

3701-76-10

Continuing Education.

(A) Individual continuing education.

- (1) Registrants who attend or view a continuing education course which was not given as part of an approved training agency's curriculum or that has not been approved by the director of health may submit the course for review. The course must be submitted on form(s) prescribed by the director of health.
- (2) The registrant shall provide the following information to the Ohio department of health for consideration:
  - (a) The name, address, phone, email, signature and date of the individual requesting the review;
  - (b) The number of hours being requested for attending the course;
  - (c) The course title, location, date and instructor information;
  - (d) The relevancy to the practice of environmental health and the educational benefits the applicant gained by attending;
  - (e) The applicable subject matter category;
  - (f) A copy of the course agenda/itinerary complete with times for each portion of the program and any lunch or breaks that were taken or a copy of the course syllabus or catalog description; and
  - (g) Verification of attendance.
    - (i) Copy of the attendees certification of course completion;
    - (ii) Copy of the course sign in sheet with the attendee's name listed as a participant;
    - (iii) Completed "CE Verification Form" from the Ohio department of health's website;
    - (iv) A copy of the attendees name badge and receipt of payment for the continuing education activity;
    - (v) A verification letter from the continuing education sponsor; or
    - (vi) Additional information deemed as acceptable attendance verification by the director of health.
- (3) It is the sole responsibility of the registrant to ensure that the required evidence of meeting the continuing education requirements is submitted to the director

of health.

(4) Any person falsifying information pertaining to the completion of continuing education coursework or requirements will be subject to revocation of their certificate of registration.

(5) Courses of study or programs of instruction offered to meet the continuing education requirements for the annual renewal of an individuals certificate of registration shall be approved by the director of health and must be within the following subject areas:

(a) Diseases and injuries caused by environmental factors and the applicable prevention techniques;

(b) Administrative law and process;

(c) The utilization of resources in the collection, arrangement and interpretation of data;

(d) Environmental health administration;

(e) New or substantially revised environmental health laws, rules and processes;

(f) Functional fields of environmental health to include air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing, institutional health and safety, community noise control, radiation protection, terrorism, recreational facilities, solid, infectious and liquid waste management, vector control, drinking water quality, milk sanitation, rabies control, land use and occupational health and safety;

(g) Environmental health planning or emergency preparedness;

(h) Communication skills;

(i) Organization or program management courses; and

(j) Computer skills development and functional utilization.

(6) Courses of study or programs of instruction offered in the following areas or formats are not applicable continuing education activities and will not be approved by the director of health to meet the continuing education requirements for annual renewal of an individual certificate of registration:

(a) First aid;

- (b) CPR;
- (c) Defensive driving;
- (d) Courses of self instruction/self study;
- (e) Courses dealing with proposed environmental health laws, rules and processes; and
- (f) Any other continuing education material deemed not applicable by the director of health.

(7) The director of health may waive continuing education hours in cases of a registrant's certified illness or disability which prevents their attendance at any qualified educational seminars during the twelve months immediately preceding the annual certificate of registration renewal date. The request for waiver must be made on forms prescribed by the director of health. Continuing education waivers will be determined on a case by case basis. Waivers shall not be granted for a period in excess of three consecutive renewal periods.

(B) Training agency application process.

- (1) A training agency must be approved by the director of health prior to submitting any request for the approval of coursework. To register as a training agency, an application must be completed on forms prescribed by the director of health.
- (2) Applications for training agency approval must include:
  - (a) The application fee of fifty four dollars. This fee is non-refundable and non-transferable.
  - (b) The agency name, contact person, address, phone and email address; and
  - (c) Signature and date.
- (3) Training agency status shall expire annually on December thirty first. Renewal applications will be sent to the contact person on file with the Ohio department of health via email no later than December first of each year. The renewal fee is twenty seven dollars. This fee is non-refundable and non-transferable.
- (4) The Ohio department of health may monitor or audit any courses given by an approved training agency to ensure the content is relevant to the practice of environmental health.

(5) The director of health may deny, refuse to renew, suspend or revoke the status of a training agency for dissemination of false information in connection with the continuing education programs or for failure to conform to rules.

(C) Training agency course requirements.

(1) Prior to the date the course or program is being initially offered, the training agency shall submit the request on form(s) prescribed by the director of health.

(2) The training agency shall provide the following information to the director of health for consideration:

(a) The agency name, contact person, mailing address, phone number, email address and signature;

(b) The number of hours being requested for attendees of the course;

(c) The course title, type, location, date(s) and instructor(s) names and qualification;

(d) A description of the course objectives and educational outcomes expected for attendees;

(e) A copy of the course agenda/itinerary complete with times for each portion of the program and any lunch or breaks that are to be provided for attendees;

(f) Brief biographical information on the speakers/presenters for the program, if applicable; and

(g) Within thirty days of program completion, a roster of attendees must be submitted to the director of health. The roster shall be in a table format and include the first and last name of each licensee, license number and hours each individual should receive for attending. The roster shall include the course title, date the course was given and the location of the course. The roster may be submitted to the director of health via mail or email.

(3) It is the responsibility of the training agency to ensure that the required evidence of meeting the continuing education requirements is submitted to the director of health within the thirty day time frame.

(4) Any person or agency falsifying information pertaining to the completion of continuing education coursework or requirements will be subject to the revocation of their certificate of registration or removal of their status as an

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