



Continuing Education Policy

State Board of Sanitarian Registration
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I. Who Must Comply

Section 4736.11 of the Ohio Revised Code and rule 4736-11-03 of the Ohio Administrative Code requires all registered sanitarians annually complete 18 hours of continuing education approved by the Board to be eligible to apply for renewal of their registration.

II. Continuing Education Earning Time-Frame

During a registrant's first year as an RS or SIT, continuing education credit may be claimed from the initial issue date of the registration until the expiration date, which will either be January 31 or July 31 of the year immediately following the issuance. After the first annual registration renewal, each registrant must earn 18 hours of Board approved continuing education in the 12 months immediately preceding the expiration date of the registration.

For those registrants whose expiration date is January 31, continuing education must be earned between the dates of February 1 and January 31. For those registrants whose expiration date is July 31, continuing education must be earned between the dates of August 1 and July 31.

III. Obtaining Continuing Education

There are two methods registered sanitarians or sanitarians in training may use to obtain continuing education credit. Registered sanitarians and sanitarians in training may attend approved courses offered by an approved training agency. Training agencies may submit an application for course approval to the Board at least thirty (30) days prior to the date the program is being presented on forms prescribed by the board, which are available on the website at <http://sanitarian.ohio.gov>. Training agencies are required to monitor the attendance at all Board approved programs and are responsible for providing a list of attendees to the Board within forty five (45) days of course completion.

Registered sanitarians and sanitarians-in-training may also apply for clock hours for a course not sponsored by an approved training agency. The registrant must submit a CE-2 form within sixty (60) days of completion of the course. The applicant must submit two (2) copies of the following items:

1. Completed CE 2 form, which is available on the Board website at <http://sanitarian.ohio.gov>; and
2. The course program, agenda, or itinerary; and
3. Proof of course completion.

Registrants who earn continuing education out of state may apply for course approval through the submission of a CE-2 form to have that credit applied to their Ohio registration.

IV. Subject Matter

The areas of acceptable subject matter for **Registered Sanitarians** are as follows:

- a. Diseases and injuries caused by environmental factors and the applicable prevention techniques.
- b. Administrative law and process.
- c. Utilization of resources in the collection, arrangement, and interpretation of data.
- d. Environmental health administration.
- e. New or substantially revised environmental health laws, rules, and processes.
- f. Functional fields of environmental health including, but not limited to, air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing, institutional health and safety, community noise control, radiation protection, recreational facilities, solid and liquid waste management, vector control, drinking water quality, milk sanitation, rabies control, land use, and occupational health and safety.
- g. Environmental health planning.
- h. Communication skills.
- i. Organization or program management courses.
- j. Computer skills development and functional utilization.

Areas of unacceptable subject matter for **Registered Sanitarians** are as follows:

- a. Courses and meetings that have as their exclusive or primary purpose the review of existing legislation and rules are not acceptable for CE credit.
- b. Elementary and entry level training normally expected to be completed by registered sanitarians prior to registration is not acceptable for continuing education credit.
- c. Basic sanitation principles and training introducing environmental health practices will not be considered to be continuing education.

The areas of acceptable subject matter for **Sanitarians in Training** are as follows:

- a. All subject matters listed above a-j.
- b. Review of existing legislation and rules.
- c. Elementary, entry level, and introductory sanitarian, and environmental health training.
- d. Preparation courses and meetings including:
 - Ohio Environmental Health Programs Course (Principles).
 - Ohio Environmental Health Association Examination Preparation Course.

Areas of unacceptable subject matter for **Both Registered Sanitarians and Sanitarians in Training** are as follows:

- a. Functions that have as their **exclusive** or **primary** purpose the review of internal administrative issues or policies and procedures that relate to the routine operation of an agency, association, business, or organization. This would include meetings that are generally considered to be staff, department, or business meetings.
- b. Review or drafting of proposed legislation or rules.

V. Formats for Course or Program Instruction

Acceptable formats include the following:

- a. Workshops.
- b. Seminars.
- c. Symposiums.
- d. Lectures.
- e. Teleconferences, Satellite Downlinks and Audio-Visual Tapes
- f. Home Study or Online Courses.
- g. Field training combined with a lecture.

Unacceptable formats are as follows:

- a. Community activities.
- b. Reading of journals or books.
- c. Telephone and computer conferencing.
- d. Poster sessions.
- e. Work group meetings.
- f. First aid.
- g. Driver safety.
- h. Test or examination taken separately or as part of a course.

VI. Determination of Clock Hours

Continuing Education clock hours will be given in quarter hour increments with the session time to be determined to the nearest quarter hour.

Post-graduate continuing education credit will be awarded as follows:

- a. One quarter hour credit is the equivalent of ten (10) hours of continuing education.
- b. One trimester hour credit is the equivalent of twelve and one-half (12.5) hours of continuing education.
- c. One semester hour credit is the equivalent of fifteen (15) hours of continuing education.

All non-credit courses, programs, conferences, workshops, etc. will have continuing education credit awarded as follows:

- a. One continuing education unit (CEU) is the equivalent of ten (10) hours of continuing education.
- b. Clock hours of continuing education credit are based on the actual time spent on acceptable subject matter, excluding all breaks and lunches. The applicant must submit documentation (agenda, brochure, itinerary) to this fact which is satisfactory to the Board.
- c. In the case of a course of study which overlaps two consecutive registration years, the credit will be given for the registration year in which the course is officially completed.

VII. Credit for Service as Lecturer, Speaker, Discussion Leader

If a registrant serves as a lecturer, speaker, or discussion leader, continuing education credit can be obtained only once for the same lecture, as long as it is given as part of a Board approved course.

No more than one-third of the total required continuing education hours can be earned in this manner.

VIII. Acceptable Proof of Attendance/Reporting Responsibility

Responsibility for documenting the required clock hours of continuing education credit rests with the individual registered sanitarian. Evidence to support the clock hours shall be retained by the registered sanitarian and submitted to the Board, if requested, at the time of annual certificate of registration renewal.

The following items constitute evidence to support the hours of continuing education claimed.

- a. Credit courses: Transcripts or grade card showing a passing grade.
- b. Home study courses: Certificate of completion or similar evidence.
- c. Other Continuing Education courses: Certificate of attendance.
- d. Verification of attendance by applicant's supervisor or educational coordinator.
- e. A "receipt of payment" for the training course or meeting.
- f. Verification of attendance by the speaker, or sponsor of the training course or meeting.
- g. Attendance roster.