

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, may submit the request for review and consideration of continuing education credit. The request must be submitted on form(s) prescribed by the director.
- (2) The registrant shall provide the following information to the 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 completing the course/program;
  - (c) The course title, location, date and instructor name and affiliation;
  - (d) The relevancy of the course to the practice of environmental health and the educational benefits the applicant gained by attending;
  - (e) The applicable subject matter category listed on the form;
  - (f) A copy of the course agenda/itinerary, complete with times for each portion of the program and any lunch or breaks, or a copy of the course syllabus or catalog description; and
  - (g) Verification of attendance.
    - (i) Copy of the attendee's 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 department of health's website;
    - (iv) A copy of the attendee's name badge and receipt of payment for the continuing education activity; or
    - (v) A letter from the course sponsor verifying the registrant's attendance;
    - (vi) Other evidence deemed acceptable by the director.
- (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.

(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 individual's certificate of registration shall be approved by the director 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 including 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 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 may waive continuing education hours in cases of a registrant's certified illness or disability that 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. Continuing education waivers will be determined on a case by case basis. Waivers shall be submitted for review at least thirty days prior to the expiration date of a valid registration. Waivers shall not be granted in excess of three consecutive renewal periods.

(B) Training agency application process.

(1) A training agency must be approved by the director prior to submitting any request for the approval of coursework. To register as a training agency, the agency shall complete the application on forms prescribed by the director.

(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 of the authorized representative of the agency.

(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 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 of this chapter.

(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 for course review on form(s) prescribed by the director.

(2) The training agency shall provide the following information to the director 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), instructor(s) names, and instructor qualification(s);

(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 provided for attendees; and

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

(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 within the thirty day time frame.

(a) Within thirty days of program completion, a roster of attendees must be submitted to the director. 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 shall be submitted to the director via mail or email.

(4) Any person or agency falsifying information pertaining to the completion of continuing education coursework or requirements will be subject to

[revocation of their certificate of registration or removal of their status as an approved training agency.](#)