

1 **BOARD OF ENVIRONMENTAL SANITARIANS**

2
3 **PROCEDURES FOR REVIEWING AN APPLICATION FOR A LICENSE TO**
4 **PRACTICE AS AN ENVIRONMENTAL SANITARIAN IN THE STATE OF**
5 **MARYLAND**
6

7 Related statute and regulation citations:

8
9 Environment Article, §§ 11-301, 11-302, 303, 304, 305, 306 and 312.
10 (Annotated Code of Maryland)

11
12 Code of Maryland Regulations (COMAR)
13 26.07.01, Regulations .01, .03, .04 and .05
14 26.07.02, Regulations .01, .02, .03, .05 and .09
15

16 To qualify for a license from the Board, an applicant must satisfy the education,
17 experience and examination requirements specified by §§ 11-303 and 11-304 of the
18 licensing statute, and COMAR 26.07.01.03.
19

20
21 **01. OFFICE SECRETARY’S REVIEW**
22

23 The Office Secretary receives the **Application for a Sanitarian License** (Appendix) and
24 reviews the Application for completeness as specified by the **Procedures for Initial**
25 **Screening of Applications**. If the Application is complete, it is given to the Board
26 Administrator for review.
27

28
29 **02. BOARD ADMINISTRATOR’S REVIEW**
30

31 The Board Administrator first reviews each complete Application to answer the
32 following questions:
33

34 1. Do the applicant’s answers to the questions in Section 4 of the Application show any
35 reason why the Board might reject the Application under § 11-312 of the licensing statute
36 (e.g. a “Yes” answer to a question about drug convictions)?
37

38 2. Does the applicant’s college/university transcript show that the applicant’s education
39 background has met the minimum requirements of §11-304 of the licensing statute?
40

41 These requirements are

42 -a baccalaureate degree from an “accredited college or university” (as defined by
43 COMAR 26.07.01.01B(1)),
44

45 -at least 30 semester credit hours of physical, biological or environmental sciences
46 acceptable to the Board,
47

48 - one laboratory course each in two different sciences (biology, chemistry and
49 physics), and

1 - a mathematics course.

2

3 Courses “acceptable to the Board” include the following courses for which the applicant
4 has been awarded credit by the college or university:

5

6 i. courses in biology, botany, zoology, microbiology, chemistry, physics,
7 astronomy, meteorology, geology, physical geography, environmental science,
8 environmental health etc., or

9 ii. other courses reviewed and approved by the Board and listed on the **Course**
10 **Review Log** (Appendix)

11

12 3. Does the applicant claim prior experience in the field of environmental health?

13

14 4. Might the applicant qualify for a waiver of examination under COMAR 26.07.01.04
15 (e.g. the applicant holds a sanitarian license from another state)?

16

17 The Board Administrator’s review of the Application then proceeds as described below.
18 His findings are recorded on a “**License Application Review Form**” (Appendix).

19

20 Question number 1

21

22 If the applicant answered “yes” to any of the questions in Section 4 of the Application,
23 the full Board must review the Application. The Board Administrator determines
24 whether the Application provides enough information for the Board to review and take
25 appropriate action. If more information is needed, the Board Administrator will seek it
26 from either the applicant, or another source such as the Office of the Attorney General.
27 The matter is placed on the agenda of the Board’s next meeting once the Board
28 Administrator is satisfied that sufficient information about the matter has been obtained.

29

30 If the applicant answers “no” to all of the questions in Section 4 of the Application, the
31 Board Administrator continues to question number 2.

32

33 Question number 2

34

35 If the applicant has met the education requirements specified by § 11-304 of the licensing
36 statute, the Board Administrator continues to question number 3

37

38 If the applicant has not met the education requirements specified by § 11-304 of the
39 licensing statute, the Board Administrator sends the applicant a letter which specifies
40 which part(s) of the requirements the applicant satisfies and which part(s) of the
41 requirements the applicant does not satisfy. The letter invites the applicant to submit any
42 information that the applicant thinks might change the Board Administrator’s finding.

43

44 If the applicant wants the Board to accept as a science course, a course other than those
45 identified as acceptable by the Board Administrator’s review, the applicant must send the
46 Board either a description of the course from the college catalog, or a copy of the course
47 syllabus.

48

1 If the applicant graduated from an educational institution that is not an accredited college
2 or university (e.g. a university outside the United States), the Board Administrator places
3 the Application (including an official copy of the applicant’s transcript) on the Board’s
4 agenda for review. The Board determines whether the applicant must provide the written
5 documentation described in COMAR 26.07.02.01B(3). The Board can provide an
6 applicant with a list of organizations that evaluate educational credentials from
7 educational institutions outside the United States to determine the equivalency of their
8 degrees or course work to those at accredited institutions in the United States.

9
10 Question number 3

11
12 If the application describes prior experience in the field of environmental health and lists
13 three employment references (as required by COMAR 26.07.02.01C), the Board
14 Administrator:

- 15
16 (1) sends each reference an **Employment Reference** form (Appendix) which requests
17 verification of the nature and duration of the applicant’s job duties and responsibilities,
18 and
19 (2) continues to question 4.

20
21 Once all three Employment Reference forms for an applicant have been returned to the
22 Board, the Application is put on the Board’s agenda for review by the Board at the next
23 scheduled meeting.

24
25 If the application does not show prior experience in the field of environmental health, the
26 Board Administrator issues a **Certificate of Eligibility for Obtaining Employment**
27 (Appendix) to the applicant. The Board has delegated to the current Board
28 Administrator the authority to issue a Certificate of Eligibility to any applicant who
29 clearly meets the education requirements specified by the licensing statute (and has not
30 answered yes to any question in Section IV of the Application).

31
32 The Certificate of Eligibility can be presented to a prospective employer as verification
33 that the applicant has satisfied the education requirements of the sanitarian licensing law
34 and is eligible to be employed to practice as an environmental sanitarian in a sanitarian-
35 in-training status.

36
37 The Certificate includes a four-digit identifying number (the numbers are issued in
38 sequential order) and specifies the amount of experience that the applicant must complete
39 to be eligible to take the licensing examination. The Certificate is valid for one year and
40 can be renewed upon a written request from the certificate holder.

41
42 The Certificate of Eligibility is accompanied by a letter (Appendix) which explains the
43 purpose of the Certificate and advises the applicant that the back of the certificate must
44 be completed and returned to the Board if the applicant obtains employment as an
45 environmental sanitarian.

46
47 Information about the applicant and the certificate is noted in the **Sanitarian Certificate**
48 **of Eligibility** log book and on a computer record.

1 Question number 4

2
3 If the Application shows that the applicant holds a valid license to practice as an
4 environmental sanitarian in another state, the Board Administrator ensures that the Board
5 has received enough information to determine whether:

- 6
7 - the education and examination requirements that the applicant met to be licensed in the
8 other state would satisfy the Board's requirements, and
9 - the applicant has passed a licensing examination in another state that is substantially
10 equivalent to the examination used in the State of Maryland (The Board has determined
11 that this requirement can be met with either the licensing examination from the
12 Professional Examination Service, or the credentialing examination from the National
13 Environmental Health Association).

14
15 If the Application shows that the applicant has requested a waiver of examination for a
16 reason other than holding a valid license from another state, the Board Administrator
17 places the Application on the Board's agenda for review at the next Board meeting.

18
19 The Board Administrator will issue a Certificate of Eligibility for Obtaining Employment
20 to the applicant if it appears that the applicant will not qualify for a waiver of
21 examination. The Board Administrator could also issue a Certificate to an applicant who
22 may qualify for a waiver of the examination requirement, if the applicant will be actively
23 seeking employment in Maryland pending the Board's final action on the application.

24
25 Once an applicant obtains employment in the field of environmental health, the applicant
26 and the applicant's employer complete an **Application for a Sanitarian-in-Training**
27 **Certificate** (on the back of the Certificate of Eligibility for Obtaining Employment) and
28 return it to the Board. After the Board Secretary reviews the SIT certificate application in
29 accordance with the **Procedures for Initial Screening of Applications**, the Board
30 Administrator reviews the SIT certificate application to:

- 31
32 - note the start date of the applicant's employment,
33
34 - verify that the Application identifies the applicant's environmental health sponsor as
35 required by COMAR 26.07.01.01B(20), and that the sponsor is acceptable to the Board
36 under COMAR 26.07.01.01B(5).
37
38 - determine whether the applicant's job title suggests that the applicant's job duties and
39 responsibilities would qualify as "approved experience" under COMAR 26.07.01.05D,
40

41 **The Board has delegated to the current Board Administrator the authority to issue a**
42 **Sanitarian-in-Training Certificate** (Appendix) if the application is complete and shows
43 that the applicant's job duties will provide the applicant with approved experience. The
44 Sanitarian-in-Training (SIT) Certificate authorizes the certificate holder to practice as an
45 environmental sanitarian, in a sanitarian-in-training status.

46
47 **The front of the SIT certificate shows the name of the certificate holder's employer,**
48 **the effective and expiration date of the certificate and the date that the certificate**
49 **holder will become eligible to take the licensing examination. The SIT certificate**

1 **bears the same four digit number as the certificate of eligibility for obtaining**
2 **employment and is signed by the Board Administrator.**

3
4 The SIT Certificate is accompanied by a letter and attachments which provide
5 information about the examination process and the standards of conduct for certificate
6 holders.

7
8 If it is not clear to the Board Administrator that the applicant's job duties will provide
9 approved experience, the Board Administrator may request more information from either
10 the applicant or the applicant's employer. If the nature of the experience is still not clear
11 to the Board Administrator, he may ask the Board to review the applicant's job
12 description.

13
14 A sanitarian-in-training certificate is valid for three years if it is issued to an applicant
15 with no prior experience in the field of environmental health. If the applicant has already
16 satisfied part of the experience requirement, the SIT certificate will be valid for three
17 years minus the amount of experience already completed and approved by the Board. An
18 SIT certificate issued to an applicant who has already completed the required amount of
19 experience and is qualified to take the examination will be valid for at least one year.

20
21 Once the certificate has been issued, the certificate holder's name is added to the list of
22 **Sanitarian-in-Training Certificate Holders** that the Office Secretary maintains on a
23 computer. The list includes the individual's name, certificate number, employment start
24 date, examination eligibility date, the number of months of experience required to qualify
25 for examination, the certificate expiration date and the abbreviated name of the
26 individual's employer.

27
28 **If the SIT certificate holder changes employers, the back of the SIT certificate must**
29 **be completed and returned to the Board (in effect, a new application for an SIT**
30 **certificate). The Board will issue a revised SIT certificate that reflects the new**
31 **employer.**

32
33 The Board Administrator will invite the SIT certificate holder to apply for examination
34 once the certificate holder has held the certificate for the period of time specified on the
35 certificate. The examination application review process is conducted in accordance with
36 the **Procedure for Administering the Licensing Examination Process.**

37
38 If the holder of an SIT certificate asks the Board for approval to take the licensing
39 examination before the examination eligibility date shown on the certificate, the Board
40 Administrator will:

41
42 - Approve a request (under authority delegated by the Board) if the certificate holder will
43 complete the required sanitarian-in-training period during the month in which the
44 examination applied for will be held, or

45
46 - Put the request on the Board's agenda if the certificate holder will complete the required
47 sanitarian-in-training period after the month in which the examination applied for will be
48 held.

49

1 An applicant for a license is eligible to apply for an initial license once he or she has
2 passed the licensing examination. In accordance with COMAR 26.07.02.04F, an
3 applicant who does not pass the licensing examination by the third attempt is not
4 permitted to sit for the examination again until that individual has completed additional
5 training in accordance with a written plan that the Board has approved.

6
7
8 **03. BOARD REVIEW OF APPLICATIONS**
9

10 The Board’s agenda for each meeting includes “Review of Applications for Licensure.”
11 Matters that the Board considers under this agenda item include:

- 12
- 13 1. Requests to extend sanitarian-in-training certificates,
- 14 2. Initial applications presented by the Board Administrator
- 15 3. Requests to credit prior experience toward the requirements of § 11-304 of the
- 16 licensing statute,
- 17 4. Requests to approve college courses, taken for credit, under § 11-304 of the licensing
- 18 statute, and
- 19 5. A report from the Board Administrator on his actions on application since the last
- 20 Board meeting.

21
22 Once the Board has completed its review of the Application, the applicant is sent a
23 written notice as specified by COMAR 26.07.02.03A. If the notice states that the
24 Application has been denied, the applicant is advised of any rights to request
25 reconsideration or to appeal the Board’s action under COMAR 26.07.02.03C.

26
27
28 **04. ISSUANCE OF INITIAL LICENSE**
29

30 An applicant who has met the education, experience and examination requirements is
31 eligible to apply to the Board for an initial license to practice as an environmental
32 sanitarian. The applicant must certify he or she has not, since the original application
33 was submitted to the Board, committed an act that could cause the Board to reject the
34 application under § 11-312 of the licensing statute.

35
36 An applicant who qualifies for an initial license is sent:

- 37
- 38 - A license signed by the Board’s officers
- 39 - A renewal card that shows the expiration date of the initial license
- 40 - A cover letter and attachments which provide information about the standards of
- 41 conduct for license holder and the license renewal process, including continuing
- 42 education requirements.

43
44 The initial license will expire at the same time as all other active RS licenses, i.e. at the
45 end of the current two-year renewal period.

1 **05. RENEWAL AND EXTENSION OF CERTIFICATES**

2
3 Within 30 days of the expiration date on a certificate of eligibility for obtaining
4 employment, the Board sends the certificate holder a letter (Appendix) which:

- 5
6 -Specifies the certificate's expiration date,
7 -Reminds the certificate holder to complete the back of the Certificate of Eligibility for
8 Obtaining Employment and return it to the Board if the certificate holder has obtained
9 employment as an environmental sanitarian..
10 -Advises the certificate holder that a 12 month of extension of the certificate can be
11 requested if he or she has not gained employment as an environmental sanitarian, but
12 wishes to pursue this employment. The certificate holder can request an extension by
13 submitting to the Board the request form at the bottom of the letter and the certificate
14 extension fee.

15
16 Within 60 days of the expiration date on a sanitarian-in-training certificate, the Board
17 sends the SIT certificate holder a letter (Appendix) which:

- 18
19 - Specifies the certificate's expiration date,
20 - Reminds the certificate holder that he or she will not be authorized to practice as an
21 environmental sanitarian after the certificate's expiration date unless the Board has
22 extended the certificate in writing,
23 -Advises the certificate holder of his or her eligibility to take the licensing examination if
24 the certificate expires (the holder of an expired certificate remains eligible to take the
25 licensing examination unless the certificate holder has failed the licensing examination
26 three times and must complete additional training as specified by COMAR
27 26.07.02.04F), and
28 - Describes the process for asking the Board to extend the certificate.

29
30 If an applicant has not passed the licensing examination by the end of the applicant's
31 sanitarian-in-training period, the applicant may submit a written request to extend the
32 certificate. COMAR 26.07.02.05D(3) authorizes the Board to extend an SIT certificate
33 for up to six months.

34
35 The Board Administrator presents each request to extend an SIT certificate to the full
36 Board for review.