

**CALIFORNIA DEPARTMENT
OF
PUBLIC HEALTH**



Application Package

**FOR APPROVAL AS A CONTINUING EDUCATION
ACCREDITATION AGENCY FOR REGISTERED
ENVIRONMENTAL HEALTH SPECIALISTS**

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Instructions and Checklist

- Complete application form.
- Complete Evaluators of Continuing Education (CE) Providers form.
- Provide written documentation demonstrating the procedures utilized guaranteeing that Recognized Providers (RPs) meet the requirements of section 65807 of the continuing education (CE) regulations. This describes what is done prior to approving RPs. (Include application used; teaching qualification form; minimum education and/or experience requirements – bachelor's or master's degree, specific subject area experience; request for and review of syllabus.)
- Provide documentation of your organization's commitment to continuing education. [see Application Guidelines, Accreditation Agency (2)]
- Provide the name and contact information of the individual who will oversee the administration and coordination of continuing education courses and all Recognized Providers.
- Explain your organization's method for monitoring the content, faculty, education, methods, and quality, to determine compliance of RPs with the requirements of CE regulations section 65807. This is done once the RP is approved and is teaching the course. (Include review of course content and evaluation of instructor and course by staff through classroom visitations and student evaluations.)
- State your organization's procedure for maintaining current list of RPs. (Specify the type of database or computer program used or if this will be handwritten.)
- State your organization's procedure for handling complaints regarding RPs or their coursework. (Include the process and who they notify.)
- Submit this application package to:
California Department of Public Health
Environmental Health Specialist Registration Program
Accreditation Agency Application
MS 7404
PO Box 997377
Sacramento, CA 95899-7377



REGISTERED ENVIRONMENTAL HEALTH SPECIALIST (REHS)



APPLICATION FOR A CONTINUING EDUCATION ACCREDITATION AGENCY FOR REGISTERED ENVIRONMENTAL HEALTH SPECIALISTS

Applicant Number:		Date Submitted:	
New Accreditation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Renewal? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Organization Name:			
Organization goals:			
Street Address:			
City:		State:	Zip Code:
Phone Number:		Fax Number:	
Email Address:			
Mailing Address (If different from Business Address):			
City:		State:	Zip Code:
Organization Contact:		Title:	
Phone Number:		Fax Number:	
Email Address:			
Overseer of Con-Ed Courses/Providers:		Title:	
Phone Number:		Fax Number:	
Email Address:			
Name of Signer:		Title:	
Signature:		Date:	

Evaluators of Continuing Education Providers

Name of Evaluator	Title	Experience

Definition of Terms

Accreditation Agency – an organization approved by California Department of Public Health (CDPH) pursuant to section 65806, which evaluates and grants approval to providers of continuing education and who will comply with the standards established under sections 65806 and 65807.

Approved Coursework – continuing education courses that have been approved by an Accreditation Agency.

Contact Hour – the actual time a REHS participates in continuing education offered by an approved provider, utilizing the following conversion standards:

- | | |
|---|--------------------|
| (a) 50-60 minutes | = 1 contact hour |
| (b) 0.1 continuing education unit (CEU) | = 1 contact hour |
| (c) 1 quarter unit | = 10 contact hours |
| (d) 1 semester unit | = 15 contact hours |

Continuing Education Provider – name given to applicants before they are approved by an Accreditation Agency to be a Recognized Provider.

Recognized Provider – a provider of continuing education courses that meets the provisions of section 65807 and is approved by an Accreditation Agency.

REHS – a registered environmental health specialist educated and trained within the field of environmental health as defined in section 106615(c) of the Health and Safety Code.

Application Guidelines

Accreditation Agency

- (1) An organization seeking to become a continuing education accreditation agency for registered environmental health specialists must submit written documentation demonstrating to the California Department of Public Health (CDPH) that procedures are utilized guaranteeing that Recognized Providers meet the requirements of section 65807. The Accreditation Agencies may choose to fulfill recordkeeping requirements of the Recognized Provider. Each requirement must be addressed in the application, ensuring that procedures are in place and the organization is prepared to evaluate and approve Continuing Education Providers.
- (2) Any organization seeking to become an Accreditation Agency must document their commitment to continuing education by submitting written evidence. This evidence shall consist of (1) statement of the organizational philosophy, (2) mission statement, (3) educational program overview, (4) diagram of organization's organizational structure, and (5) information on the program administration. These documents are considered to be essential for CDPH to

determine the commitment of resources and time needed to evaluate and approve Recognized Providers.

- (3) An organization seeking Accreditation Agency status with CDPH must have a designated individual to oversee the administration and coordination of continuing education courses and all recognized providers. This individual would be (1) responsible for administering the program following CDPH requirements, and (2) be responsible for facilitating all communication between the organization and CDPH.
- (4) An organization seeking Accreditation Agency status with CDPH must have a documented method for monitoring the content, faculty, education, methods, and quality, to determine compliance of recognized providers with the requirements of continuing education regulation section 65807. The following methods are considered to be acceptable: examinations of course participants, evaluations of the course by participants, evaluation of the course provided by a member of the Accreditation Agency. The Accrediting Agency would be required to demonstrate a mechanism for handling complaints and to ensure that courses which failed to meet the criteria stated would no longer be approved.
- (5) The organization makes specific that CDPH has the authority upon receipt and review of the required documentation to approve organizations as accrediting agencies upon the determination that the requirements of section 65806 are met.
- (6) The organization makes specific that an accrediting agency shall be subject to review by CDPH to determine adherence to the above requirements. This section provides the authority of CDPH to revoke approval if an accrediting agency fails to perform in accordance with the above requirements or its terms of approval.
- (7) An organization seeking to become an Accreditation Agency must indicate how they plan to advertise to potential continuing education providers.

Approval of Recognized Providers

Following is the minimum criteria that accrediting agencies must utilize in approving providers of continuing education:

- (1) The instructor(s) presenting the course must be competent in the subject matter being presented. The qualifications of the instructor can be assessed by review of his/her curriculum vitae or other similar documentation. Following review of the instructor's qualifications, it must be determined by the Recognized Provider whether the instructor has sufficient education, training, and experience to present the proposed continuing education program to its intended audience. There are a number of mechanisms that could be used such as: the successful presentation of similar coursework or recommendations from the instructor's colleagues.

- (2) The continuing education course must be a minimum of 50 minutes in duration. A course less than 50 minutes in duration would not allow sufficient time for the participants to obtain enough information to enhance their knowledge of a particular subject.
- (3) The topics and subject matter included in coursework must be relevant to the scope of practice of a Registered Environmental Health Specialist (REHS) [Section 106615(e) of the Health and Safety Code for a REHS]. Topics and subject matters for continuing education shall include the following: food protection, solid waste management, liquid waste management, medical waste management, water supply, housing and institutions, bathing places, vector control, hazardous materials management, underground tanks, air sanitation, safety and accident prevention, land development and use, disaster sanitation, electromagnetic radiation, milk and dairy products, noise control, occupational health, rabies and animal disease control, recreational health, bioterrorism, emergency preparedness, lead poisoning, cardiopulmonary resuscitation, epidemiology and communicable diseases, public health, environmental health administration and management.
- (4) Educational objectives must be included in the course outline. These objectives must clearly describe the information that the participant can expect to obtain from the course. This requirement ensures that the provider has a clear understanding of the material to be presented, how the course is organized, and that the learning outcomes have been defined. The participant can review the objectives and determine if the continuing education program being offered will meet their needs.
- (5) The teaching methods and techniques used for the continuing education course must be sufficient to meet the educational objective for the course. The appropriate teaching methods and techniques need to be applied to ensure that the outcome of the learning experience meets the objectives stated in the course outline.

Recognized Providers

- (1) Any individual or organization that desires to present a continuing education program and award continuing education credit recognized as acceptable to CDPH must be approved as a Recognized Provider by an Accrediting Agency approved by CDPH.
- (2) Recognized Providers of continuing education must provide participants with a certificate that documents the successful completion of the course offered. The certificate shall contain the name of the participant and name of the provider, title of the course, number of contact hours, date of completion, course expiration date (time period course is approved), course number and the name of the Accreditation Agency. It is important for participants to have an official record of their participation in each continuing education course in order for them to keep track of the number of hours accrued as of a given date. Additionally, should a

REHS be audited, he/she must present documentation of his/her participation in the continuing education course listed on their biennial renewal.

- a) For live programs, acceptable documentation of participation include attendance certificates, rosters, sign-in sheets, completed program evaluation forms, or signed verification forms.
 - b) For home study, web based training and other mediated instructional approaches, acceptable documentation of participation includes certificates, the use of a post-testing procedure in which a pre-established proficiency level exists and certificates are awarded only upon attainment of the pre-specified minimum proficiency level.
- (3) Providers of continuing education are required to retain records of participants' attendance for five years. Information required in the records are the name of the participant, title of the course, duration of the course, date of completion, and course number.
- (4) When two or more providers sponsor a program, one of the providers must be a Recognized Provider, and as such will be identified as the administrator of the records. This provider must be responsible for issuing certificates to participants and maintaining any records required. This requirement should reduce any confusion that might result from having continuing education records for the same course in several different locations.

Waiver of Requirement

This section specifies that renewal of REHS registration is dependent upon completion of the continuing education requirement, except that an exemption to continuing education can be obtained under certain conditions. The intent of this subsection is to allow reasonable accommodation for those rare situations in which registrants do not complete approved continuing education because of circumstances which render completion extremely difficult. Specifically, an exemption will be granted when there is a serious illness or for military duty. An inactive, retired REHS as described in Health and Safety Code Section 106695 is exempt from the continuing education requirement.

- (1) Upon receipt of a request for an exemption from continuing education requirements, CDPH shall inform the REHS in writing that the request is either complete and accepted for review, or that it is deficient with specific information or documentation that is required to complete the request.
- (2) Upon receipt of a completed request, CDPH shall inform the REHS in writing if the request has been approved or denied.

Note: After an application packet is received from an organization, CDPH will inform them in writing that their application is complete and accepted for review, or that it is deficient with specific information or documentation that is required to complete the application. When a complete application is received, CDPH will inform the organization in writing whether they are approved as an accreditation agency.

Complaints

The California Department of Public Health (CDPH) has an obligation to assure that all Continuing Education Accreditation Agencies for Environmental Health Specialists conduct their affairs with honesty and frankness. Complaints from other organizations, Recognized Providers, Registered Environmental Health Specialists (REHS) or the public against an Accreditation Agency shall be placed in writing in detail by the complainant and submitted to CDPH. The complaint shall be submitted to CDPH for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

The Environmental Health Specialist Registration Program at CDPH shall, based upon the complaint, the response, and information from such further investigation deemed necessary, promptly determine the facts surrounding the issue, determine the validity of the complaint, and resolve the issue. The timeframe for resolution is generally within six months.

The procedure shall provide for treatment of complaints in a timely manner that is fair and equitable to all parties. The complainant shall be advised of the decision or action as soon as possible. When CDPH has evidence that any Accreditation Agency is acting in an unethical manner or is deliberately misrepresenting itself to Recognized Providers, REHSs or the public, it will investigate the matter and provide the Accreditation Agency an opportunity to respond to the allegations. If, on the basis of such investigation, after notice to the Accreditation Agency and opportunity for the Accreditation Agency response, CDPH finds an Accreditation Agency has engaged in unethical conduct or that its integrity has been seriously undermined, CDPH will either:

- a) Request that the Accreditation Agency show cause, within a state time period, why adverse action should not be taken, or
- b) In extreme cases, immediately discontinue its relationship with the Accreditation Agency by denying or withdrawing accreditation status.

A complaint against an Accreditation Agency for Environmental Health Specialists must be related to the policies and procedures of continuing education for environmental health specialists and must be submitted in writing to CDPH, Environmental Health Specialist (EHS) Registration Program. When a complaint is received, it will be submitted to the Accreditation Agency affected for response. If, thereafter, based upon the complaint and the response, the EHS Registration Program determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the Accreditation Agency, and the matter is treated as resolved.

Anonymous complaints pertaining to accreditation matters are retained and, depending on circumstances, may or may not be forwarded to the Accreditation Agency involved, depending somewhat on the severity of the complaint. This decision is made by the EHS Registration Program. Where a complainant has threatened or filed legal action against an Accreditation Agency, CDPH will hold complaints in abeyance pending resolution of the legal issues and the complainant will be so advised.

CDPH has an obligation to respond to any complaints which may be lodged against it by any organization or REHS in respect to the application of CDPH standards, policies and procedures where the complaining party is directly affected thereby. Any such complaint shall be submitted in writing. The EHS Registration Program shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter. The timeframe for resolution is generally within six months.