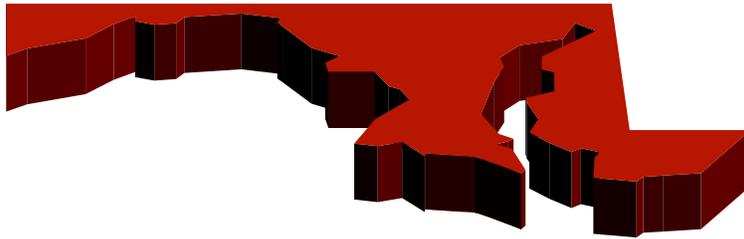


## BOARD OF ENVIRONMENTAL HEALTH SPECIALISTS



### Continuing Education Submittal / Review / Approval Process

**Note:** In order to help expedite your course review and approval for CEU credit, please submit the following information outlined below. Timely submittal of completed training will help the Board staff to post new and prior approved courses quickly and help ensure a smooth license renewal process.

Process for reviewing and approving courses/training/field exercises, etc., for submissions to the Board of Environmental Health Specialists

1. CEU committee to be staffed by a minimum of 3 Board members, assigned by the Chair Person of the Board.
  - a. One member will be assigned as the Committee Chair (Designee)
    - i. Chair Person of the Board may be advised of submissions for **'Request for Training Approval'**, but committee will determine approval
    - ii. Chair Person of the Board should be involved with exceptions or challenges regarding decisions made by the committee but not be part of the initial review /approval process
2. **'Request for Training Approval'** may be made by a training sponsor, trainer, and/or trainee and is submitted to the Board Administrative Staff (Staff) for initial processing and distribution. Forms for "Training Approval" are available for download on the Board's website (see item #11 below on how to access the website).

**Ultimately, it is the responsibility of each licensed Environmental Health Specialist (EHS) to provide for the submission of proof of all approved training to the Board.**

- a. Staff will ensure that the following is received as part of the **'Request for Training Approval'**:
  - i. Course Name
  - ii. Course Description
  - iii. Applicability of Course/Training to EHS Certification
  - iv. Learning Objectives/Outcomes
  - v. Length of Course

- vi. Times and Date(s) of Course Delivery
  - vii. Trainer's Name
  - viii. Proof of Attendance (a certificate or other documentation signed by the instructor or sponsor of the training, attesting to the satisfactory completion of the training) to include:
    1. Name of Trainee
    2. Affiliation (for example: MDE, company name, self)
    3. Contact Information (to include: address, e-mail and telephone number)
    4. EHS Number
3. Staff will send the completed '**Request for Training Approval**' to Designee on the CEU sub-committee.
  4. Designee will handle initial review. If appropriate backup is available and needed, submittals will also be forwarded to committee members for review.
  5. Committee members to respond (e-mail, phone review, or in meeting format – as determined by members) to Designee on the following:
    - i. Approved/Disapproved
    - ii. Reason if Disapproved
    - iii. Number of Hours Approved
  6. The majority vote designates approval/disapproval.
  7. Designee to gather reviewed results and e-mail approval status, with approved number of hours to Staff.
  8. At the next monthly Board meeting, Staff will provide an updated status report on CEUs approved/disapproved from the prior Board meeting.
    - a. Report to become part of meeting minutes
  9. Exceptions
    - a. Should the committee not come to an approval consensus the course will be referred by the Designee to the Board as a whole for review and subsequent approval / disapproval
  10. Approved training requests and corresponding CEU's awarded will be posted under the individual EHS listing on the Board's website.
  11. Go to [www.dhmf.maryland.gov/behs](http://www.dhmf.maryland.gov/behs) click on the Continuing Ed tab, on the right click on CEU Courses to view the approved courses and click on the CEU Hours to check your total credits and courses applied to your licensure.