

**Ohio Sanitarian Registration Board**  
**November 18, 2015**  
**77 South High Street, 19<sup>th</sup> Floor, Room 1918**  
**Columbus, Ohio 43215**

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1. Call to Order
2. Approval of the Minutes  
**Action Required**
3. Committee Reports
  - 3.1. Executive: James Adams, Tracy Buchanan, Gene Phillips
  - 3.2. Professional: James Adams, Tracy Buchanan,
  - 3.3. Continuing Education: Tracy Buchanan, Brian Hirsch, Gene Phillips
  - 3.4. Examination: James Adams, Chuck Hart, Keith Krinn
  - 3.5. Finance: Chuck Hart, Gene Phillips
  - 3.6. Rules: Tracy Buchanan, Keith Krinn
4. Executive Secretary Report
  - 4.1. eLicensing 3.0 Update
  - 4.2. Audit Management Letter FY2014-2015 Board Audit
  - 4.3. House Bill 213 Update
  - 4.4. Revenue and Expenditure Report
5. Assistant Attorney General Report
  - 5.1 Due Process
6. Adjudication
7. Old Business
  - 7.1 2016 Rules Review & Recommendation
8. New Business
  - 8.1 Rules Hearing (11:30 a.m.)
  - 8.2 Examination Data Review – Chuck Hart & Tori Holbrook
  - 8.3 Ability for Executive Secretary Issue Registrations Outside of Board Meeting Dates
9. Continuing Education
  - 9.1. Request for Approval of Hours – Individuals (CE-2) RS Only  
**Action Required**
  - 9.2. Request for Approval of Hours – Individuals (CE-2) SIT Only  
**Action Required**
  - 9.3. Request for Approval of Training Agency Status (CE-3)  
**Action Required**
  - 9.4. Request for Approval of Hours – Training Agencies (CE-4)  
**Action Required**
10. Applications
  - 10.1 Sanitarian-in-Training Applications  
**Action Required**

10.2 Sanitarian-in-Training Application Ratification

**Action Required**

10.3 Registered Sanitarian Applications

**Action Required**

10.4 Applications for Advancement to Registered Sanitarian

**Action Required**

10.5 Reinstatements

**Action Required**

10.6 Extension/Waiver/Accommodation Requests

**Action Required**

11. Guest Participation

12. Correspondence

12.1 Kim Hobbs: Ms. Hobbs would like to express her dissatisfaction with the new system the Boards and Commissions have implemented for licensure maintenance and renewal.

12.2 Jim Lapp: Mr. Lapp would like to express his displeasure with the new system the Boards and Commissions have implemented.

12.3 Jon Croup: Mr. Croup would like to ask the Board for clarification on what an environmental health technician can do with regard to conducting annual or tri-annual assessments of existing wastewater treatment systems.

13. Announcements

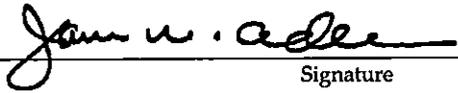
14. Future Meeting Dates

- January 27, 2016
- March 16, 2016
- May 11, 2016
- July 27, 2016
- September 14, 2016
- November 16, 2016

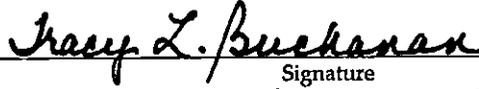
15. Adjournment

Sanitarian Registration Board  
Meeting Roster  
November 18, 2015

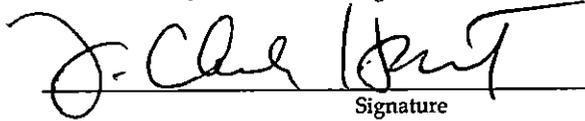
James Adams

  
Signature

Tracy Buchanan, Chairperson

  
Signature

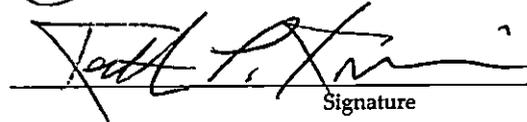
F. Charles Hart

  
Signature

Brian Hirsch

  
Signature

Keith Krinn

  
Signature

Nancy Niehus

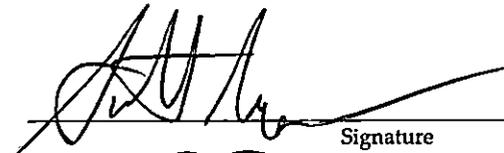
  
Signature

W. Gene Phillips, Vice Chairperson

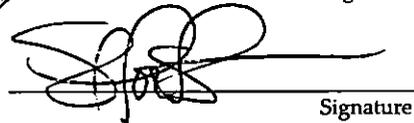
  
Signature

**Board Staff**

W. Scott Myers, *Assistant Attorney General*

  
Signature

Stephanie Youst, *Executive Secretary*

  
Signature

Guests

Victoria Holbrook

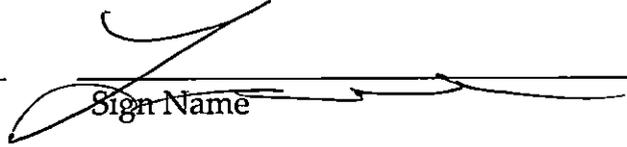
Print Name

Victoria Heller

Sign Name

Larry Wolpert

Print Name



Sign Name

Print Name

Sign Name



## Sanitarian Registration Board

November 18, 2015

Room 1918

10:45 a.m.

### Members Present

James Adams, R.S.  
Tracy Buchanan, R.S.  
F. Charles Hart, R.S.  
Brian Hirsch, R.S.  
Keith Krinn, R.S.  
Nancy Niehus, R.S.  
Gene Phillips, R.S.

### Staff

Stephanie Youst, Executive Secretary

### Legal Council

W. Scott Myers, Assistant Attorney General

### Guests

Victoria Holbrook  
Larry Wolpert

### Call to Order

- Tracy Buchanan, Chairperson, called the meeting to order at 10:45 a.m.

### Approval of Minutes

- Nancy Niehus moved to approve the September 16, 2015 meeting minutes as submitted. Chuck Hart seconded the motion. The motion carried.
- Keith Krinn moved to approve the September 16, 2015 annual meeting minutes as submitted. James Adams seconded the motion. The motion carried.

### Executive Secretary Report

- Ms. Youst informed the Board that the second and final phase of the new licensing system deployment was set to go live in mid-December.
- Ms. Youst informed the Board that she has been busy with getting the system ready for implementation. The second phase of the system will incorporate all remaining aspects of the Board's licensing system. The Sanitarian Board will be the first Board to be fully in the new system.
- Ms. Youst informed the Board that the FY2014/2015 Audit was complete and the Auditor of State's report is attached to the minutes for reference.
- House Bill 213 was introduced into the Ohio House of Representatives and referred to Committee in May 2015.
- The formal written reports are attached to the minutes for reference.

### Assistant Attorney General Report

- Scott Myers discussed the North Carolina antitrust case. Mr. Myers recommended that for the time being the Board members continue to keep their relationships from the professional organizations separate from the Board. He stressed that our mission as a Board is public protection while the mission of the professional organizations is to advance the profession.
- Mr. Myers presented the Board members with information regarding due process. A copy is attached to the minutes for reference.
- Mr. Myers also discussed Board sanctions and why we give them.

### Old Business

#### 2016 Rules Review & Recommendation

- The Board members reviewed the items scheduled for 5 year rule review in 2106 and made changes.

**Action:** James Adams moved to proceed with filing the rules for review in 2016 as corrected. Gene Phillips seconded the motion. The motion carried.

## **New Business**

### **Rules Hearing**

- The Board held a formal rules hearing, which began at 12 pm.

### **Examination Data Review**

- Dr. Hart introduced Tori Holbrook, a graduate student at Kent State University, who will be analyzing the exam data for an epidemiology project.
- Dr. Hart and Ms. Holbrook discussed their plans for reviewing the examination data to analyze any trends in the pass/fail rate.
- Ms. Holbrook will be working with Ms. Youst and Dr. Hart to review exam data and schedule time in the office to look at samples.
- The Board members discussed with Ms. Holbrook areas that they believe are important when looking at the statistics for the examination.

### **Ability for Executive Secretary to Issue Registration Outside of Board Meeting Dates – Advancement Applications**

- The Board discussed allowing Ms. Youst the ability to issue advancement applications between Board meetings.
- After much discussion, the consensus was that it would be decided at each meeting, which applications would be issued between meetings. Those applications would then be ratified at the following Board meeting.

## **Continuing Education**

### **Registered Sanitarian Individual Continuing Education Requests for Approval**

**Action:** Gene Phillips moved to approve the individual applications (RS) for continuing education as submitted. Nancy Niehus seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

### **Registered Sanitarian in Training Individual Continuing Education Requests for Approval**

**Action:** Gene Phillips moved to approve the individual applications (SIT) for continuing education as submitted. Nancy Niehus seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

### **Training Agency Requests for Approval**

**Action:** Gene Phillips moved to approve the following as approved training agencies. Nancy Niehus seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

Univar USA

### **Approved Training Agency Requests for Course Approval**

**Action:** Gene Phillips moved to approve the applications for continuing education approval as submitted. Nancy Niehus seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

## **Applications**

### **Sanitarian in Training**

**Action:** James Adams moved to approve the following applicants for sanitarian in training registration. Chuck Hart seconded the motion. The motion carried.

Aaron T. Bankston  
Rodney J. Brewer  
Blythe E. Caldwell  
Robert F. Clark  
Carl J. Corall  
Dylan P. Dyer

Mary C. Gates  
Michelle Healey  
Esperanza F. Igram  
Sumeda Madhuri  
Shari W. Matchneer  
Christopher D. Monroe

Joshua N. Naticchia  
Richard O. Nussle  
Jordan P. Phillips  
Katherine A. Romig  
Jessica C. Solomon  
Brandon T. Welsh

**Action:** James Adams requested additional information for the application submitted by Mark A. Picknell. Chuck Hart seconded the motion. The motion carried.

**Action:** James Adams requested additional information for the application submitted by Mary D. Vitartas. Chuck Hart seconded the motion. The motion carried.

**Action:** James Adams requested additional information for the application submitted by Ryan E. Franz. Chuck Hart seconded the motion. The motion carried.

**Action:** James Adams proposed to deny the application for Mallory N. Stevens for failure to meet the minimum educational requirements. Keith Krinn seconded the motion. The motion carried.

Advancement to Registered Sanitarian

**Action:** James Adams moved to approve the following applicants for registration as sanitarians. Keith Krinn seconded the motion. The motion carried.

Brittney D. Alverson

Susan L. Kovach

Registered Sanitarian – Approval to Sit for Exam ONLY

**Action:** James Adams moved to approve Nathan A. Burton to sit for the NEHA examination. Chuck Hart seconded the motion. The motion carried.

Sanitarian Reinstatement

**Action:** James Adams moved to approve the sanitarian reinstatement for Lora Simonton. Keith Krinn seconded the motion. The motion carried.

**Action:** James Adams moved to approve the sanitarian reinstatement for Craig McConkey. Keith Krinn seconded the motion. The motion carried.

**Action:** James Adams moved to approve the sanitarian reinstatement for William Bennington. Keith Krinn seconded the motion. The motion carried.

**Action:** James Adams moved to approve the sanitarian reinstatement for Lorraine Simon. Chuck Hart seconded the motion. Keith Krinn abstained from voting.

- The examination committee reviewed Ms. Simon's application. She has verification from the State of Michigan indicating that she took and passed the NEHA examination however, no score was given.

The motion carried.

**Action:** James Adams moved to approve the sanitarian reinstatement for Peter Thompson. Keith Krinn seconded the motion. The motion carried.

Extension Requests

**Action:** James Adams moved to approve the sanitarian in training extension request for Michelle Flanagan until 1/31/2017. Keith Krinn seconded the motion. The motion carried.

Other Items

The Board members thanked Nancy Niehus for her service to the Board and wished her well in her retirement.

Future Meeting Dates

The following meeting date was confirmed by the Board:

November 18, 2015  
January 27, 2016  
March 16, 2016  
May 11, 2016

May 11, 2016  
July 27, 2016  
September 14, 2016  
November 16, 2016

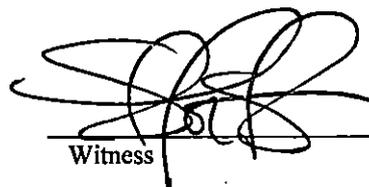
Adjournment

The meeting adjourned at 2:50 p.m.

Respectfully submitted  
Stephanie K. Youst

  
Tracy Buchanan, R.S., Chairperson

TB:sky

  
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Witness



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**Ohio State Board of Sanitarian Registration**

77 South High Street, 16<sup>th</sup> Floor  
Columbus, Ohio 43215-6108

**To:** Sanitarian Registration Board Members  
**From:** Stephanie Youst, Executive Secretary  
**Date:** November 16, 2015  
**Re:** Executive Secretary Report for November 18, 2015

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**Overview of Activities since the September 16, 2015 Board Meeting**

- Reviewed applications for registration and continuing education credit.
- Attended meetings and discussions on the development of the next phase of the release for the licensure portal on September 18, September 22, September 24, September 28, September 29, October 1, October 6, October 8, October 13, October 16, October 22, October 26 and October 27, 2015..
- Spoke at the OEHA SW District on October 7, 2015 and at the NW District on October 15. Both presentations were on the new licensure system and what to expect when using the system for the first time.
- Attended Boards and Commissions Management Group meeting on October 22, 2015.
- Mailed out renewal applications for training agencies (89) and sanitarians in training (92) on October 30, 2015. Registered sanitarians will be notified that they are eligible to renew approximately on December 2, 2015.
- Attended computer system testing beginning the week of November 9, 2015.

**Registration Census**

The following table lists the number of individuals with active registrations as of November 16, 2015.

Registration Type	7/23/15	9/14/15	11/16/15
Registered Sanitarian	1167	1,163	1,173
Sanitarian in Training	255	234	248
<b>TOTAL</b>	<b>1,422</b>	<b>1,397</b>	<b>1,421</b>



Dave Yost • Auditor of State



# Dave Yost • Auditor of State

## MANAGEMENT LETTER

Ohio State Board of Sanitarian Registration  
77 S. High Street, 16<sup>th</sup> Floor  
Columbus, OH 43215

We are auditing the basic financial statements of the State of Ohio in accordance with *Government Auditing Standards* as of and for the year ended June 30, 2015, and will issue our opinion thereon.

*Government Auditing Standards* require us to report significant internal control deficiencies, fraud, and illegal acts (including noncompliance with laws and regulations), and also abuse and noncompliance with contracts and grant agreements that could directly and materially affect the determination of the State of Ohio's financial statement amounts. We will issue the required report for the year ended June 30, 2015.

The Ohio State Board of Sanitarian Registration (the Board) is part of the primary government of the State of Ohio. While we have applied audit procedures to the Board, our procedures are designed to detect matters the preceding paragraph describes that could be material to the State's financial statements. Accordingly, these procedures may not detect misstatements, control deficiencies, or noncompliance that might be significant to the Ohio State Board of Sanitarian Registration. However, the procedures we performed at the Board did not identify matters we must report in the statewide report *Government Auditing Standards* requires.

We are also submitting the following comment for your consideration regarding the Board's internal controls. This comment reflects matters that do not require inclusion in the report *Government Auditing Standards* requires. Nevertheless, this comment represents matters for which we believe improvements in internal controls or operational efficiencies might be achieved.

The scope of our audit included testing procedures related to state revenues, payroll disbursements, inventory certifications, and legal compliance with certain laws and regulations for the period July 1, 2013 through June 30, 2015.

Due to the limited nature of our audit, we have not fully assessed the cost-benefit relationship of implementing these recommendations. However, this comment reflects our continuing desire to assist your Board. If you have questions or concerns regarding this comment, please do not hesitate to contact us. Comments marked with an asterisk (\*) were also reported in the prior Management Letter.

### 1. SEGREGATION OF DUTIES \*

It is management's responsibility to ensure control procedures are established and adequate segregation of duties is included within the control structure to ensure financial objectives will be achieved. Segregation of duties is the first line of defense against the prevention, detection, and correction of errors and irregularities. The objective of an effective segregation of duties is to ensure no one person has complete control over a transaction throughout its initiation, authorization, recording, processing, and reporting.

During fiscal years 2014 and 2015, the Board received \$144,678 and \$137,334 in revenue, respectively. The revenue consisted almost entirely of licensing and exam fees and was all collected at the Board office, either via mail, walk-in, or credit card. An improper segregation of duties existed

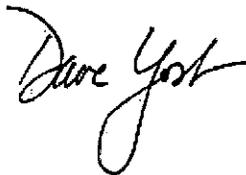
**1. SEGREGATION OF DUTIES \* (Continued)**

at the Board regarding revenue collection and processing because the Executive Secretary performed most, if not all, of the revenue functions at the Board as the only full-time employee. The Executive Secretary was responsible for receiving the payments, recording the information in the State's eLicense system, and preparing the receipts for deposit with the Treasurer of State. In order to provide for some segregation, Board members reviewed summary revenue data prepared by the Executive Secretary on a quarterly basis. In addition, the Central Service Agency (CSA) within the Ohio Department of Administrative Services reviewed and signed off on all deposits for the Board. The Executive Secretary performed reconciliations of all revenue transactions between eLicense, internal deposit records, and the State's Ohio Administrative Knowledge System (OAKS). However, there was no evidence that these reconciliations were reviewed by anyone else.

In the absence of a proper segregation of duties, the Board is provided with only minimal assurance that all revenues were properly collected and accounted for. Furthermore, the Board increases the risk that transactions may be processed inconsistently or inaccurately and may not be detected in a timely manner.

We recommend the Board develop internal control procedures that promote an adequate segregation of duties for the processing of revenue transactions. Potential controls could include increased use of the Board's part-time Clerk in the revenue collection process, a review of the reconciliations performed by the Executive Secretary by either Board members or CSA, and consideration of having revenues sent to a lockbox.

On September 23, 2015, we delivered a draft of this Management Letter to the Ohio State Board of Sanitarian Registration's management and provided them with an opportunity to have an exit conference to discuss its contents. The Ohio State Board of Sanitarian Registration has elected not to have an exit conference, but has responded to this Management Letter. A copy of their response may be obtained from Stephanie Youst, Executive Secretary, at (614) 466-1772. This letter is intended for the information and use of State of Ohio management and the Ohio General Assembly.



**Dave Yost**  
Auditor of State  
Columbus, Ohio

September 24, 2015



# Dave Yost • Auditor of State

**OHIO STATE BOARD OF SANITARIAN REGISTRATION  
FRANKLIN COUNTY**

**CLERK'S CERTIFICATION**

**This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.**

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
OCTOBER 13, 2015**



# Ohio Legislative Service Commission

## Bill Analysis

Kelly Bomba

### H.B. 213

131st General Assembly  
(As Introduced)

**Reps.** Brinkman, Hood, Boose, Becker, Brenner, Thompson, Terhar, Blessing, Vitale, Green, Zeltwanger

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## BILL SUMMARY

- Requires certain occupational or professional licenses, registrations, or certifications to be renewed biennially instead of annually as under current law.
- Permits online continuing education courses for certain types of licenses, registrations, and certifications.

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## CONTENT AND OPERATION

### Occupational license renewal

The bill requires the following occupational or professional licenses, registrations, and certifications that are currently renewed on an annual basis to be renewed biennially:

- A license issued under the Small Loan Act<sup>1</sup> to make loans at a single place of business;
- A mortgage loan originator license issued under the Second Mortgage Loan Act<sup>2</sup> or the Ohio Mortgage Brokers Act;<sup>3</sup>

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<sup>1</sup> R.C. 1321.01 to 1321.19.

<sup>2</sup> R.C. 1321.51 to 1321.60.

<sup>3</sup> R.C. 1322.01 to 1322.12.

- A promoter's, referee's, judge's, matchmaker's, timekeeper's, manager's, trainer's, contestant's, or second's license issued by the Ohio Athletic Commission;
- All special auctioneer's licenses or an apprentice auctioneer's license;
- A certificate of licensure to practice optometry issued by the State Board of Optometry;
- A dispensing optician or ocularist license;
- A precious metals dealer's license;
- A license to practice as a pharmacist or pharmacy intern;
- A registration to be a wholesale distributor of dangerous drugs;
- A license to be a terminal distributor of dangerous drugs (a pharmacy);
- A license as a real estate broker or salesperson;
- A license as a foreign real estate dealer or salesperson;
- A certificate of registration as a sanitarian or a sanitarian-in-training;
- A specialty contractor license issued by the Ohio Construction Industry Licensing Board;
- A hearing aid dealer's or fitter's license;
- A license as a private investigator or security guard provider;
- A license as a nursing home administrator;
- A license to practice dietetics;
- A certification or license as a general or residential real estate appraiser;
- A license to practice orthotics, prosthetics, orthotics and prosthetics, or pedorthics.

The bill generally doubles the amount of continuing education hour requirements (if applicable) and the amount of the fee for issuance or renewal of a license, registration, or certificate to maintain the same amount of required continuing



education hours and issuance and renewal fee amounts as under current law per license, registration, or certification period.<sup>4</sup>

### **Online continuing education**

The bill allows licensees to take up to half of the required continuing education hours for the following types of licenses, registrations, or certifications online unless online continuing education is prohibited by the applicable governing entity in rule:

- A mortgage loan originator license issued under the Second Mortgage Loan Act or the Ohio Mortgage Brokers Act;
- A certificate of licensure to practice optometry issued by the State Board of Optometry;
- A dispensing optician or ocularist license;
- A pawnbroker's license;
- A license as a real estate broker or salesperson;
- A certificate of registration as a sanitarian;
- A specialty contractor license issued by the Ohio Construction Industry Licensing Board;
- A hearing aid dealer's or fitter's license;
- A license as a nursing home administrator;
- A license to practice dietetics;
- A state-certified general real estate appraiser, state-certified residential real estate appraiser, or state-licensed residential real estate appraiser;
- A license to practice orthotics, prosthetics, orthotics and prosthetics, or pedorthics.

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<sup>4</sup> R.C. 1321.05, 1321.08, 1321.20, 1321.52, 1321.532, 1321.536, 1322.041, 1322.052, 3773.36, 3773.42, 3773.43, 4707.071, 4707.10, 4725.16, 4725.17, 4725.171, 4725.34, 4725.51, 4727.03, 4727.19, 4728.03, 4729.11, 4729.12, 4729.15, 4729.52, 4729.54, 4735.06, 4735.09, 4735.14, 4735.27, 4735.29, 4736.11, 4736.12, 4740.04, 4740.05, 4740.06, 4747.05, 4747.06, 4749.03, 4749.031, 4751.06, 4751.07, 4759.06, 4759.08, 4763.05, 4763.06, 4763.07, 4763.08, 4763.09, 4779.19, and 4779.23.



The bill allows these licensees, registrants, and certificate holders to take more than half of the required continuing education hours for the above mentioned licenses, registrations, and certifications online if permitted by the applicable governing entity. The bill specifies that the bill's provisions relating to online continuing education hours do not require a governing entity to offer or permit online continuing education courses.<sup>5</sup>

### **Application of the bill's changes**

Under the bill the extension of the duration of occupational licenses and certifications applies to licenses and certifications that are issued or renewed on or after the bill's effective date. A license or certification in effect on the bill's effective date continues in effect until its existing expiration date, and any continuing education required for renewal is the amount in effect before the bill's effective date. The bill requires a governing board relating to a license or certification affected by the bill to revise its rules to comply with the changes made by the bill, if necessary.<sup>6</sup>

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## **HISTORY**

<b>ACTION</b>	<b>DATE</b>
Introduced	05-18-15

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<sup>5</sup> R.C. 1321.536(E), 1322.052(E), 4725.16(B), 4725.51(A)(5), 4727.19(F), 4735.141(B), 4736.11(F), 4740.06(K), 4747.06(C), 4751.07(A)(2), 4759.06(H), 4763.07(F), and 4779.23(C).

<sup>6</sup> Section 4.



and (6) of this section. 2493

**Sec. 4735.29.** The license of every foreign real estate 2494  
dealer and ~~salesman~~ salesperson shall expire biennially on the 2495  
thirty-first day of December ~~of each year~~, and may be renewed 2496  
upon the filing with the superintendent of real estate of an 2497  
application for renewal, and the payment of the fee prescribed 2498  
in section 4735.15 of the Revised Code, not less than fifteen or 2499  
more than sixty days before the expiration of the old license. 2500  
The superintendent may accept an application for renewal less 2501  
than fifteen days before the expiration of any calendar year. ~~He~~ 2502  
The superintendent shall give notice, without unreasonable 2503  
delay, ~~of his~~ the superintendent's action on any application for 2504  
renewal of a foreign real estate dealer's or ~~salesman's~~ 2505  
salesperson's license. 2506

A foreign real estate dealer's license may be issued at 2507  
any time for the remainder of the ~~calendar year~~ biennial period. 2508  
In such event, the ~~annual~~ biennial fee prescribed in section 2509  
4735.15 of the Revised Code shall not be reduced. 2510

**Sec. 4736.11.** The state board of sanitarian registration 2511  
shall issue a certificate of registration to any applicant whom 2512  
it registers as a sanitarian or a sanitarian-in-training. Such 2513  
certificate shall bear: 2514

(A) The name of the person; 2515

(B) The date of issue; 2516

(C) A serial number, designated by the board; 2517

(D) The seal of the board and signature of the chairperson 2518  
of the board; 2519

(E) The designation "registered sanitarian" or 2520

"sanitarian-in-training." 2521

Certificates of registration shall expire ~~annually~~ 2522  
biennially on the date fixed by the board and become invalid on 2523  
that date unless renewed pursuant to this section. All 2524  
registered sanitarians shall be required ~~annually~~biennially to 2525  
complete a continuing education program in subjects relating to 2526  
practices of the profession as a sanitarian to the end that the 2527  
utilization and application of new techniques, scientific 2528  
advancements, and research findings will assure comprehensive 2529  
service to the public. The board shall prescribe by rule a 2530  
continuing education program for registered sanitarians to meet 2531  
this requirement. The length of study for this program shall be 2532  
determined by the board but shall be not less than ~~six~~twelve 2533  
nor more than ~~twenty five~~fifty hours during the ~~calendar year~~ 2534  
biennium. At least once annually the board shall provide to each 2535  
registered sanitarian a list of courses approved by the board as 2536  
satisfying the program prescribed by rule. Upon the request of a 2537  
registered sanitarian, the secretary shall supply a list of 2538  
applicable courses that the board has approved. A certificate 2539  
may be renewed for a period of ~~one year~~two years at any time 2540  
prior to the date of expiration upon payment of the renewal fee 2541  
prescribed by section 4736.12 of the Revised Code and upon 2542  
showing proof of having complied with the continuing education 2543  
requirements of this section. The state board of sanitarian 2544  
registration may waive the continuing education requirement in 2545  
cases of certified illness or disability which prevents the 2546  
attendance at any qualified educational seminars during the 2547  
~~twelve~~twenty-four months immediately preceding the ~~annual~~ 2548  
biennial certificate of registration renewal date. Certificates 2549  
which expire may be reinstated under rules adopted by the board. 2550

(F)(1) Unless online continuing education is prohibited by 2551

board rule, a registered sanitarian may take up to half of the 2552  
required continuing education hours online. 2553

(2) A registered sanitarian may take more than half of the 2554  
required continuing education hours online if permitted by the 2555  
board. 2556

(3) Nothing in this section requires the board to offer or 2557  
permit online continuing education courses. 2558

**Sec. 4736.12.** (A) The state board of sanitarian 2559  
registration shall charge the following fees: 2560

(1) To apply as a sanitarian-in-training, eighty-one 2561  
hundred sixty dollars; 2562

(2) For sanitarians-in-training to apply for registration 2563  
as sanitarians, eighty-one hundred sixty dollars. The applicant 2564  
shall pay this fee only once regardless of the number of times 2565  
the applicant takes an examination required under section 2566  
4736.08 of the Revised Code. 2567

(3) For persons other than sanitarians-in-training to 2568  
apply for registration as sanitarians, including persons meeting 2569  
the requirements of section 4736.16 of the Revised Code, ~~one~~ 2570  
three hundred sixty-two dollars. The applicant shall pay this 2571  
fee only once regardless of the number of times the applicant 2572  
takes an examination required under section 4736.08 of the 2573  
Revised Code. 2574

(4) The renewal fee for registered sanitarians shall be 2575  
eighty-one hundred sixty dollars. 2576

(5) The renewal fee for sanitarians-in-training shall be 2577  
eighty-one hundred sixty dollars. 2578

(6) For late application for renewal, an additional fifty 2579

dollars. 2580

The board of sanitarian registration, with the approval of 2581  
the controlling board, may establish fees in excess of the 2582  
amounts provided in this section, provided that such fees do not 2583  
exceed the amounts permitted by this section by more than fifty 2584  
per cent. 2585

(B) The board of sanitarian registration shall charge 2586  
separate fees for examinations as required by section 4736.08 of 2587  
the Revised Code, provided that the fees are not in excess of 2588  
the actual cost to the board of conducting the examinations. 2589

(C) The board of sanitarian registration may adopt rules 2590  
establishing fees for all of the following: 2591

(1) Application for the registration of a training agency 2592  
approved under rules adopted by the board pursuant to section 2593  
4736.11 of the Revised Code and for the annual-biennial 2594  
registration renewal of an approved training agency; 2595

(2) Application for the review of continuing education 2596  
hours submitted for the board's approval by approved training 2597  
agencies or by registered sanitarians or sanitarians-in- 2598  
training; 2599

(3) Additional copies of pocket identification cards and 2600  
wall certificates. 2601

**Sec. 4740.04.** The administrative section of the Ohio 2602  
construction industry licensing board is responsible for the 2603  
administration of this chapter and shall do all of the 2604  
following: 2605

(A) Schedule the contractor examinations each of the other 2606  
sections of the board directs. Each type of examination shall be 2607

## ADJUDICATORY PROCESS A SHORT OUTLINE

### I. INTRODUCTION

Any action the Board takes on a license, application or discipline, must comply with general notions of due process and must follow the procedural requirements of R.C. Chapter 119 as modified by Chapter 4736. Due process has been defined as notice and a meaningful opportunity to be heard. R.C. Chapter 119, Ohio's Administrative Procedure Act, sets out the specific procedures that must be followed to ensure that ones due process rights have been protected.

### II. NOTICE OF OPPORTUNITY

The board may initiate action against a license in one of two ways

1. With the denial of an application to be licensed; OR
2. Through disciplinary action against a current licensee.

Either action requires that the applicant/licensee be informed of the reasons for the board's actions and the procedures he or she is entitled to invoke to assert his or her right to be heard. This is accomplished through the service of a Notice of Opportunity Letter. Service must be accomplished under exacting procedures and the Board is limited to going forward only on those charges contained in the letter. When reviewing a proposed adjudication, this is the first document that should be reviewed because it will provide an overview of the allegations against the applicant/licensee.

### III. PRE-HEARING PROCEDURES

Every hearing begins with the preparation of a Notice of Opportunity for Hearing. The Board Secretary prepares the letter and submits it to the assigned Assistant Attorney General. The AAG reviews the allegations to determine if they constitute a violation of the practice act, if the evidence is of sufficient character to sustain the burden of proof, and to ensure that the bringing of the action is substantially justified. If the Board does not prevail and a reviewing court determines that the action was not substantially justified the court may order an award of attorney fees for the respondent.

After the notice is prepared it is sent by certified mail to the licensee. If certified mail service fails, an employee of the Board must personally serve the letter. Service must be accomplished before the Board is vested with jurisdiction to proceed to further pretrial matters or ultimately to hearing.

#### IV. HEARINGS

Hearings may be conducted either by the Board itself or through an appointed hearing officer. This Board's choice to hear all matters itself is appropriate and does create some administrative efficiency.

Under either approach the party bearing the ultimate burden of persuasion goes first. The State always bears the burden to prove the allegations set forth in the Notice of Opportunity. The burden in an administrative action is preponderance meaning more likely than not.

The Board chairperson presides over the hearing. He or she will be provided with a script to help with the process. While a script will be provided, there are no magic words that are required to be said. Running a hearing is like running a meeting. The presiding officer's job is to keep to the agenda. In the case of a hearing, the agenda is the hearing process.

##### A. Hearing Process

- 1.) The chairperson calls the hearing to order by asking the court reporter to "go on the record" and reading the caption of the case
- 2.) The chairperson asks for a roll call of Board members and then the identification of the parties and their representatives, commonly called appearances.
- 3.) If the Respondent (what we call the defendant in an administrative proceeding) is not represented by an attorney, the Chair gives a brief overview of the hearing process. If the party is represented by an attorney the chair may just ask if the attorney is familiar with the process of an administrative hearing. He or she should answer yes and if so, no explanation is necessary. If the answer is no, then an explanation is in order. The language of the explanation will be included in the hearing script.
- 4.) Next in the process is opening argument. Parties may waive the opening or in rare cases the Respondent may defer until his side of the case begins.
- 5.) After opening the state presents its case. It may consist of witnesses and/or documentary evidence. When the state is done it will move for admission of any documentary exhibits it has presented.

- 6.) It is then the Respondent's turn to present its case which proceeds just like the state's case.
- 7.) Finally, the Chair asks if the parties wish to make closing arguments. The State goes first.
- 8.) After closing arguments the case is concluded and the Board may begin its deliberations or wait until later in the meetings.
- 9.) When deliberating the Board may only consider the charges in the notice letter and the evidence presented and admitted at the hearing. Each Board member may apply his or her own experience or expertise but you may not consider information you are aware of that was not introduced at the hearing.

The Board will be presented with some reoccurring issues during a hearing that are worth mentioning.

- 1.) **Stipulations**  
The parties may agree before the hearing to the admission of certain documents or evidence. If a document or evidence is stipulated it becomes established by agreement. Admission of the notice letter by stipulation is one common example. Evidence admitted by stipulation can be considered by the Board.
- 2.) **Objections**  
The basic standard for admission of evidence is relevancy. Relevant evidence is evidence having a tendency to make the existence of any fact that is of consequence more probable or less probable than it would be. Errors in the admission of evidence can form the basis for an appeal to the courts. It is therefore good practice to overrule all objections and let the evidence in. Then during deliberations, each Board member can determine in his or her own mind what evidence should be considered and what evidence is important. All objections are ruled upon by the Chairperson who presides over the hearing.
- 3.) **The hearing must be confined to the Notice Letter**  
Many times during the course of a hearing, Board members become aware of violations that are not set forth in the notice letter. However, fundamental notions of due process prohibit issues outside the notice letter from being presented at the hearing or forming a basis for the Board's conclusion. As such, the Board should remember to stay focused on the notice letter at all times.

- 4.) Even in an administrative hearing, all licensees are innocent until proven guilty. Both the reality and appearance of this notion is critical in an administrative setting where the judge is also the party that issues the charging document.

## V. Adjudication

Only the Board has the power to enter a final determination, referred to as an "adjudication." This must be made after an independent review of the evidence presented at the hearing. Each Board member should arrive at his or her own decision. It is imperative that each member conducts an INDEPENDENT review of the evidence. The matter may be deliberated either in open or executive session.

The standard governing your decision is whether the Relator (the entity bringing the action i.e. the Board as represented by the AAG) has proven its case by Reliable, Probative and Substantial evidence. These terms have been defined as follows:

**Reliable** evidence is dependable; that is, it can be confidentially trusted.

**Probative** evidence is evidence that tends to prove the issue in question; it must be relevant in determining the issue.

**Substantial** evidence is evidence with some weight; it must have importance and value.

Once you have reviewed all the evidence, and only the evidence, you should come to a conclusion that the state has or has not met its burden of proving the allegations of the notice letter. In the case of an appeal it is critical, that the Board discuss their reasoning in sufficient detail for a reviewing court to ascertain why the Board did what it did. The discussions should be made a part of the minutes. This is true even if deliberations were conducted in executive session. Once a decision of guilt is made the deliberations should turn to sanction. The only sanctions available to this Board are revocation and suspension.

Following deliberations a roll call vote should be taken concerning the Board's findings on guilt and sanction. This can be done by a single motion. The Secretary should then be instructed to prepare a Journal Entry. The entry sets forth the Board's factual and legal findings. It is this entry that is the Board's formal adjudication and it sets the timeline in motion for any subsequent action. An action should not be considered final until this entry is prepared, signed and served.

## 1) Settlement

A settlement or consent agreement is a contract between the parties. Consequently, the Board is not constrained by the limitations of the practice act. There is no need to meet an evidentiary standard because there is no adjudication and Chapter 4736 does not limit the Board's sanctions.

## VI. Appeal

### A. Common Pleas

If the Respondent is not satisfied with the result at the Board level, he or she has the right under R.C. 119.12 to appeal to the Court of Common Pleas of the respondent's county of residence. This is accomplished by the filing of a notice of appeal with both the court and the Board within 15 days of the mailing of the Board's final order. Within 30 days after the filing of the notice of appeal the Board must file a complete copy of the record with the court.

Appeals are decided on the record, briefs of the parties, oral argument if allowed by the court and such additional evidence as the court may allow. Additional evidence should only be admitted if it is newly discovered and could not have been discovered prior to hearing in the exercise of reasonable diligence.

On appeal the Respondent/Appellant has the opportunity to request a stay of the Board's action if the imposition of the sanction would create an unusual hardship.

As to both newly discovered evidence and stays most common pleas courts tend to be fairly lenient in providing the respondent every opportunity. The Attorney General's office has had varying degrees of success in arguing that the loss of one's livelihood is not an unusual consequence of committing a practice act violation. Consequently, stays are rather routinely granted.

The court makes an independent review of the record to determine if the Board's decision is supported by reliable, probative and substantial evidence.

## B. Court of Appeals

A party not satisfied with the decision of the Court of Common Pleas has a right to appeal the decision to the court of appeals for the district of residency. The court of appeals is also limited to a review of the record and briefs but oral argument is the norm not the exception. The court of appeals conducts a more limited review of the matter, confining its determination to whether the court of common pleas abused its discretion in deciding the way it did. Abuse of discretion is a rather high standard with great deference being given to the court of common pleas. Abuse of discretion means totally unsupported, unconscionable or clearly wrong. Common pleas courts are rarely reversed on factual grounds. If they are reversed at all it is usually because the lower court made a mistake in interpreting or applying the law.

## C. Supreme Court

In Ohio there is no right as a matter of law to appeal an administrative matter to the Supreme Court. This type of appeal is considered discretionary and the Supreme Court can decide if it wants to take the case or not. A party wishing to evoke the jurisdiction of the Supreme Court does so by petition and must show that the matter involves a constitutional question or is of great general or public importance. The Ohio Supreme Court accepts jurisdiction over approximately 6-10% of all cases in which it is asked to do so.

## Youst, Stephanie

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**From:** Krinn, Keith <KLKrinn@Columbus.gov>  
**Sent:** Thursday, November 12, 2015 1:53 PM  
**To:** Youst, Stephanie; Buchanan, Tracy  
**Subject:** RE: 2016 Rules for Board Review

Stephanie/Tracy,

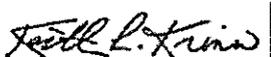
Just a few comments to the rules review....

1. First page, 4736-2-01 – Shouldn't the name be capitalized and have the words "State of Ohio" in front. I'm thinking "State of Ohio State Board of Sanitarian Registration" OR just "State Board of Sanitarian Registration". On my certificate the words are capitalized. There is inconsistency throughout the document with regards to capitalization, i.e., it's not generally capitalized but of page 10, Board Seal, the words are all capitalized.
2. Sixth page, 4736-3-02 "Duties of officers" – "Officers" should be capitalized. In (C) I'd insert in what I added in red font: The secretary shall also sign all certificates of registration..." (A) talks about the chairperson signing the certificates and (C) talks about the secretary signing them. I looked at my Ohio Registration and it has both signatures. Adding the word "also" clarifies two signatures are required.
3. Tenth page – "Board Seal" I'm just wondering if language should be added to say the official seal for certificates is on gold leaf and embossed? If the seal is just printed perhaps describing the color scheme, the blue band. Perhaps a color picture of the embossed seal, the color seal, and the black and white seal would be appropriate (or overkill!)
4. Thirteenth Page – 4736-5-01 Meeting of the board – The page is scanned upside down ☹ I can't quite remember what we said about the annual meeting, but it was discussed. We're silent in here about the meetings every other month with are posted on the web site, but perhaps the language about the chairperson calling meetings at any time covers that.
5. Fifteenth page – "Duties" discusses the duties of the Executive Secretary and talks about "preparing annually a list of people registered by the board, and those the board has suspended or revoked..." I'm thinking we should say something about maintaining the registrants on the web site as it's currently maintained. Seems to me that language may have pre-dated the web site.
6. Eighteenth page "Approved Internship Program" – This is an interesting point as we're defining that internship program as EHAC-approved, which is good. But then I believe that also implies only the EHAC-approved environmental health undergraduate programs qualify for the one year experience requirement instead of two. We need to be sure that's what we want to say. I'm good with that but point out that currently only Ohio University, Wright State, and the University of Findlay have approved undergraduate programs in Ohio. Ohio State and Kent State have undergraduate EH programs but as of today neither are EHAC approved and the program at Bowling Green has been discontinued. Just so everyone is clear about that.

---

See you both next week!

Regards,



**Keith L. Krinn, RS, MA, DAAS, CPHA**  
**Environmental Health Division Administrator**

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-2-01

**Name.**

The name of this board as fixed by section 4736.02 of the Revised Code is the state board of sanitarian registration.

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-2-02

**Headquarters.**

The headquarters of the board shall be in Columbus, Ohio.

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-2-03

**Terms of office: members of the board.**

Terms of office after the initial appointments of the board shall be for three years, each term ending on the same day of the same month of the year as did the term which it succeeds.

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-2-04

**Vacancies: members of the board.**

Terms of office shall be for three years, each term ending on the same day of the same month of the year as did the term which it succeeds. Each member shall hold office from the date of the appointment until the end of the term for which he/she was appointed.

- (A) If for any reason vacancies should occur, the person appointed to fill the vacancy shall hold office for the remainder of the term for which a predecessor was appointed.
- (B) Any board member shall continue in office until a successor takes office or until a period of sixty days has elapsed, whichever is first.
- (C) The board shall inform the governor's office immediately when any board member changes the nature of employment from the appointed designation.

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-3-01

**Rules of order.**

"Roberts's Rules of Order" shall govern the procedures of the board except as otherwise provided by the Revised Code.

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-3-02

**Duties of officers.**

- (A) The chairperson shall preside at all meetings of the board and shall appoint all committees. The chairperson shall be the chief executive officer of the board and shall sign all certificates of registration and other documents as required by section 4736.06 of the Revised Code and as hereafter authorized by the board. The chairperson shall direct the functions of the executive secretary and have overall responsibility for the operation of the offices of the board.
- (B) The vice-chairperson shall, in the absence or incapacity of the chairperson, exercise the duties and shall possess all the powers of the chairperson.
- (C) The secretary shall have those duties and responsibilities provided by Chapter 4736. of the Revised Code. The secretary shall sign all certificates of registration and other documents as required by section 4736.06 of the Revised Code and as hereafter authorized by the board. The secretary may delegate any duties to the executive secretary which are approved by the board with the exception of those duties required of the secretary by sections 4736.03, 4736.05, and 4736.06 of the Revised Code. The secretary shall be required to provide such surety bond as the board may require.

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-3-03

**Notice of regular and special meetings of the state board of  
sanitarian registration.**

- (A) The executive secretary shall maintain a record of each meeting of the board which shall state the time and place of each regular and special meeting of the board. Any person may determine or obtain such information at the office of the executive secretary in Columbus, Ohio, or by writing to the "Executive Secretary, State Board of Sanitarian Registration, 77 South High Street, Columbus, Ohio 43215-6108," as provided in paragraph (B) of this rule.
- (B) Any person may obtain reasonable advance written notification in the form of a copy of the agenda of all meetings by requesting to be placed on a general subscription mailing list and paying a nominal fee established by the board or by providing the executive secretary of the board with self-addressed stamped envelopes suitable for such purpose.
- (C) The executive secretary shall maintain a list of news media which have requested notification; such media shall be given at least twenty-four hours advance notice of each special meeting of the board, except in the event of an emergency requiring immediate official action. In the event of an emergency, the executive secretary of the board shall notify the news media that have requested notification immediately of the time, place, and purpose of the meeting.
- (D) The board may meet in an executive session as provided in section 121.22 of the Revised Code.
- (E) Special meetings of the board may be called as provided in section 4736.05 Revised Code.
- (F) Notice of board meetings shall be published at the board's website.

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-3-04

**Public notice rule.**

At the direction of the secretary of the state board of sanitarian registration, public notice of the intention of the board to consider adopting, amending, or rescinding a rule shall be published at least thirty days prior to the date set for a public hearing to consider adopting, amending, or rescinding a rule in the "Register of Ohio" and on the board's web site. Said public notice shall consist of a synopsis or general statement of the subject matter of the proposed rule, amendment, or rule to be rescinded by the board; a statement of the reason or purpose for adopting, amending, or rescinding the rule; and the date, time and place of the hearing on the proposed action.

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-3-05

**Partial invalidity.**

Agency 4736 of the Administrative Code is adopted in accordance with Chapter 119. of the Revised Code, and as required by section 4736.03 of the Revised Code, governing the administration of the examinations prescribed by section 4736.09 of the Revised Code; prescribing the form for application; establishing the criteria for determining what courses may be included toward fulfillment of the science course requirements of section 4736.08 of the Revised Code; determining the continuing education program requirements of section 4736.11 of the Revised Code; and for the administration and enforcement of Chapter 4736. of the Revised Code. Each rule of rules 4736-1-01 to 4736-15-02 of the Administrative Code, and every part of each rule is an independent rule and a part of a rule, and holding of any rule or part thereof to be unconstitutional, void, or uneffective for any cause does not affect the validity or constitutionality of any other rule or part thereof.

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-4-01

**Board seal.**

The seal of the board shall be as follows: the "State Board of Sanitarian Registration" surrounding the recognized seal of the state of Ohio.

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-5-01

**Meetings of board.**

~~The board shall meet at least one time each year. This annual meeting shall be held in September in the offices of the board unless otherwise specified by the board. The purpose of this meeting shall be to carry out the provisions required by section 4736.05 of the Revised Code.~~

~~Other board meetings may be called at any time by the chairperson for the purpose of conducting essential business of the board.~~

~~Special meetings of the board shall be called by the secretary upon written request of any three members of the board or upon written request of ten registered sanitarians.~~

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-5-02

**~~Annual meeting and organization.~~**

- (A) ~~At the regular annual meeting the board shall organize and elect from among its members a chairperson and a vice chairperson for a term of one year, and elect a secretary to serve at the pleasure of the board.~~
- (B) ~~At the annual meeting the chairperson of the board shall appoint from among its members chairperson of the following standing committees:~~
- ~~(1) Executive;~~
  - ~~(2) Professional and public relations;~~
  - ~~(3) Examinations;~~
  - ~~(4) Finance;~~
  - ~~(5) Rules;~~
  - ~~(6) Continuing education.~~
- (C) ~~The members of all standing committees shall be approved by the board. The chairperson may appoint such other committees as deemed necessary.~~

**\*\*\* DRAFT - NOT YET FILED \*\*\***

Meetings of the board.

4736-5-01

(A) The board shall meet at least one time each year. This annual meeting shall be held in September in the offices of the board unless otherwise specified. The purpose of the meeting shall be to carry out the provisions required by section 4736.05 of the Revised Code.

At the annual meeting, the board shall organize and elect a chairperson, vice chairperson and secretary for a term of one year. Terms of office run from October through September annually.

The chairperson shall appoint the following standing committee membership during the annual meeting. The chairperson may establish other committees as deemed necessary.

(1) Continuing education committee;

(2) Examination committee;

(3) Executive committee;

(4) Finance committee;

(5) Professional/public relations committee; and

(6) Rules committee.

(B) Other board meetings may be called at any time by the chairperson for the purpose of conducting essential business of the board.

(C) Special meetings of the board shall be called by the secretary upon the written request of any three members of the board or upon the written request of ten registered sanitarians.

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-6-01

**Fiscal year.**

The fiscal year of the board shall coincide with that of the state of Ohio.

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-6-02

**Duties.**

- (A) The executive secretary, when appointed, shall be directly responsible to the chairperson of the board and shall conduct and care for all correspondence in the name of the board and shall keep a record of the board's proceedings and accounts. The executive secretary shall keep and properly file a record of all applications for registration, certificates of registration, examinations, registrations, administrative hearings and revocations. The executive secretary shall prepare annually a list of the names and addresses of every person registered by the board and a list of every person whose registration has been suspended or revoked within the previous year and shall present said list to the board at such times as the board may direct. The executive secretary shall update, annually, the list of approved training agencies.
  
- (B) The executive secretary shall receive and account for all monies and transfer the same to the state treasurer to the credit of the "Occupational Licensing and Regulatory Fund". As directed by the chairperson, the executive secretary shall report to the board at their annual meeting. This report shall contain a summary of the board's transactions for the preceding fiscal year along with a complete statement of the receipts and expenditures of the board. Upon approval of this annual financial report, the executive secretary shall file all reports as required by the Revised Code and/or as directed by the board. The board may provide an annual summary of activities of the board for the previous year.
  
- (C) The executive secretary shall have such other duties as may be provided in the agreement for services with the board or position description.

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-6-03

**Board members and other employees.**

- (A) Each member of the board shall be reimbursed for their actual and necessary expenses incurred in the performance of their official duties.
- (B) The board may appoint an executive secretary for full- or part-time work to serve at the pleasure of the board.
- (C) Full-time employees of the board other than the executive secretary shall be in the classified service and shall be compensated in the manner provided for such employees of the state of Ohio.
- (D) The board may provide or employ such services as may be required to carry out those administrative functions of the board not prohibited by other state laws or the provisions of Chapter 4736. of the Revised Code.
- (E) As required by section 4736.05 of the Revised Code, the board shall approve all expenses.

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-6-04

**Compensation and expenses.**

The executive secretary shall receive a salary in the amount fixed by the board in addition to expenses permitted by state law and approved by the board incidental to carrying out duties as required by rule 4736-6-02 of the Administrative Code. The executive secretary may be an employee of the board or may be retained by contract for services.

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-8-02

**Approved internship program.**

In order to be characterized as an approved internship program as required by division (B) of section 4736.08 of the Revised Code, that program must meet the criteria and be approved by the "National Environmental Health Science and Protection Accreditation Council."

**\*\*\* DRAFT - NOT YET FILED \*\*\***

4736-9-04

**Procedure for re-examination.**

Any applicant who fails to obtain a passing score on the examination prescribed by the board may submit application for examination as provided in rule 4736-9-01 of the Administrative Code.



# Electronic Rule Filing



**The Honorable Jon Husted**  
Secretary of State  
180 E. Broad St., 15th Floor  
Columbus, OH 43215

**Mark Flanders, Director**  
Legislative Service Commission  
77 South High St., 9th Floor  
Columbus, OH 43215

**Larry Wolpert, Director**  
Joint Committee on Agency Rule Review  
77 South High St., Concourse Level  
Columbus, OH 43215

It is hereby confirmed that the State Board of Sanitarian Registration **original filed** the following rule(s) pursuant to section 119.03 of the Ohio Revised Code.

**Package Number:** 161277  
**File Date and Time:** 10/14/2015 03:19 PM  
**Confirmation Number:** 8e523e461a4758d0d68512fdd7ac1b1

## ORIGINAL FILE

Rule Number	Type	FYR	CSI	JE Date	Eff Date	Next FYR	Tagline
4736-7-02	Amendment	Y	Y	12/18/2015			Applicationfee.
4736-11-01	Amendment	Y	Y	12/18/2015			Provisions for issuing certificate.



# Electronic Rule Filing

The Honorable Jon Husted  
Secretary of State  
180 E. Broad St., 15th Floor  
Columbus, OH 43215

Mark Flanders, Director  
Legislative Service Commission  
77 South High St., 9th Floor  
Columbus, OH 43215

Larry Wolpert, Director  
Joint Committee on Agency Rule Review  
77 South High St., Concourse Level  
Columbus, OH 43215

It is hereby confirmed that the State Board of Sanitarian Registration **original filed** the following rule(s) pursuant to section 119.03 of the Ohio Revised Code.

**Package Number:** 161297  
**File Date and Time:** 10/14/2015 03:37 PM  
**Confirmation Number:** b28664d2fe63f36e72ea294d28d94a2

## ORIGINAL FILE

Rule Number	Type	FYR	CSI	JE Date	Eff Date	Next FYR	Tagline
4736-16-01	Amendment	Y	N	12/18/2015			Definitions.
4736-16-02	Amendment	Y	N	12/18/2015			Procedures for accessing confidential personal information.



# Electronic Rule Filing

The Honorable Jon Husted  
Secretary of State  
180 E. Broad St., 15th Floor  
Columbus, OH 43215

Mark Flanders, Director  
Legislative Service Commission  
77 South High St., 9th Floor  
Columbus, OH 43215

Larry Wolpert, Director  
Joint Committee on Agency Rule Review  
77 South High St., Concourse Level  
Columbus, OH 43215

It is hereby confirmed that the State Board of Sanitarian Registration **original filed** the following rule(s) pursuant to section 119.03 of the Ohio Revised Code.

**Package Number:** 161257  
**File Date and Time:** 10/14/2015 02:03 PM  
**Confirmation Number:** 964109826e2a6731d4ccfbc455afe

## ORIGINAL FILE

Rule Number	Type	FYR	CSI	JE Date	Eff Date	Next FYR	Tagline
4736-11-02	New	N	Y	12/18/2015			Individual continuing education course approval requirements.
4736-11-04	New	N	Y	12/18/2015			Training agency registration and approval.
4736-11-05	New	N	Y	12/18/2015			Training agency course approval requirements.



# Electronic Rule Filing

The Honorable Jon Husted  
Secretary of State  
180 E. Broad St., 15th Floor  
Columbus, OH 43215

Mark Flanders, Director  
Legislative Service Commission  
77 South High St., 9th Floor  
Columbus, OH 43215

Larry Wolpert, Director  
Joint Committee on Agency Rule Review  
77 South High St., Concourse Level  
Columbus, OH 43215

It is hereby confirmed that the State Board of Sanitarian Registration revise filed the following rule(s) pursuant to section 119.03 of the Ohio Revised Code.

Package Number: 161257  
File Date and Time: 10/22/2015 08:39 AM  
Confirmation Number: 48f971c3fa7e6738a8c375e19d1614d5

## REVISE

Rule Number	Type	FYR	CSI	JE Date	Eff Date	Next FYR	Tagline
4736-11-02	New	N	Y	12/18/2015			Individual continuing education course approval requirements.



# Electronic Rule Filing

The Honorable Jon Husted  
Secretary of State  
180 E. Broad St., 15th Floor  
Columbus, OH 43215

Mark Flanders, Director  
Legislative Service Commission  
77 South High St., 9th Floor  
Columbus, OH 43215

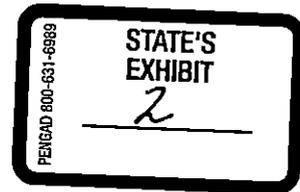
Larry Wolpert, Director  
Joint Committee on Agency Rule Review  
77 South High St., Concourse Level  
Columbus, OH 43215

It is hereby confirmed that the State Board of Sanitarian Registration **original** filed the following rule(s) pursuant to section 119.03 of the Ohio Revised Code.

**Package Number:** 161217  
**File Date and Time:** 10/14/2015 12:24 PM  
**Confirmation Number:** 46b349837e1b2a9f61569135f19b281

## ORIGINAL FILE

Rule Number	Type	FYR	CSI	JE Date	Eff Date	Next FYR	Tagline
4736-11-02	Rescission	Y	Y	12/18/2015			Submission of attendance information.
4736-11-05	Rescission	Y	Y	12/18/2015			Registration and approval of training agency.
4736-11-06	Rescission	Y	Y	12/18/2015			Continuing education course approval requirements.
4736-11-07	Rescission	Y	Y	12/18/2015			Attendance at continuing education courses not approved by the board.
4736-11-08	Rescission	Y	Y	12/18/2015			List of approved training agencies and courses.



## Notice of Public Hearing

The State Board of Sanitarian Registration, pursuant to Chapter 119. of the Ohio Revised Code, hereby gives notice that it will conduct a public hearing for the purpose of considering, rescinding or amending the following rules in the Ohio Administrative Code:

### Amendments:

#### 4736-7-02: Application process.

This rule informs individuals applying for a license how to apply, that the completed application material must be accompanied by the appropriate fee and that all application fees are nonrefundable.

#### 4736-11-01: Provisions for issuing certificate.

This rule informs registrants that a wall certificate will be issued to them within 90 days of being approved for registration by the Board. It also states that all certificates of registration expire annually unless renewed pursuant to section 4736-11 of the ORC.

### New:

#### 4736-11-02: Individual continuing education course approval requirements.

This rule is being proposed to inform registrants what is required to comply with the continuing education course approval requirements.

#### 4736-11-04: Training agency registration and approval.

This rule is being proposed to detail what is required to become registered as a training agency with the board.

#### 4736-11-05: Training agency course approval requirements.

This rule is being proposed to detail the requirements for agencies to become registered and offer courses as training agencies of the Board.

### Rescinded:

#### 4736-11-02: Individual continuing education course approval requirements.

The Board is proposing to rescind this rule which deals with the submission of attendance information from continuing education activities.

#### 4736-11-05: Registration and approval of training agency.

The Board is proposing to rescind this rule with deals with the registration and approval of training agencies.

#### 4736-11-06: Continuing education course approval requirements.

The Board is proposing rescinding this rule which deals with the courses submitted by training agencies.

#### 4736-11-07: Attendance at continuing education courses not approved by the board.

The Board is proposing rescinding this rule which deals with attendance at continuing education courses not approved by the Board.

#### 4736-11-08: List of approved training agencies and courses.

The Board is proposing rescinding this rule which requires that the Board list the training agencies and courses.

The public hearing on the proposed action of the Sanitarian Registration Board is scheduled for Wednesday November 18, 2015 at 11:30 a.m. at the Vern Riffe Center for the Government and the Arts, 77 South High Street, 19<sup>th</sup> Floor Room 1918, Columbus, Ohio 43215.

At said hearing any person who is affected by the proposed amended, rescinded, or new rules may appear in person, by his/her attorney or both, to present their position orally or in writing, examine witnesses, and present evidence demonstrating that the proposed rules would be unreasonable or unlawful.

The full text of the rules is available on the Register of Ohio website (<http://www.registerofohio.state.oh.us/>). All interested persons will be given an opportunity to be heard. Those persons who wish to provide oral testimony at the hearing are encouraged to inform the Board prior to the hearing date and may be given preference in the order of their testimony. Persons interested in providing written comments in lieu of oral testimony may direct them to the attention of Stephanie Youst, Executive Secretary, Ohio Sanitarian Registration Board, 77 South High Street, 16<sup>th</sup> Floor, Columbus, Ohio 43215-6108 or [stephanie.youst@exchange.state.oh.us](mailto:stephanie.youst@exchange.state.oh.us). These written comments must be received by the Board prior to the close of the hearing record.

Copies of the proposed rules will be on file with the Secretary of State, Legislative Service Commission, and the Joint Committee on Agency Rule Review at least thirty days prior to the public hearing and are available at the Sanitarian Registration Board office at the afore mentioned address.

### Notice of Public Hearing

The State Board of Sanitarian Registration, pursuant to Chapter 119. of the Ohio Revised Code, hereby gives notice that it will conduct a public hearing for the purpose of considering, rescinding or amending the following rules in the Ohio Administrative Code:

**Amendments:**

4736-16-01

This rule, for the purposes of administrative rules promulgated in accordance with section 1347.15 of the Revised Code, deals with definitions.

4736-16-02

This rule deals with the procedures for accessing confidential personal information.

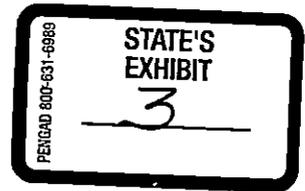
The public hearing on the proposed action of the Sanitarian Registration Board is scheduled for Wednesday November 18, 2015 at 11:30 am at the Vern Riffe Center for the Government and the Arts, 77 South High Street, 19<sup>th</sup> Floor Room 1918, Columbus, Ohio 43215.

At said hearing any person who is affected by the proposed amended, rescinded, or new rules may appear in person, by his/her attorney or both, to present their position orally or in writing, examine witnesses, and present evidence demonstrating that the proposed rules would be unreasonable or unlawful.

The full text of the rules is available on the Register of Ohio website (<http://www.registerofohio.state.oh.us/>). All interested persons will be given an opportunity to be heard. Those persons who wish to provide oral testimony at the hearing are encouraged to inform the Board prior to the hearing date and may be given preference in the order of their testimony. Persons interested in providing written comments in lieu of oral testimony may direct them to the attention of Stephanie Youst, Executive Secretary, Ohio Sanitarian Registration Board, 77 South High Street, 16<sup>th</sup> Floor, Columbus, Ohio 43215-6108 or [stephanie.youst@exchange.state.oh.us](mailto:stephanie.youst@exchange.state.oh.us). These written comments must be received by the Board prior to the close of the hearing record.

Copies of the proposed rules will be on file with the Secretary of State, Legislative Service Commission, and the Joint Committee on Agency Rule Review at least thirty days prior to the public hearing and are available at the Sanitarian Registration Board office at the afore mentioned address.

4736-7-02

**Application processfee.**

- (A) An applicant shall return the completed application ~~form~~ to the office of the board whereupon the board shall cause a record to be made in accordance with section 4736.07 of the Revised Code. The board shall advise the applicant of the status of the application within sixty days of receipt of the application.
- (B) The board shall consider only those applications to become a registered sanitarian or sanitarian-in-training which are accompanied by the appropriate fees as prescribed in section 4736.12 of the Revised Code. The board of sanitarian registration, with the approval of the controlling board, may establish fees in excess of the amounts prescribed in section 4736.12 of the Revised Code provided that such fees do not exceed the amounts prescribed in section 4736.12 of the Revised Code by more than fifty percent.
- (C) Each completed application must be accompanied by the appropriate fee ~~a check or money order payable in the manner~~ prescribed by the board ~~in the amount of the application fee~~. The application fee fees shall be nonrefundable.
- (D) Each applicant must submit directly from the educational institution ~~cause~~ an official transcript of all academic credits claimed ~~to be forwarded~~ to the board to assure~~ensure~~ compliance with division (A) of section 4736.08, division (B) of section 4636.08, or division (C) of section 4736.08 of the Revised Code.

Effective:

Five Year Review (FYR) Dates: 10/14/2015

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 4736.03  
Rule Amplifies: 4736.07  
Prior Effective Dates: 09/15/1989, 07/01/1996, 10/01/1999, 08/01/2004,  
05/01/2008

4736-11-01

**Provisions for issuing certificate.**

- (A) Within ~~sixty~~ninety days following the applicant's meeting the requirements and, when applicable, passing the examination given by the board for registration, the appropriate wall certificate shall be issued by the board.
- (B) All certificates of registration shall expire each year on the assigned expiration date unless renewed pursuant to section 4736.11 of the Revised Code and the rules adopted thereunder.
- (C) As used in rules in Chapter 4736-11 of the Administrative Code, registrant or registrants means registered sanitarian or registered sanitarian in training.

Effective:

Five Year Review (FYR) Dates: 10/14/2015

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 4736.03  
Rule Amplifies: 4736.09  
Prior Effective Dates: 06/01/1978, 05/01/2008

4736-11-02

Individual continuing education course approval requirements.

(A) 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 pre-approved by the board may be submitted to the board for review. The course must be submitted on form(s) prescribed by the board.

(B) The registrant shall provide the following information to the Board for consideration:

(1) The name, mailing address, phone, email address, signature and date of the individual requesting the course review;

(2) The number of hours being requested for attending the course;

(3) The course title, location, date and instructor information;

(4) The relevancy to the practice of environmental health and the educational benefits the registrant gained by attending;

(5) The applicable subject matter category;

(6) 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

(7) Verification of attendance.

(C) The board will review requests for individual continuing education course approval at all regularly scheduled board meetings.

(D) It is the sole responsibility of the registrant to ensure that the required evidence of meeting the continuing education requirements is submitted to the board.

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

Effective:

Five Year Review (FYR) Dates:

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 4736.06; 4736.03  
Rule Amplifies: 4736.11

4736-11-04

**Training agency registration and approval.**

A training agency must be approved by the board prior to submitting requests for the approval of coursework.

(A) To register as a training agency, the agency shall make application on form(s) prescribed by the board and include the initial application fee of fifty-four dollars. This fee is non-refundable and non-transferable.

(B) The application for training agency approval must include:

(1) The agency name, address, phone and email addresses;

(2) The agency or organization mission or purpose; and

(3) Signature and date of the contact person for the agency.

(C) Requests for training agency approval shall be reviewed at each regularly scheduled board meeting.

(D) Training agency status shall expire annually on December 31. Renewal applications will be sent to the contact person and mailing address on file with the board office no later than December 1 of each year. The renewal fee is twenty-seven dollars. This fee is non-refundable and non-transferable.

(E) The board may monitor or audit any courses given by an approved training agency to ensure the content is relevant to the practice of environmental health.

(F) The board 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.

Effective:

Five Year Review (FYR) Dates:

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Certification

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Date

Promulgated Under:	119.03
Statutory Authority:	4736.03
Rule Amplifies:	4736.11

4736-11-05

**Training agency course approval requirements.**

- (A) Prior to the date the course or program is initially being offered, the training agency shall submit the request on form(s) prescribed by the board.
- (B) The training agency shall provide the following information to the board for consideration:
- (1) The agency name, contact person name, mailing address, phone, email address, signature and date of the agency requesting the course review:
  - (2) The number of hours being requested for attendees;
  - (3) The course title, type, location, date(s) and instructor(s) qualification(s);
  - (4) A description of the course objectives and educational outcomes expected for attendees;
  - (5) 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;
  - (6) Brief biographical information on the speakers/presenters for the program; and
  - (7) Within 30 days of program completion, a roster of attendees and the number of hours each attendee earned must be submitted to the Board via mail, email, or fax.
- (C) The board will review requests for training agency course approval at all regularly scheduled board meetings.
- (D) It is the responsibility of the training agency to ensure that the required evidence of meeting the continuing education requirements is submitted to the board.
- (E) Any person or agency falsifying information pertaining to the completion of continuing education coursework or requirement will be subject to the revocation of their certificate of registration or removal of their status as an approved training agency.

Effective:

Five Year Review (FYR) Dates:

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Certification

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Date

Promulgated Under:	119.03
Statutory Authority:	4736.03, 4736.12
Rule Amplifies:	4736.11, 4736.12

4736-16-01

**Definitions.**

For the purposes of administrative rules promulgated in accordance with section 1347.15 of the Revised Code, the following definitions apply:

- (A) "Access" as a noun means an instance of copying, viewing, or otherwise perceiving whereas "access" as a verb means to copy, view, or otherwise perceive.
- (B) "Acquisition of a new computer system" means the purchase of a "computer system," as defined in this rule, that is not a computer system currently in place nor one for which the acquisition process has been initiated as of the effective date of the agency rule addressing requirements in rule 4733-16-05 of the Administrative Code.
- (C) "Computer system" means a "system," as defined by section 1347.01 of the Revised Code, that stores, maintains, or retrieves personal information using electronic data processing equipment.
- (D) "Confidential personal information" (CPI) has the meaning as defined by division (A)(1) of section 1347.15 of the Revised Code and identified by rules promulgated by the agency in accordance with division (B)(3) of section 1347.15 of the Revised Code that reference the federal or state statutes, or administrative rules or case law that make personal information maintained by the agency mandatory confidential.
- (E) "Employee of the state agency" means each employee of a state agency regardless of whether he/she holds an elected or appointed office or position within the state agency. "Employee of the state agency" is limited to the specific employing state agency.
- (F) "Incidental contact" means contact with the information that is secondary or tangential to the primary purpose of the activity that resulted in the contact.
- (G) "Individual" means a natural person or the natural person's authorized representative, legal counsel, legal custodian, or legal guardian.
- (H) "Information owner" means the individual appointed in accordance with division (A) of section 1347.05 of the Revised Code to be directly responsible for a system.
- (I) "Person" means a natural person.
- (J) "Personal information" has the same meaning as defined in division (E) of section 1347.01 of the Revised Code.

- (K) "Personal information system" means a "system" that "maintains" "personal information" as those terms are defined in section 1347.01 of the Revised Code. "System" includes manual and computer systems.
- (L) "Research" means a methodical investigation into a subject.
- (M) "Routine" means commonplace, regular, habitual, or ordinary.
- (N) "Routine information that is maintained for the purpose of internal office administration, the use of which would not adversely affect a person" as that phrase is used in division (F) of section 1347.01 of the Revised Code means personal information relating to employees, potential employees or former employees and maintained by the agency for internal administrative and human resource purposes.
- (O) "System" has the same meaning as defined by division (F) of section 1347.01 of the Revised Code.
- (P) "Upgrade" means a substantial redesign of an existing computer system for the purpose of providing a substantial amount of new application functionality, or application modifications that would involve substantial administrative or fiscal resources to implement, but would not include maintenance, minor updates and patches, or modifications that entail a limited addition of functionality due to changes in business or legal requirements.

Effective:

Five Year Review (FYR) Dates: 10/14/2015

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 1347.15  
Rule Amplifies: 1347.15  
Prior Effective Dates: 11/01/2010

4736-16-02

**Procedures for accessing confidential personal information.**

For personal information systems, whether manual or computer systems, that contain confidential personal information, the agency shall do the following:

(A) Criteria for accessing confidential personal information. Personal information systems of the agency are managed on a "need-to-know" basis whereby the information owner determines the level of access required for an employee of the agency to fulfill his/her job duties. The determination of access to confidential personal information shall be approved by ~~the employee's supervisor and~~ the information owner prior to providing the employee with access to confidential personal information within a personal information system. The agency shall establish procedures for determining a revision to an employee's access to confidential personal information upon a change to that employee's job duties including, but not limited to, transfer or termination. Whenever an employee's job duties no longer require access to confidential personal information in a personal information system, the employee's access to confidential personal information shall be removed.

(B) Individual's request for a list of confidential personal information. Upon the signed written request of any individual for a list of confidential personal information about the individual maintained by the agency, the agency shall do all of the following:

- (1) Verify the identity of the individual by a method that provides safeguards commensurate with the risk associated with the confidential personal information;
- (2) Provide to the individual the list of confidential personal information that does not relate to an investigation about the individual or is otherwise not excluded from the scope of Chapter 1347. of the Revised Code; and
- (3) If all information relates to an investigation about that individual, inform the individual that the agency has no confidential personal information about the individual that is responsive to the individual's request.

(C) Notice of invalid access.

- (1) Upon discovery or notification that confidential personal information of a person has been accessed by an employee for an invalid reason, the agency shall notify the person whose information was invalidly accessed as soon as practical and to the extent known at the time. However, the agency shall delay notification for a period of time necessary to ensure that the notification would not delay or impede an investigation or jeopardize homeland or

national security. Additionally, the agency may delay the notification consistent with any measures necessary to determine the scope of the invalid access, including which ~~individuals'~~individual's confidential personal information invalidly was accessed, and to restore the reasonable integrity of the system.

"Investigation" as used in this paragraph means the investigation of the circumstances and involvement of an employee surrounding the invalid access of the confidential personal information. Once the agency determines that notification would not delay or impede an investigation, the agency shall disclose the access to confidential personal information made for an invalid reason to the person.

- (2) Notification provided by the agency shall inform the person of the type of confidential personal information accessed and the date(s) of the invalid access.
  - (3) Notification may be made by any method reasonably designed to accurately inform the person of the invalid access, including written, electronic, or telephone notice.
- (D) Appointment of a data privacy point of contact. The agency director shall designate an employee of the agency to serve as the data privacy point of contact. The data privacy point of contact shall work with the chief privacy officer within the office of information technology to assist the agency with both the implementation of privacy protections for the confidential personal information that the agency maintains and compliance with section 1347.15 of the Revised Code and the rules adopted pursuant to the authority provided by that chapter.
- (E) Completion of a privacy impact assessment. ~~The agency director shall designate an employee of the agency~~ board's to serve as the data privacy point of contact who shall timely complete the privacy impact assessment form developed by the office of information technology.

Effective:

Five Year Review (FYR) Dates: 10/14/2015

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 1347.15  
Rule Amplifies: 1347.15  
Prior Effective Dates: 11/1/2010

## TO BE RESCINDED

4736-11-02

**Submission of attendance information.**

- (A) ~~Certificates of attendance at continuing education courses or other substantiating documentation must be submitted by registrants at the same time as and be attached to the application for renewal of registration. No documents will be returned.~~
- (B) ~~It is the sole responsibility of the registrant to assure that required evidence of meeting continuing education requirements is submitted to the board on forms prescribed and furnished by the board.~~
- (C) ~~Any person falsifying information pertaining to completion of continuing education requirements will be subject to revocation of the certificate of registration.~~

Effective:

Five Year Review (FYR) Dates: 10/14/2015

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 4736.03  
Rule Amplifies: 4736.11  
Prior Effective Dates: 06/01/1978, 09/15/1989, 05/01/2008

## TO BE RESCINDED

4736-11-05

## Registration and approval of training agency.

- (A) ~~To register as an approved training agency, the agency shall make application on a form prescribed by the board, and include a fee of fifty four dollars. The fee is non-refundable. A training agency must be a board approved training agency before submitting requests to conduct continuing education activities for registrants.~~
- (B) ~~The board shall maintain a current listing of any approved training agency that provides continuing education for registrants.~~
- (C) ~~The board shall respond to all requests for approval and registration as a training agency within sixty days of receipt.~~
- (D) ~~To be considered for approval as a training agency, the training agency must submit a fifty four dollar fee, and provide the following information to the board on forms prescribed by the board:~~
- ~~(1) Name, address, and telephone number of training agency;~~
  - ~~(2) A description of the mission of the agency;~~
  - ~~(3) Name of continuing education coordinator;~~
  - ~~(4) Information indicating the type of training agency as provided in paragraph (C) of rule 4736-1-01 of the Administrative Code.~~
  - ~~(5) Information indicating whether or not the training agency is accredited and by whom;~~
  - ~~(6) A description of the physical facilities, instructional materials, courses, and instructional staff used in continuing education programs by the training agency;~~
  - ~~(7) A description of educational benefits to be derived by registrants taking continuing education programs offered by the training agency and the type of training as provided in rule 4736-11-04 of the Administrative Code.~~
  - ~~(8) Information indicating that the training agency will monitor attendance and provide evidence of attendance to attendees and the board; and/or~~

~~(9) Other information the board deems necessary.~~

~~(E) Approved training agency status shall expire on December thirty first of each year unless renewed by submitting an application for renewal of approved training agency status and the renewal fee of twenty seven dollars. The date for such application shall be no more than sixty days before the annual expiration date.~~

~~(F) The board may audit or monitor courses given by an approved training agency.~~

~~(G) The board may deny, refuse to renew, suspend, or revoke approved training agency status for dissemination of false information in connection with the continuing education programs or failure to conform to rules 4736-11-04, 4736-11-05, and/or 4736-11-06 of the Administrative Code.~~

Effective:

Five Year Review (FYR) Dates: 10/14/2015

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 4736.03, 4736.12  
Rule Amplifies: 4736.11, 4736.12  
Prior Effective Dates: 10/30/1978, 09/15/1989, 10/01/1999, 07/01/2001,  
08/01/2004, 05/01/2008

## TO BE RESCINDED

4736-11-06

**Continuing education course approval requirements.**

- (A) ~~A course of study or program of instruction offered for continuing education purposes by an approved training agency shall be submitted to the board at least thirty days prior to the date of the course or program on forms prescribed and furnished by the board. A course of study or program submitted after course or program completion shall not be considered for approval except as provided in paragraph (A) of rule 4736-11-07 of the Administrative Code.~~
- (B) ~~An approved training agency offering a course of study or program of instruction to apply toward the annual continuing education requirements for registration must provide the following information to be considered for approval by the board on forms prescribed and furnished by the board:~~
- ~~(1) The educational objectives of the program or course;~~
  - ~~(2) The content of the program or course;~~
  - ~~(3) The number of educational hours involved in the program or course;~~
  - ~~(4) The names and qualifications of instructors;~~
  - ~~(5) Verification that course attendance was properly monitored; and~~
  - ~~(6) Verification that the approved training agency will provide the board with a list of attendees within forty-five days of completion of the course.~~
- (C) ~~All courses of study of programs of instruction shall be submitted on an annual basis. All approvals are valid for one year from the date of issue.~~

Effective:

Five Year Review (FYR) Dates: 10/14/2015

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 4736.03  
Rule Amplifies: 4736.11  
Prior Effective Dates: 09/15/1989, 10/01/1999, 05/01/2008

## TO BE RESCINDED

4736-11-07

~~Attendance at continuing education courses not approved by the board.~~

- ~~(A) Registrants who attend a continuing education course which has not been approved by the board may request within sixty days of completion of the course that the course be approved for continuing education credit using forms prescribed and furnished by the board.~~
- ~~(B) For the board to consider a request to approve continuing education credit under this rule, the registrant must submit documentation satisfactory to the board that the course meets the requirements of rule 4736-11-04 of the Administrative Code.~~
- ~~(C) The board shall respond to all requests received under this rule within sixty days of receipt.~~

Effective:

Five Year Review (FYR) Dates: 10/14/2015

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 4736.03  
Rule Amplifies: 4736.11  
Prior Effective Dates: 09/15/1989, 05/01/2008

TO BE RESCINDED

4736-11-08

**List of approved training agencies and courses.**

~~The secretary shall upon the request of a registrant provide a list of any course that the board has approved. A listing of all approved training agencies and approved courses shall be posted electronically on the board's website at <http://sanitarian.ohio.gov> and updated following each board meeting as required.~~

Effective:

Five Year Review (FYR) Dates: 10/14/2015

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 4736.03  
Rule Amplifies: 4736.11  
Prior Effective Dates: 10/30/1978, 09/15/1989, 10/01/1999, 05/01/2008

**CE 2 For Board Review - RS ONLY  
November 18, 2015**

Reviewer	Course Number	Contact	Course Title	Date	Hours
Brian	1	Sandra Good	Improving Your Emotional Intelligence Skills: Self Awareness & Self Management	9/10/2015	1
Brian	2	Sandra Good	Professionalism, Business Etiquette & Personal Accountability	9/10/2015	1
Brian	3	Sandra Good	Improving Communication in Cross Cultural Relationships	9/10/2015	1
Brian	4	Gary Radabaugh	Chemical Hazard Awareness for Public Health Workers	9/29/2015	1
Brian	5A	John Pasquarette	State Emergency Response Commission Training	9/25/2015	1
Brian	5B	Edward O'Loughlin	State Emergency Response Commission Training	9/25/2015	1
Brian	5C	Mike Reiser	State Emergency Response Commission Training	9/25/2015	1
Brian	5D	Tyler Madaker	State Emergency Response Commission Training	9/25/2015	1
Brian	5E	Kristin Tillison	State Emergency Response Commission Training	9/25/2015	1
Brian	5F	Susan Hardy	State Emergency Response Commission Training	9/25/2015	1
Brian	5G	Andy Drumm	State Emergency Response Commission Training	9/25/2015	1
Brian	6	Stuart Lentz	Time as a Public Health Control	9/16/2015	2
Brian	7	Stuart Lentz	2015 Annual Septic Training Course	9/17/2015	6
Brian	8	Kelly Cipiti	Person in Charge (Level 1)	9/22/2015	2.5
Brian	9	Peter Schade	OACHC Community Fall Conference	9/30/2015	13
Brian	10	Robert Hempel	2015 Pesticide Recertification	9/23/2015	6
Brian	11	Gina Graf	Inspection Procedures for the Hazard Communication Standard	9/9/2015	1.25
Brian	12	Deborah Kilbarger	Food Safety Matters: Keeping it Clean in 2015	9/15/2015	1
Brian	13	Keith Krinn	EH Career Development Webinar Series: A Credentialing Conversation	9/23/2015	1
Brian	14	Keith Krinn	OPHCS User Training	9/22/2015	1
Brian	15	Mike Reiser	Designing Erosion Control Solutions for Extreme Storm Events	9/16/2015	1
Brian	16	Mike Reiser	Final Cover System Advantage	9/16/2015	1

**CE 2 For Board Review - RS ONLY  
November 18, 2015**

Brian	17	Leonard Perry	Elements of Urban Environmental Practice	12/13/2015	6
Brian	18	Kelly Jeter	DMWM Inspector Group Meeting	8/26/2015	1
Brian	19	Teresa Myers	Lean Ohio Boot Camp	9/1/2015	13
Brian	20A	Jerry Parker	Low Load Slope Stability Sensitivity & Seismic Strength Design in Final Covers	9/16/2015	1
Brian	20B	Brian Queen	Low Load Slope Stability Sensitivity & Seismic Strength Design in Final Covers	9/16/2015	1
Brian	21	Sara Anderson	AWR 302: Pipeline Security for Rural Communities	8/20/2015	3.25
Brian	22A	Mark Smiraldo	Private Water Systems- Self Assessment With ODH	9/10/2015	1.5
Brian	22B	Randy Ruszkowski	Private Water Systems- Self Assessment With ODH	9/10/2015	1.5
Brian	22C	Paul Depasquale	Private Water Systems- Self Assessment With ODH	9/10/2015	1.5
Brian	22D	Deborah Moore	Private Water Systems- Self Assessment With ODH	9/10/2015	1.5
Brian	23	Gary Silverman	Protecting Children's Health for a Lifetime	8/12/2015	1.5
Brian	24	Gary Silverman	Protecting Children's Health for a Lifetime	6/27/2015	1.5
Brian	25	Gary Silverman	Megatrends: The Food, Water, Energy Nexus	7/30/2015	1.5
Brian	26 A	Matthew Tyler	Quality Improvement in Public Health Applied Training	10/19/2015	6
Brian	26 B	Eileen Moran	Quality Improvement in Public Health Applied Training	10/19/2015	6
Brian	26 C	Jennifer Wentzel	Quality Improvement in Public Health Applied Training	10/19/2015	6
Brian	27	Colin Johnson	2015 All Hazards Conference	10/22/2015	5.5
Brian	28	Lori Barnes	2015 Fall Operation & Maintenance Service Provider Course	10/21/2015	10
Brian	29	Adam Holbrook	2015 Fall Operation & Maintenance Service Provider Course	10/20/2015	11
Brian	30	Sarah Moore	A Coordinated Response to Food Emergencies: Practice and Execution	10/8/2015	16
Brian	31	Brett Jones	2015 Fall Operation & Maintenance Service Provider Course	10/23/2015	5.75
Brian	32	Shamus Estep	Asbestos Contractor Supervisor Refresher	9/29/2015	5.75

**CE 2 For Board Review - RS ONLY  
November 18, 2015**

Nancy	33	David Holston	Asbestos Abatement Project Designer	3/17/2015	6.25
Nancy	34	Anna McCoppin	PHAB Online Various Courses	7/20/2015	4
Nancy	35 A	Brian Athey	ServSafe 6th Edition Instructor Review	9/11/2015	2
Nancy	35 B	Jim Armstrong	ServSafe 6th Edition Instructor Review	9/11/2015	2
Nancy	35 C	Paul DeSario	ServSafe 6th Edition Instructor Review	9/11/2015	2
Nancy	35 D	Tara Hanchar	ServSafe 6th Edition Instructor Review	9/11/2015	2
Nancy	35 E	Angela Henderson	ServSafe 6th Edition Instructor Review	9/11/2015	2
Nancy	35 F	Suzanne Krippel	ServSafe 6th Edition Instructor Review	9/11/2015	2
Nancy	35 G	Lavone Lee	ServSafe 6th Edition Instructor Review	9/11/2015	2
Nancy	36	Laurie DeMarcus	Epi-Tech Surveillance Training: influenza	9/29/2015	0.5
Nancy	37	Laurie DeMarcus	ID Week	10/11/2015	8
Nancy	38	Susan Bell	Maximizing Erosion Control with Proper Material Selection	10/21/2015	1
Nancy	39	David Oakes	Nuclear Power Plant 50 Mile Ingestion Zone	10/16/2015	3.75
Nancy	40	Ginger Gehret	ServSafe Manager	9/28/2015	13
Nancy	41	Ginger Gehret	Local Government Model	3/27/2015	4.75
Nancy	42	Christy Armstrong	Nuclear Power Plant 50 Mile Ingestion Zone	10/16/2015	3.75
Nancy	43	Kurt Princic	Supervisor Labor Relations Orientation	10/6/2015	5
Nancy	44	Kurt Princic	State Emergency Response Commission; Emergency Plan	10/1/2015	1
Nancy	45	Gary Radabaugh	Zoonosis	10/7/2015	1
Nancy	46	John McLeod	Addressing Disaster and Emergency Stress Beyond First Responders	9/21/2015	2
Nancy	47	Lynn Sowers	Supervisor Labor Relations Orientation	10/6/2015	5
Nancy	48	Craig Davidson	Public Health Emergency Preparedness	9/29/2015	4.5
Nancy	49	Paul Depasquale	Nuclear Power Plant 50 Mile Ingestion Zone	10/16/2015	3.75
Nancy	50	Randy Ruszkowski	Nuclear Power Plant 50 Mile Ingestion Zone	10/16/2015	3.75
Nancy	51	John Gedeon	PestSure Safety and Loss Prevention Meeting	9/3/2015	3.5
Nancy	52	Heidi Scaife	Nuclear Power Plant Ingestion Zone Course	10/16/2015	3.75

**CE 2 For Board Review - RS ONLY  
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Nancy	53	Ryan Towns	Hazardous Waste Management Training	9/27/2015	7.5
Nancy	54	Daniel Marn	Smoke School: Visible Emissions Observation Training	9/30/2015	4
Nancy	55	Joseph Harrod	2015 Fall Operation & Maintenance Service Provider Course	10/21/2015	10
Nancy	56	Nicholas Singer	2015 World Aquatic Health Conference	10/8/2015	11
Nancy	57	Anthony Nigro	Elyria WWTP Confined Space Entry Refresher	9/22/2015	3.75
Nancy	58 A	Allan Hurtt	Geotechnical Resource Group Training on Seepage Forces	10/2/2015	1.5
Nancy	58 B	Habib Kaake	Geotechnical Resource Group Training on Seepage Forces	10/2/2015	1.5
Nancy	58 C	Curtis DeLong	Geotechnical Resource Group Training on Seepage Forces	10/2/2015	1.5
Nancy	58 D	Brian Queen	Geotechnical Resource Group Training on Seepage Forces	10/2/2015	1.5
Nancy	58 E	Andy Drumm	Geotechnical Resource Group Training on Seepage Forces	10/2/2015	1.5
Nancy	58 F	Michael Joseph	Geotechnical Resource Group Training on Seepage Forces	10/2/2015	1.5
Nancy	58 G	Kristin Tillison	Geotechnical Resource Group Training on Seepage Forces	10/2/2015	1.5
Nancy	59	Daniel Bergert	Pipeline Security for Rural Communities	8/20/2015	7
Nancy	60	Bailey Schultz	FDA: Pasteurization	8/28/2015	1.75
Nancy	61 A	Craig Richards	Northwest Ohio Sewage Program Advanced Soil Training	10/2/2015	4
Nancy	61 B	Ronald Clinger	Northwest Ohio Sewage Program Advanced Soil Training	10/2/2015	4
Nancy	61 C	Oscar Hernandez	Northwest Ohio Sewage Program Advanced Soil Training	10/2/2015	4
Nancy	61 D	Katy Serr	Northwest Ohio Sewage Program Advanced Soil Training	10/2/2015	4
Nancy	61 E	Brad Price	Northwest Ohio Sewage Program Advanced Soil Training	10/2/2015	4
Nancy	61 F	Kelly Bechstein	Northwest Ohio Sewage Program Advanced Soil Training	10/2/2015	4
Nancy	61 G	Paul Hagen	Northwest Ohio Sewage Program Advanced Soil Training	10/2/2015	4
Nancy	62 A	Richard Miller	Where To Mark	11/4/2015	6.25
Nancy	62 B	Anne Kaup-Fett	Where To Mark	11/4/2015	6.25
Nancy	62 C	Stephanie Johnson	Where To Mark	11/4/2015	6.25
Nancy	63	Megan Batson	Writing a Workforce Development or QI Plan for Your Agency	10/29/2015	5

**CE 2 For Board Review - RS ONLY  
November 18, 2015**

Nancy	64	Naim Qadri	Essentials for Healthy Homes Practitioners	7/21/2015	13.75
Nancy	65	Lana Glore	How to Effectively Communicate in Today's Multi-Generational Workplace	9/24/2015	2
Nancy	66	Lana Glore	An Agenda for Lake Erie	11/4/2015	2
Nancy	67	Lana Glore	Progressive Discipline	9/9/2015	1
Gene	68	Thomas Stratford	2015 Construction & Demolition Operator Training	2/24/2015	12
Gene	69 A	Barry Grisez	50 Mile Nuclear Power Plant Outreach	10/16/2015	3.75
Gene	69 B	Rick Melendez	50 Mile Nuclear Power Plant Outreach	10/16/2015	3.75
Gene	69 C	Jim Armstrong	50 Mile Nuclear Power Plant Outreach	10/16/2015	3.75
Gene	70	Marian Piper	ServSafe	4/20/2015	12
Gene	71	Susan Hoertt	2015 EHS Management Forum	10/16/2015	7.5
Gene	72	Kari Jones	FDA Region Retail Food Protection Education & Training Seminar	8/14/2015	18
Gene	73	Paige Craig	Advanced Techniques in Labeling FDA Regulated Foods	10/22/2015	10.25
Gene	74	Steven Snyder	HazWoper 8 Hour Refresher	10/15/2015	7
Gene	75	Brent Goetz	2015 Certified Professional Annual Training	10/27/2015	6.5
Gene	76	John Sobolewski	Water In A Changing Environment: Regional to Global Issues	10/15/2015	4.5
Gene	77	Sarah Goodwill Humphrey	Accreditation Learning Community	9/29/2015	6
Gene	78	Jessica Shelly	A Coordinated Response to Food Emergencies: Practice and Execution	10/8/2015	16
Gene	79	Gregory Tedrow	2015 Fall Operation & Maintenance Service Provider Course	10/21/2015	10
Gene	80	Deborah Kilbarger	Keeping It Clean in 2015: Norovirus What Everyone Needs to Know	10/20/2015	1
Gene	81	Phillip Farnlacher	DMWM Inspector Group Meeting August 2015	8/26/2015	1
Gene	82	John Richter	2015 LEPC Conference	9/22/2015	4
Gene	83	Eileen Moran	National Association of Clean Air Agencies Fall Membership Meeting	10/7/2015	14.5

**CE 2 For Board Review - RS ONLY  
November 18, 2015**

Gene	84	Darla Bokeno	Collection Systems: Methods for Evaluating & Improving Performance	10/6/2015	18
Gene	85 A	Gwendolyn Hughes	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 B	John Richter	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 C	Michael Fielding	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 D	Calvin Collins	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 E	Elizabeth Ousky	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 F	Julian Perler	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 G	Charlene Green	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 H	Nate Oyelakn	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 I	Keith Krinn	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 J	Carol Zubovich	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 K	Meredith Lawler	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 L	Kelli Dodd	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 M	Jim Haley	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 N	Kathryn Culver Madden	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1

**CE 2 For Board Review - RS ONLY  
November 18, 2015**

Gene	85 O	Stephen Meininger	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 P	Christina Wilson	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 Q	Rachel Moresea	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 R	Ebony Merritt	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 S	Zachary Orsborne	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 T	Brad Strait	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 U	Robert Gilreath	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 V	Vincent Fasone	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	85 W	Carrie Kamm	Botulism Outbreak April 2015: A Local Health Department Perspective	10/7/2015	1
Gene	86	Brandon Fischer	ICS 300: Intermediate ICS	9/30/2015	18
Gene	87	Stephanie Johnson	Social Services 101	10/15/2015	3.75
Gene	88	Mark Verbsky	12th Annual US EPA Drinking Water Workshop	8/27/2015	13.5
Gene	89	Paige Craig	Labeling of FDA Regulated Food Products	9/23/2015	13
Gene	90	Sarah Badenhop	2015 Fall Operation & Maintenance Service Provider Course	10/19/2015	5.75
Gene	91	Rebecca Bralek	Cuyahoga River: Focus on the Future	10/20/2015	5
Gene	92	Anna McCoppin	A Coordinated Response to Food Emergencies: Practice and Execution	10/8/2015	15
Gene	93	Brian Radcliffe	COUN5006: Survey of Research Methods	6/19/2015	18
Gene	94	Barry Grisez	2015 World Aquatic Health Conference	10/9/2015	12
Brian	95	Susan Bell	Grant Writing 101 & 102	11/3/2015	5.5
Brian	96	Philip Revlock	ICS 400: Advanced ICS	11/5/2015	14

**CE 2 For Board Review - RS ONLY**

**November 18, 2015**

Brian	97	Susan Sutherland	The National Walking Summit	10/30/2015	9.5
Brian	98	Susan Sutherland	Working with Difficult People: How to Work With Aggressive People	7/16/2015	1
Brian	99	Steve Rich	Review of Board Action Items for Wayne County & Spray Distributors	11/16/2015	3
Brian	100 A	Trisha Blake	Healthy Homes Rating System	7/17/2015	10
Brian	100 B	Beth Bryant	Healthy Homes Rating System	7/17/2015	10
Brian	101	Kamalpreet Kawatra	Disaster Sanitation	10/21/2015	5
Brian	102	Kamalpreet Kawatra	Wastewater	10/13/2015	4
Brian	103	Kamalpreet Kawatra	Food Protection	10/9/2015	4
Brian	104	Christine Stelzer	Lean Ohio Boot Camp	10/29/2015	18
Brian	105	William Edwards	Public Health Response to Emerging Threats	11/6/2015	3.25
Brian	106	William Bennington	Effective Safety Committee Meetings	11/3/2015	5
Brian	107	Caroline Terakedis	Fall 2015 Operation & Management Service Provider Training	10/20/2015	5.75
Brian	108	Derek Hassinger	Ohio-Criminal Environmental Enforcement	10/22/2015	7.5
Brian	109	Dennis Apple	Safe Patient Handlin & Mobility	10/8/2015	10

**CE 2 For Board Review - SIT ONLY  
November 18, 2015**

Reviewer	Course Number	Contact	Course Title	Date	Hours
Nancy	183A	Tory Coyle	Private Water Systems	9/10/2015	1.5
Nancy	183B	Courtney Rusnak	Private Water Systems	9/10/2015	1.5
Nancy	184	Michelle Flanagan	Visible Emissions Training & Certification	9/23/2015	2
Nancy	185 A	Adam Gilbert	Botulism Outbreak- April 2015: A Local Health Department Perspective	10/6/2015	1
Nancy	185 B	Glenda Underdown	Botulism Outbreak- April 2015: A Local Health Department Perspective	10/6/2015	1
Nancy	185 C	Jeff Lyons	Botulism Outbreak- April 2015: A Local Health Department Perspective	10/6/2015	1
Nancy	185 D	Chris Bragg	Botulism Outbreak- April 2015: A Local Health Department Perspective	10/6/2015	1
Nancy	185 E	Robert Hall	Botulism Outbreak- April 2015: A Local Health Department Perspective	10/6/2015	1
Nancy	185 F	Patrick Hartung Jr.	Botulism Outbreak- April 2015: A Local Health Department Perspective	10/6/2015	1
Nancy	185 G	Cayla VanGilder	Botulism Outbreak- April 2015: A Local Health Department Perspective	10/6/2015	1
Nancy	185 H	Timothy Basak	Botulism Outbreak- April 2015: A Local Health Department Perspective	10/6/2015	1
Nancy	185 I	Adrian Allen	Botulism Outbreak- April 2015: A Local Health Department Perspective	10/6/2015	1
Nancy	185 J	Anderson Robertson	Botulism Outbreak- April 2015: A Local Health Department Perspective	10/6/2015	1
Nancy	186	Brian Heil	Northwest Ohio Sewage Program: Advanced Soil Training	10/2/2015	4
Nancy	187	Jennifer Noland	Food Good Manufacturing Practice, Application & Evidence Development	2/26/2015	18
Nancy	188 A	David Brennan	Where To Mark	11/4/2015	6.25
Nancy	188 B	Elizabeth DeWitt	Where To Mark	11/4/2015	6.25
Nancy	189	Jody Alden	ICS 400	9/29/2015	14
Nancy	190	Jody Alden	ICS 300	9/23/2015	18
Nancy	191	Seth Bidlack	Public Health Response to Emerging Threats	11/6/2015	3.75

**CE 3 For Board Review  
November 18, 2015**

<b>Reviewer</b>	<b>TA Number</b>	<b>Agency Name</b>	<b>Contact</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
Gene	685	Univar USA	Kevin Behrens	2550 Commerce Boulevard	Cincinnati	Ohio	45241

**CE 4 For Board Review  
November 18, 2015**

Reviewer	Course Number	Agency	Contact	Course Title	Date	Hours
Nancy	16-035 **REREVIEW**	Ohio Environmental Health Association	Gerry Scott	2015 NE OEHA Fall Conference	10/14/2015	13.5
Nancy	16-056	OSU College of Public Health	Thomas Albani	Public Health 101: A Short Course	Various	1.58
Nancy	16-057	Public Health Dayton & Montgomery County	Jennifer Wentzel	Working With the Media & Understanding Risk Communication	10/16/2015	1
Nancy	16-058	Summit County Public Health	Jennifer Smith	All-Hazards Conference	10/22/2015	5.75
Nancy	16-059	Ohio Water Well Association	Megan Miller	The Next 5 Years: Changes in Ohio Rules	11/20/2015	0 Hours**Denied per OAC 4736 11-03 (C)(5)**
Nancy	16-060	Ohio Water Well Association	Megan Miller	Hard Lessons in Liability	11/20/2015	0.5
Brian	16-061	Ohio Water Well Association	Megan Miller	Get the Dirt on Mud: Mud Basics	11/20/2015	.75
Brian	16-062	Ohio Water Well Association	Megan Miller	Arm Your Company with Safety	11/20/2015	1
Brian	16-063	Ohio Water Well Association	Megan Miller	Underground Damage Enforcement Law & Rules Update	11/19/2015	1
Brian	16-064	Ohio Water Well Association	Megan Miller	How to Fire an Employee	11/19/2015	1
Brian	16-065	Organics Recycling Association of Ohio	Mary Wicks	Organics Recycling Association of Ohio 2015 Annual Conference	11/6/2015	4.5
Brian	16-066	Ohio Environmental Protection Agency	Barry Chapman	DMWM Explosive Gas Training	11/19/2015	4.5
Gene	16-067	Tri-State Environmental Health Association	Rich Lucas	Bed Bug Complaints & Hotel Inspections for Bed Bugs	11/25/2015	4
Gene	16-068	Ohio Environmental Protection Agency	James Pelligrino	ArcGIS Fundamentals 10.1	12/18/2015	22.5
Gene	16-069	OSU College of Public Health	Thomas Albani	CQI Tool Time	Various	2
Gene	16-070	Ohio Department of Agriculture: Food Safety	Crystal Stevenson	2016 Ohio Uniform Food Safety Code Updates	Various	2.5
Gene	16-071	OSU Department of Food, Agriculture, & Biological Engineering	Mary Wicks	Ohio Compost Operator Educator Course	3/9/2016	11
Gene	16-072	Ohio Onsite Wastewater Association	Susan Ruehl	2015 OOWA Annual Conference & Trade Show	1/14/2016	10
Gene	16-073	Warren County Combined Health District	Chris Balster	2015 Warren County Winter Educational Conference	12/9/2015	.6
Gene	16-074	Delaware General Health District	Stephanie DeGenaro	Wastewater Workshop	12/10/2015	3

**Youst, Stephanie**

12.1

**From:** Youst, Stephanie  
**Sent:** Wednesday, September 30, 2015 4:15 PM  
**To:** 'kimberlyhobbs@zoominternet.net'  
**Subject:** RE: Online User Registration - Registered Sanitarians ONLY

Kim –

I did check your profile and you did register on the portal so you are all set for your renewal in July 2016. The email that went out was a blast email to remind all licensees to renew.

With regard to the new licensure system, this is a statewide implementation, not Board specific. This has been a project that the Boards and Commissions have been engaged in for a number of years. The first wave of individuals that transitioned to the new system included all RS's, massage therapists and physical therapists who hold licensure in Ohio. More license types are being added with each phase of the system that goes live and we expect this to be a two year process before it is finalized.

The reason your license verification does not print with your name on it is because you did it while you were logged into your profile. The system assumes that you know who you are so no name is printed off when you attempt to print it while logged in. If you need a verification for an employer, you will need to select the license verification link and then enter your last name. This will give you the information you need (name, license number, issue date, expiration date). You may also request a formal verification at any time from the office via email or via the portal. (I have attached a screen shot below.)

ID cards will no longer be mailed out. This was done for several reasons but two of the main reasons were:

- 1) ID cards doubled the postage costs/staff mailing time of the Board. By stopping the mailing of these items the Board was able to save money and staff time.
- 2) The ID cards are only valid the moment they are printed. The only way to verify that a registrant truly has a valid registration is to verify it via a primary source (website, office, official verification). Please understand that while you may not have disciplinary issues, there are individuals who may be issued a license only to have disciplinary action taken a week or month later. Their ID card would not contain that information, but the website would. That is why we moved away from the paper cards.

With regard to renewal notification being sent electronically, individuals will be notified three times during the renewal cycle that they need to renew. They will receive a renewal notice 60 days prior to their expiration date, 30 days prior to their expiration date and again 15 days prior to their expiration date. This new system allows us to do this without being burdened with paperwork in the office because it is all automatic. This new system will allow individuals plenty of time to renew even if computer issues do occur.

Thank you for your comments. I will make sure the Board receives them for review at the November 18 meeting. In the meantime, if you have any other issues or questions that arise with the new system do not hesitate to contact me.

Steph

Stephanie Youst  
Executive Secretary  
Sanitarian Registration Board  
77 South High Street, 16th Floor

Columbus, Ohio.43215-6108  
(614) 466-1772 (Phone)  
(614) 644-8112 (Fax)  
<http://sanitarian.ohio.gov>

Please complete the Board's customer satisfaction survey at: <http://www.surveymonkey.com/s/SQYRRN9>

License Lookup - Windows Internet Explorer

https://elicense.ohio.gov/BIZC\_LicenseLookup

Welcome to the Sanitar... state.oh.us Login myOhio.gov License Lo

File Edit View Favorites Tools Help

Continuing Education Enroll... Continuing Education Enroll... Web Slice Gallery Log Out [add] Suggested Sit

# Ohio | eLicense

## License Record

If the Board has taken action on the individual or business you are inquiring Documents.

Name	Board	License Type	Lice
Kimberly S. Hobbs	Sanitarian Board	Registered Sanitarian (RS)	RS01

Search Result(s): 1 result(s).

[New Search](#)

**From:** kimberlyhobbs@zoominternet.net [mailto:kimberlyhobbs@zoominternet.net]  
**Sent:** Wednesday, September 30, 2015 12:47 AM

**To:** Youst, Stephanie  
**Subject:** Re: Online User Registration - Registered Sanitarians ONLY

Hi Stephanie,

I wanted to let you know that I did this when my RS license expired in July. Is there any way for you to check to verify that it went through and you have my information? I just want to be sure I do get notified with any license information in the future.

Also, exactly why did the board change the format? Was it strictly a money saving move? I absolutely can't stand this new system.....when I printed out my so called license renewal verification it didn't even list my name, it only has my RS number.....it should also have the name of the person licensed as an RS.....the cards you mailed out were so much better than some piece of paper.....and now you tell us they aren't even going to mail out renewal notifications any longer.....that's a shame and simply wrong. What happens if someone's computer goes down etc. and they don't receive the renewal notice in time? Anything can happen and sometimes the cheapest way or the modern technology way is not the best way.

I'm sure you had nothing to do with these changes but I just had to express my displeasure and dissatisfaction with this whole thing.....as I did when I took the survey that was attached to this email.

Thanks for allowing me to get this frustration off my chest and I would appreciate it if you verify that I did register with the new system and you received my information etc. As unhappy as I am with this new system and way the board is doing things now I definitely want to keep my RS license in good standing.

Thank you.

Sincerely,

Kim Hobbs, M.S., R.S.

---

**From:** "Stephanie Youst" <Stephanie.Youst@exchange.state.oh.us>  
**To:** Hobbs, "KimberlyS." <kimberlyhobbs@zoominternet.net>  
**Sent:** Tuesday, September 29, 2015 9:09:01 AM  
**Subject:** Online User Registration - Registered Sanitarians ONLY

In early August 2015 you received a letter from the Board informing you of changes being made to the licensing system. That letter (attached) gave you a unique security code and instructed you to go to the new licensure website to establish your user profile. While many of you have done this, there are many more who have not completed this task.

Please be aware, you **MUST** complete your user profile prior to October 30, 2015. For all RS's who are scheduled to renew by January 31, 2016, you will only be notified of your renewal by email. We will no longer be sending out paper renewal applications. At the present time, if you have not logged into the system, we do not have an email address on file for you and you will not receive notification.

I have attached instructions to register your profile and the link to the new website is: [https://elicense.ohio.gov/BIZC\\_HomeUnauth](https://elicense.ohio.gov/BIZC_HomeUnauth).

**Again, this is for individuals who hold RS credentials ONLY.** SIT's will be notified when it is time for them to complete a user profile, which we expect to be later this year.

If you have misplaced your original letter and need your unique security code, please email me and I will be happy to provide it for you. You are also welcome to share this information with your co-workers, staff and friends to make sure we have as many individuals registered as possible.

As always, if you have any questions or problems, I am available to assist you. Do not hesitate to contact me as I am happy to help in any way I can. Thank you for your patience while we implement this change.

Steph

Stephanie Youst  
Executive Secretary  
Sanitarian Registration Board  
77 South High Street, 16th Floor  
Columbus, Ohio 43215-6108  
(614) 466-1772 (Phone)  
(614) 644-8112 (Fax)  
<http://sanitarian.ohio.gov>

Please complete the Board's customer satisfaction survey at: <http://www.surveymonkey.com/s/SQYRRN9>

—  
You are currently subscribed to osb as: [kimberlyhobbs@zoominternet.net](mailto:kimberlyhobbs@zoominternet.net) .

To unsubscribe click here:

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(It may be necessary to cut and paste the above URL if the line is broken)

or send a blank email to [leave-452176-7344336.3db313c3d4cf60d2f5d7460d6568bffb@list.em.ohio.gov](mailto:leave-452176-7344336.3db313c3d4cf60d2f5d7460d6568bffb@list.em.ohio.gov)

**Youst, Stephanie**

18.2

**From:** Youst, Stephanie  
**Sent:** Friday, October 02, 2015 8:36 AM  
**To:** 'Jim Lapp'  
**Subject:** RE: Online User Registration - Registered Sanitarians ONLY

Jim –

I appreciate your comments and understand your frustration. I will make sure to forward your comments to the Board for their November meeting date. Have a good weekend!

Steph

Stephanie Youst  
Executive Secretary  
Sanitarian Registration Board  
77 South High Street, 16th Floor  
Columbus, Ohio 43215-6108  
(614) 466-1772 (Phone)  
(614) 644-8112 (Fax)  
<http://sanitarian.ohio.gov>

Please complete the Board's customer satisfaction survey at: <http://www.surveymonkey.com/s/SQYRRN9>

**From:** Jim Lapp [<mailto:jimlapp9@gmail.com>]  
**Sent:** Thursday, October 01, 2015 7:12 PM  
**To:** Youst, Stephanie  
**Subject:** Re: Online User Registration - Registered Sanitarians ONLY

Hi Stephanie,

Not to happy about eliminating mail renewal without a reduction in our renewal fee. Nothing personal but just another example of getting less for more. Us old guys can hardly keep up with all the passwords. Just my thoughts. I will come around since the board has a gun to my wallet.

Thank you kindly and I do mean that.

Jim Lapp

On Tue, Sep 29, 2015 at 9:09 AM, Youst, Stephanie <[Stephanie.Youst@exchange.state.oh.us](mailto:Stephanie.Youst@exchange.state.oh.us)> wrote:

In early August 2015 you received a letter from the Board informing you of changes being made to the licensing system. That letter (attached) gave you a unique security code and instructed you to go to the new licensure website to establish your user profile. While many of you have done this, there are many more who have not completed this task.

Please be aware, you **MUST** complete your user profile prior to October 30, 2015. For all RS's who are scheduled to renew by January 31, 2016, you will only be notified of your renewal by email. We will no longer

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**From:** Jon Croup <jcroup@holmeshealth.org>  
**Sent:** Thursday, October 29, 2015 8:45 AM  
**To:** Youst, Stephanie  
**Subject:** RE: FEMA training course

Stephanie:

Thank you for the information you provided. For clarification, is it permissible for an environmental health technician to conduct annual or tri-annual assessments of existing wastewater treatment systems which: 1) fall under the jurisdiction of Ohio EPA as part of the HB110 Program; and 2) fall under the jurisdiction of the local health district and are classified as small flow sewage treatment systems? Your advice is greatly appreciated.

Jon M. Croup, R.S.  
Director, Environmental Health Services  
Holmes County General Health District  
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Millersburg, OH 44654  
330-674-8422  
330-674-2528 fax  
[jcroup@holmeshealth.org](mailto:jcroup@holmeshealth.org)

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**From:** Youst, Stephanie [<mailto:Stephanie.Youst@exchange.state.oh.us>]  
**Sent:** Thursday, October 29, 2015 6:59 AM  
**To:** Jon Croup  
**Subject:** RE: FEMA training course

Jon –

IS 120.a is a pre-approved offering. Any course you take through FEMA is pre-approved for CE credit.

With regard to an EH tech, I have attached some material that should provide clarification, specifically the third one in the material.

Please feel free to contact me if you have any questions. Have a great day!

Steph

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