Chapter 23. Continuing Education for Registered Environmental Health Specialists.

Article 1. Definitions

Adopt Section 65800 to read:

Section 65800. Accreditation Agency.

"Accreditation Agency" means an organization approved by the Department pursuant to section 65806 to evaluate and grant approval to providers of continuing education in accordance with the requirements established at section 65807.

NOTE: Authority cited: Sections 106610, 106705 and 131200, Health and Safety Code.
Reference: Sections 106705, 131050, 131051 and 131052, Health and Safety Code.

Adopt Section 65801 to read:

Section 65801. Approved Coursework.

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

NOTE: Authority cited: Sections 106610, 106705 and 131200, Health and Safety Code. Reference: Sections 106705, 131050, 131051 and 131052, Health and Safety Code.

Adopt Section 65802 to read:

Section 65802. Contact Hour.

"Contact Hour" means the actual time a REHS participates in approved coursework offered by a recognized 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.

NOTE: Authority cited: Sections 106610, 106705 and 131200, Health and Safety Code. Reference: Sections 106705, 131050, 131051 and 131052, Health and Safety Code.

Adopt Section 65803 to read:

Section 65803. Recognized Provider.

"Recognized Provider" means a provider of approved coursework that meets the provisions of section 65807 and is approved by an Accreditation Agency.

NOTE: Authority cited: Sections 106610, 106705 and 131200, Health and Safety Code. Reference: Sections 106705, 131050, 131051 and 131052, Health and Safety Code.

Adopt Section 65804 to read:

Section 65804. REHS.

"REHS" means a registered environmental health specialist as defined in section 106615(c) of the Health and Safety Code.

NOTE: Authority cited: Sections 106610, 106705 and 131200, Health and Safety Code. Reference: Sections 106705, 131050, 131051 and 131052, Health and Safety Code.

Article 2. Continuing Education Requirements

Adopt Section 65805 to read:

Section 65805. Continuing Education Requirements for Renewal of Environmental Health Specialist Registration.

(a) At the time of biennial registration renewal each REHS shall submit written documentation that he or she has completed a minimum of 24 contact hours of approved coursework within the 24 months immediately preceding the date of expiration. The first 24 month period during which an REHS shall complete the contact hours shall begin on the first day that occurs: after this section initially becomes effective; and 24 months prior to the next expiration date of the certificate.

(b) Each REHS shall retain certificates of completion issued by accreditation agencies or recognized providers for five years following completion of the approved coursework.

(c) A REHS may apply in writing to the Department for an exemption from the continuing education requirements. Exemptions may be granted on the basis of serious illness or military duty. A person registered as an inactive retired REHS as specified in Health and Safety Code section 106695 shall be exempt from the continuing education requirement.

(d) During the 24 months prior to his or her biennial renewal an instructor may request continuing education credit only one time per approved coursework that the instructor teaches.

NOTE: Authority cited: Sections 106610, 106705 and 131200, Health and Safety Code. Reference: Sections 106705, 131050, 131051 and 131052, Health and Safety Code.

Adopt Section 65806 to read:

Section 65806. Accreditation Agencies.

(a) An individual or organization seeking approval to operate as an Accreditation Agency shall submit a written request to the Department. The request shall include documentation of the following:

(1) The organization's name, address, telephone number, and owner name(s).

(2) A written plan demonstrating how the agency will meet the requirements of this section and enforce the requirements of section 65807 to include: procedures for monitoring course content, education methods and the recognized providers' compliance with the approved coursework requirements stated in section 65807.

(3) The person designated by the organization to be responsible for overseeing the administration and coordination of approved coursework and all recognized providers.

(4) A clearly defined process for responding to complaints about recognized providers and the ability to produce specific outcomes that assure that recognized providers comply with section 65807.

(b) An approved Accreditation Agency shall have the following responsibilities:

(1) Maintain a list of the names and addresses of the persons designated as responsible for the recognized provider's continuing education program. The Accreditation Agency shall require that any change in the designated responsible person shall be reported to the Accreditation Agency within 15 days of the effective date of such change.

(2) Notify the Department of names, addresses and responsible party of each recognized provider.

(3) Re-evaluate the coursework in response to complaints concerning activities of any of its recognized providers or the approved coursework.

(4) Review a minimum sample of ten percent of all approved coursework offered by each recognized provider, but not less than one course per year, to determine compliance with this article. Report the findings of each review to the Department annually.

(5) Assure that all approved coursework offered by its recognized providers meets the continuing education requirements as set forth in section 65807.

(6) Provide attendance records of REHS participants upon request of the Department.

(c) Failure of an Accreditation Agency to enforce the requirements of this article shall constitute cause for revocation of approval by the Department. Departmental action shall be in accordance with the administrative adjudication provisions of Chapter 4.5 (commencing with Section 11400) and Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

NOTE: Authority cited: Sections 106610, 106705 and 131200, Health and Safety Code.
Reference: Sections 106705, 131050, 131051 and 131052, Health and Safety Code.

Adopt Section 65807 to read:

Section 65807. Requirements for Recognized Providers.

(a) An individual or organization seeking to provide continuing education courses as a recognized provider shall apply in writing to a Department-approved Accreditation Agency. The request shall include documentation of the following:

(1) The organization's name, address, telephone number, and owners' names.

(2) A course or teaching plan demonstrating that the course and providers meet the requirements of section 65807(c).

(3) The person designated by the organization to be responsible for overseeing the administration and coordination of continuing education courses.

(b) Upon receipt of written approval from the Accreditation Agency, a continuing education provider shall represent itself as a recognized provider.

(c) The recognized provider is responsible for assuring the educational quality of its approved coursework and shall demonstrate the ability to meet the following requirements:

(1) Topics and subject matter for approved coursework shall be pertinent to the scope of practice as described in section 106615 (e) of the Health and Safety Code for a REHS. Topics and subject matters for approved coursework shall include the following:

(A) Food protection.

(B) Solid waste management.

(C) Liquid waste management.

(D) Medical waste management.

(E) Water supply.

(F) Housing and institutions.

(G) Bathing places.

(H) Vector control.

(I) Hazardous materials management.

(J) Underground tanks.

(K) Air sanitation.

(L) Safety and accident prevention.

(M) Land development and use.

(N) Disaster sanitation.

(O) Electromagnetic radiation.

(P) Milk and dairy products.

(Q) Noise control.

(R) Occupational health.

(S) Rabies and animal disease control.

(T) Recreational health.

(U) Bioterrorism.

(V) Emergency preparedness.

(W) Lead poisoning.

(X) Cardiopulmonary resuscitation.

(Y) Epidemiology and communicable diseases.

(Z) Public health.

(AA) Environmental health administration and management.

(2) Approved coursework shall have written educational goals and specific learning objectives.

(3) Speakers and instructors shall have education, training, and/or experience in the topics and subject matter listed in subsection (c)(1).

(4) Approved coursework shall have a syllabus that provides a general outline of the course. The syllabus shall contain at a minimum, the instructional objectives for each course and a summary containing the main points for each topic.

(5) All approved coursework shall identify and document the functions of each speaker or instructor.

(6) Promotional materials and advertisements shall include sufficient information to determine:

(A) the educational goals and specific learning objectives of the approved coursework.

(B) the intended audience.

(C) the speakers, instructors and their credentials.

(D) the number of continuing education contact hours.

(E) the name of the Accreditation Agency and recognized provider.

(d) Recognized providers shall evaluate the effectiveness of their approved coursework to determine whether the objectives required under section 65807(c) were met. This evaluation shall include a written evaluation by the participants, and/or pre- and post-examination(s).

(e) The recognized provider shall be required to maintain attendance records of approved coursework for five years following completion of the coursework.

(1) For live programs, acceptable documentation of participation includes attendance rosters, sign-in sheets, completed program evaluation forms, or signed verification forms.

(2) For home study, web based training and other mediated instructional approaches, acceptable documentation of participation includes 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.

(f) All recognized providers shall furnish certificates of completion to all successful participants. 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, course number and the name of the Accreditation Agency.

(g) All coursework shall be approved at least 15 days prior to the course being offered. The proposed course shall be submitted to the Accreditation Agency for a determination that the coursework meets the requirements set forth in this section. A recognized provider's approved coursework shall be valid and accepted for three years following the initial presentation.

(h) Failure of a recognized provider to meet one or more of the requirements set forth in this section shall constitute cause for revocation of approval by the Accreditation Agency. The Department shall have the final authority in cases of dispute regarding revocation. Departmental action shall be in accordance with the administrative adjudication provisions of Chapter 4.5 (commencing with Section 11400) and Chapter 5

(commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

NOTE: Authority cited: Sections 106610, 106705 and 131200, Health and Safety Code. Reference: Sections 106705, 131050, 131051 and 131052, Health and Safety Code.

Adopt Section 65808 to read:

Section 65808. Provider Audit Requirements.

(a) Upon request by the Department, the Accreditation Agency shall review selected approved coursework offerings. Within 15 days of receipt of written notification from the Accreditation Agency, the recognized provider shall submit all material requested by the Accreditation Agency to review the approved coursework. The materials shall include the name of the recognized provider, the course description and syllabus, educational goals and specific learning objectives, contact hours, evaluation method, promotional materials and advertisements, name and credentials of the speaker(s) or instructor(s), and past course evaluations and/or summary of pre and post examinations. The material shall be evaluated by the Accreditation Agency to determine whether the program meets the requirements in section 65807(c).

NOTE: Authority cited: Sections 106610, 106705 and 131200, Health and Safety Code. Reference: Sections 106705, 131050, 131051 and 131052, Health and Safety Code.