Training Agency Approval Request (CE 3)

State Board of Sanitarian Registration
Attn: Stephanie Youst
77 South High Street, 16th Floor
Columbus, Ohio 43215-6108
Website: http://sanitarian.ohio.gov
E-mail: stephanie.youst@exchange.state.oh.us

Agencies requesting approval to offer continuing education for CE credit to registered sanitarians and sanitarians in training must complete this form. **If approved, you will receive a confirmation of approval and a certificate indicating your status as an approved training agency.**

Fee:
The fee to become an ATA is $54.00. Please make your cashier's check, money order, business check, or personal check payable to the "Treasurer, State of Ohio".

Renewal:
All training agencies status expires on December 31 of each year. The annual renewal fee is $27.00 and renewal applications will be mailed in mid October of each year.

Instructions:
Please submit the following application to:

Sanitarian Registration Board
Attn: Stephanie Youst
77 South High Street, 16th Floor
Columbus, Ohio 43215-6108
(614) 644-8112 (Fax)

Applications are reviewed at each Board meeting and Board decisions are mailed within 10 days of the meeting date. Two copies of all documents submitted are required in order for your application to be reviewed by the Board.

Training Agency Organization Information

Please Print or Type

Agency/Organization Name:		
Contact Person:		
Complete Mailing Address:		
City:	**State:**	**Zip Code:**
Daytime Telephone w/ Area Code:	**E-mail Address:**	
Agency/Organization Mission/Purpose:		

I hereby certify….

This training agency will monitor attendance at the courses and provide evidence of attendance to the attendees.

This training agency will monitor attendance and provide the State Board of Sanitarian Registration with a list of attendees and the appropriate number of continuing education clock hours within forty-five days of completion of the course.

This agency agrees to comply with all pertinent Ohio laws and rules as a condition as an approved training agency for continuing education for registered sanitarians and sanitarians-in-training.

The content, length, and instruction of programs sponsored by this agency shall be consistent in quality with standards deemed acceptable to the Board.

Administrators and instructors of this agency shall have suitable qualifications in the field of specialization.

This agency shall provide adequate facilities and appropriate instructional materials to carry out continuing education programs or courses.

This agency will provide access to the State Board of Sanitarian Registration for the audit or monitoring of a courses sponsored by the training agency.

I understand that approval of this request designates this agency as an approved training agency of continuing education programs until or unless it is revoked for cause. Failure to comply with rules, meet standards, or refusal to allow inspection or supply information upon request of the Board or its authorized representative are cause for revocation.

Signature ***Date***