

MARYLAND STATE BOARD OF ENVIRONMENTAL SANITARIANS
CONTINUING EDUCATION POLICY



**MARYLAND DEPARTMENT OF THE
ENVIRONMENT**

1800 Washington Boulevard • Baltimore MD 21230
410-537-3597 • 1-800-633-6101x3597

Martin O'Malley
Governor

Shari T. Wilson
Secretary

Anthony G. Brown
Lt. Governor

Robert M. Summers, Ph.D.
Deputy Secretary

BOARD OF ENVIRONMENTAL SANITARIANS

**Title 26 DEPARTMENT OF THE ENVIRONMENT
Subtitle 07 Board of Environmental Sanitarians
Chapter 03 Approved training
(26.07.03.00 - .02)**

Authority: Environment Article, s/s 11-101, 11-205, 11-305, 11-307, 11-309, 11-314 and 11-315, Annotated Code of Maryland

Background:

The Board has updated this policy to clarify the process, forms, and types of courses necessary to maintain the Continuing Education Requirement for the Registered Sanitarian license.

1) Who Must Comply

According to the Code of Maryland Regulations (COMAR) 26.07.02.06 "Renewal of License", all Registered Sanitarians (R.S.) must complete 20 clock hours of continuing education during each 2-year license renewal period. In order to maintain professional diversity, the Board suggests that no more than 70% of the credit hours be from a single domain area.

a) Pre-License Requirements:

i) Holders of a Certificate of Eligibility (COE) are not currently required to have clock hours of credit.

ii) Effective with this policy, Sanitarian In Training (SIT) holders are required to complete a minimum of 20 hours of CE per year while in training and to qualify for the licensure exam. For SIT, the year starts with the issue date of the SIT certificate. Credits earned while in SIT status count toward the initial licensure CE requirements.

2) Definition of Clock Hours and Continuing Education (CE) Units (CEU)

In accordance with COMAR 26.07.03.01 "Approval of Training" the Board makes the following DETERMINATION OF CLOCK HOURS

- a) For courses where Continuing Education Units (CEU's) have been assigned, one CEU is equivalent to 10 clock (or classroom) hours of approved training. Verification is by transcript or certificate.
- b) Clock hours will be rounded to the nearest quarter hour (using the 5 minutes nearest the quarter hour).
- c) Credit Courses offered by academic year increments as verified by transcripts:
 - i) One-quarter hour credit equals 10 C.E. clock hours.
 - ii) One trimester hour credit equals 12.5 C.E. clock hours.
 - iii) One semester hour credit equals 15 C.E. clock hours.

**MARYLAND STATE BOARD OF ENVIRONMENTAL SANITARIANS
CONTINUING EDUCATION POLICY**

- d) Non-credit courses, programs, conferences, workshops, etc.
 - i) One CEU equals 10 C.E. clock hours.
 - ii) Clock hours of credit equal actual time spent on acceptable study matter.
- e) Home study courses (offered by academic year) will be based on:
 - i) Semester, trimester, or quarter hours if course credits are awarded.
 - ii) For non-credit offerings, one CEU equals 10 C.E. clock hours of documented study.
 - iii) Completion must be demonstrated by a transcript or computer generated certificate.
- f) Clock hours will be credited for the year in which the course is officially completed. Requests for credit must be submitted within 60 days of the last day of training.
- g) Credit hours can be approved in advance of the offering only to course presenters or their organizations. Individual sanitarians must submit attendance information only after course completion (see "Proof of Attendance").
- h) In no case will the Board approve more CE time than the agenda or syllabus includes minus meals, breaks, orientations, and other non-professional events.
- i) In no case will the Board approve more CE time than the sponsor or presenter has allotted on the transcript or certificate.
- j) The Board reserves the right to approve all, some, or none of the request.

3) Types of Continuing Education Credit

- a) Acceptable formats include: workshops, seminars, courses, symposiums, lectures, home study courses, audio or video taped lectures, and field trips when combined with any of the proceedings.
- b) Unacceptable formats include community activities and reading of journals or books without graded examinations or sponsor verification
- c) CREDIT FOR:
 - i) Service as Lecturer, Speaker, or Discussion Leader
 - (1) Credit be given only once for the same lecture.
 - 1. The lecture is given as part of an approved course, demonstration, or workshop,
 - 2. Credit hours will be credited according to clock hours of presentation. No more than 10 hours can be obtained in this manner in one renewal cycle.
 - ii) Journal Articles
 - (1) Credit hours for publication of a professional journal article, textbook chapter, or professional book will be credited according to 3 times the clock hour equivalents of an oral presentation of the article. For credit, a copy of the published article must be submitted with the CE request.
 - iii) Out-Of-State Credit
 - (1) Credit hours obtained in another state as a registration or licensure requirement may only be submitted to the Board for approval if part of a Maryland license (reciprocity) request.

4) Subject Matter Suitable for Continuing Education

- a) **Purpose:** Board-approved training shall improve, advance, or extend professional skill and knowledge relating to environmental sanitarian practice or specific applications for: field operations of new technologies, investigative techniques, gathering and interpretation of data, and/or new areas of responsibility, including program administration and management.

**MARYLAND STATE BOARD OF ENVIRONMENTAL SANITARIANS
CONTINUING EDUCATION POLICY**

- b) Generally:** Continuing education credit will be granted for courses directly related to the registration examination domains and the following areas where professional relevance is demonstrated:
- i) Environmentally caused diseases and injury and prevention thereof.
 - ii) Administrative law and process.
 - iii) Utilization of resources in collection, arrangement and interpretation of data.
 - iv) Environmental Health Administration sciences.
 - v) The physical, biological, and environmental sciences.
 - vi) New or Substantially revised environmental health laws, rules and process.
 - vii) Functional fields of environmental health.
 - viii) Environmental health planning.
 - ix) New activities or skills in response to new regulatory or policy initiatives by Maryland Department of the Environment (MDE) and the Department of Mental Health and Hygiene (DHMH.)
- c) **Specific Topics:** "Environmental Health" course subjects acceptable to the Board are listed in the National Environmental Health Associates (NEHA) registration examination domains and/or sub-domains. They are listed at the end for a quick reference (as of 18 September 2009).

5) Acceptable Proof Of Attendance / Completion

- a) Courses, workshops, or seminars in topical areas outside of the NEHA domains may be approved after Board review. The educational institution or attendee must apply for and obtain approval to be credited. (Presenters can submit 60 days before the scheduled training, and attendees up to 60 days after course completion.)
- b) Courses Offered by an Approved Training Agency, professional organization, or regulatory entity will be credited with actual clock hours of instruction:
 - (1) If the agency has submitted the Request for Course Approval form with an agenda, syllabus, or other course material before the scheduled training and received Board approval;
 - (2) The Sanitarian-In-Training (SIT) or Registered Sanitarian (RS) applies after the training with the same type of documentation.
- c) Other Courses:
 - (1) Credit hours for Agency sponsored vendor product demonstrations, policy and/or procedure reviews, communications conferences, and technology workshops must be Board reviewed before approval.
 - (2) Courses by long-distance learning, stored media audio/video, on-line course offerings, teleconferences and other extension studies must offer certificates of completion or graded final exams for Board consideration for credit hours.

6) Request for Continuing Education.

- a) Each registered environmental sanitarian shall be responsible for submitting proof of training to the Board. Sanitarians should retain copies of their proof of attendance and credit hours for the duration of each renewal period. The attendee must submit a Request for Course Approval form with at least an agenda, syllabus, or other course documents showing the course content within 60 days of course completion. All requests must demonstrate successful course completion or attendance of the full session.
- b) The Request for Course Approval must include as much of the following information as available:
 - (a) The course title and number by the accredited agency
 - (b) Assigned CE, clock hours, or credits by the accredited agency
 - (c) Web address that shows the course listing

**MARYLAND STATE BOARD OF ENVIRONMENTAL SANITARIANS
CONTINUING EDUCATION POLICY**

- (d) An ISBN number if available
- (e) A course agenda or syllabus Transcripts or grade cards
- (f) Maryland State Board of Environmental Sanitarians Certificate of Attendance card with pre-approved certifier's signature
- (g) A certificate signed by the instructor / sponsor after satisfactory completion of the training
- (h) Other documentation required by the Board to establish that training was actually received by the applicant.
- (i) Specification as to which examination practice domain and /or sub-domain the training is to be credited.

7) Rejection of Credit:

The Board may reject requests for credit hours if the following criteria apply:

- (1) Requests received with only receipts for payment of tuition, fees, registration, etc. as course completion documents.
- (2) Courses or material cannot be assigned to any recognized examination domain or sub-domain, or subjects initiated at the request of DHMH or MDE, or
- (3) Courses or materials which, while they may be assignable to a recognized domain or sub-domain, treat the subject in a manner that is unrelated to the current professional practice of an environmental sanitarian.
- (4) Participation in training sessions or drills which are practice routines and do not substantially increase knowledge or skills related to the practice of an environmental sanitarian.
- (5) Participation individually or as part of a team in regular program audits, research and/or writing grant applications, draft legislation and regulations, public information handouts, press releases, or other activities that are considered part of the practice of an environmental sanitarian.
- (6) Documents submitted do not demonstrate successful completion or full attendance

8) Announcement of Courses:

- a) The Board is not responsible for posting or soliciting training opportunities, but will consider posting web announcements for pre-approved courses. The professional organization and training link sections on the web page also list training opportunities; however these are not necessarily Board approved.
- b) Historical information for training courses approved by the Board may found by visiting the (rolling) list of approved CE posted to the MD ENV SAN website. This list is updated monthly. For additional information, please contact the Board office.
- c) The Board bears no responsibility for completeness or accuracy of training announcements and strongly suggests that prospective attendees verify course information before registering or attending. Sanitarians are responsible for utilizing the resources of the course sponsors and presenters to obtain advance notice of content to judge acceptance for credit hours.

9) LIST OF NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION LICENSE EXAM DOMAINS AND SUB-DOMAINS:

I – General Environmental Health

- a. Conduct Environmental Health investigations, inspections, & audits
- b. Conduct Epidemiological investigations
- c. Conduct samples and specimens for lab analysis
- d. Perform routine field tests and measurements

**MARYLAND STATE BOARD OF ENVIRONMENTAL SANITARIANS
CONTINUING EDUCATION POLICY**

- e. Plan land use
- f. Review construction plans
- g. Environmental microbiology
- h. Contamination control

II – Food Inspection

- a. Inspection and investigation of food establishments
- b. Food safety, protection, quality and storage
- c. Temporary events with food service
- d. Transportation of food

III – Wastewater

- a. Conduct investigations of wastewater management systems

IV – Solid and Hazardous Waste

- a. Knowledge of waste management systems
- b. Conduct waste management investigations
- c. Public education

V – Potable Water

- a. Conduct sanitary surveys of potential or existing water systems and Watersheds

VI – Institutions and Licensed Establishments

- a. Understand the health hazards and sanitation problems of institutions
- b. Conduct Epidemiological investigations of institutions
- c. Conduct investigations of facilities, institutions, and licensed establishments

VII- Vectors, Pests and Poisonous Plants

- a. Develop controls for vectors, pests, and poisonous plants

VIII – Swimming Pools and Recreational Facilities

- a. Inspect swimming pools, hot tubs, and spas
- b. Inspect natural recreation areas and facilities
- c. Amusement parks and temporary mass gatherings

IX – Statutes, Regulations, and Standards

- a. Knowledge of source and nature of legal authority
- b. Knowledge of law concerning inspections (search warrants, rights of entry, seizures, etc.)
- c. Knowledge of lawfulness of agency administrative actions
- d. Evaluate compliance with appropriate federal laws
- e. Knowledge of standards (ISO, UL, NSF, etc.)

X – Housing

- a. Conduct investigations of public and private housing

XI – Hazardous Materials

- a. Conduct investigations of hazardous materials

MARYLAND STATE BOARD OF ENVIRONMENTAL SANITARIANS
CONTINUING EDUCATION POLICY

XII – Radiation Protection

- a. Conduct investigations of radiation hazards

XIV – Air Quality and Noise

- a. Assess ambient air quality
- b. Survey noise control

XV – Disaster Sanitation and Emergency Planning

- a. Prepare in advance for disasters
- b. Assist with management of disaster situations
- c. Assist with post-disaster management

History:

Team review: 10/30/2008

First Board meeting review: 2/4/2009

Second Board meeting review and edits: 6/3/2009

Board approval of draft policy: 10/7/2009

Board approval of final policy: 11/4/2009

Counsel Review: declined

Chair: Elizabeth A. Scott 5 March 2010
Elizabeth Ann Scott, MPH, RS, REHS, Term expires 6/30/2010 DATE

Vice Chair: William E. Peterson 3/9/2010
William Peterson, RS, REHS, Term expires 6/30/2013 DATE

Secretary: Ann Caldwell 04/07/2010
Ann Caldwell, RD, LDN, Term expires 6/30/2011 DATE