthy). The number of criteria needed for certification varies by type of campus and certification level.

### **Q: I did not receive certification last year. How can I improve my score this year?**

A: We are here to provide technical assistance to your program. Please call the Certified Healthy Oklahoma Team at <https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6> we can pull up your latest application and work with you to identify ways to grow your application. Your local county health department is also a great resource for information on criteria implementation.

## Contacts

### **Q: Who do I contact with questions about Certified Healthy Oklahoma?**

A: Please submit your question to the Certified Healthy Oklahoma Technical Assistance Management Platform Request webform at:

<https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6>