



May 29, 2013

Ohio State Board of Sanitarian Registration

77 South High Street, 16th Floor
Columbus, Ohio 43215-6108

Sanitarian Registration Renewal Notice

Dear

Your certificate as a registered sanitarian will expire on July 31, 2013. In order to renew your registration you are required to complete and submit the following **BEFORE** July 31, 2013 to avoid the expiration of your registration:

1. Completion of the enclosed "Registration Renewal Application".
 - You must have completed 18 hours of continuing education approved by the Board taken during the 12 months prior to the expiration date of your current registration. You are no longer required to list your courses or submit copies of your certificates of completion for Board approved continuing education activities completed during the 12 months prior to the expiration date of your license **UNLESS** there is a discrepancy with the Board records. If your continuing education is not Board approved you must submit a CE2 application for Board review.
2. Payment in the form of a cashier's check, business check, money order, or personal check made payable to "**Treasurer, State of Ohio**" in the amount of **\$80.00**. Cash and credit card payments are not accepted.
3. A registration expires by operation of law at the end of the specified one year period after which reinstatement, in accordance with rule 4736-11-09 of the Administrative Code, is required. Registrants may not practice environmental health once a certificate of registration expires until it is reinstated by the Board.
4. The following items are required to reinstate a registration during the first thirty days following the expiration of a certificate of registration:
 - The fee prescribed in section 4736.12 of the Revised Code, including the late fee of \$50, as provided in division (A)(6) of that section;
 - Proof of at least eighteen hours of Board approved continuing education in the twelve months prior to the expiration date of the certificate of registration; and
 - Completed renewal application.
5. The following items are required to reinstate a certificate of registration that has been expired for more than thirty days:
 - The fee prescribed in rule 4736-11-09 of the Administrative Code;
 - Proof of at least eighteen hours of Board approved continuing education for each year the certificate of registration was lapsed; and
 - Completed reinstatement application.

Should you have questions regarding the renewal process, please feel free to contact the Board at (614) 466-1772 or stephanie.youst@exchange.state.oh.us.

Sincerely,

Stephanie K. Youst
Executive Secretary



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Application for Sanitarian Registration Renewal Expiration Date July 31, 2013

You are required to annually renew your registration pursuant to Section 4736.11 of the Ohio Revised Code. Completion of this application is mandatory for the renewal of your registration.

- Payment must be in the form of a cashier's check, business check, money order, or personal check made payable to "Treasurer, State of Ohio" in the amount of **\$80.00**. The assessment of a \$50.00 late fee and mandatory reinstatement at the next regularly scheduled Board meeting shall apply to any registrant who allows their registration to lapse and applies for reinstatement during the first thirty days following the expiration of a certificate of registration.

Please Print

Registrant's Name:		
Mailing Address:		
RS Number:	Home Phone w/ Area Code:	E-mail Address:
Employer:		Position or Title:
Employment Address:		
Work Phone w/ Area Code and Extension		

By signing this renewal application I attest that all information presented in this document is true and accurate to the best of my knowledge. I understand that I must have completed 18 hours of continuing education approved by the Board in the 12 months prior to the expiration date of my registration.

Signature

Date