

# The Board of E.H.S

Recent Changes, Updates and  
What's Next

June 17, 2015

# MARYLAND BOARD OF ENVIRONMENTAL HEALTH SPECIALISTS



# Board Authority is Found Under:

Article – Health Occupations

Title 21

Environmental Health Specialists

Regulatory Authority

COMAR 10.60.01-07

# Board Members

§ 21-202. The Board consists of 9 members appointed by the Governor with the advice of the Secretary, and with the advice and consent of the Senate. All Board members shall be residents of the State of Maryland. The term of a member will be 4 years.

**Of the 9 members, 7 shall be licensed Environmental Health Specialists appointed as follows:**

- 1 shall be employed by private industry
- 1 shall be employed by the Department of the Environment
- 1 shall be employed by the Department
- 1 shall be employed by a local Health Department and be employed under the State Personnel Management System
- 1 shall be employed by a local government and not be employed under the State Personnel Management System
- 2 shall be appointments at large
- 2 shall be consumer members

The Board generally meets the first Wednesday of each month

# Board Transition

In the 2011 Sun Set Report from the Department of Legislative Services (DLS), two recommendations for the Board of Environmental Sanitarians (BES) were made.

- One was to Sun-set the BES
- The other was to transfer the BES and its operation to the Department of Health and Mental Hygiene (DHMH) under the regulatory unit for Health Occupation Boards.

DLS proffered that the DHMH infrastructure for the Health Occupation Boards would better serve the BES mission and operation. During the 2012 legislative session the Maryland General Assembly proposed and passed legislation (HB 511) to transfer the BES and change its name to the Board of Environmental Health Specialists. The transfer was effective July 1, 2012 and completed during the FY 2013.

# HB 511 – Some Important Components

- Established the Board of Environmental Health Specialists – transferring those powers from Maryland Department of the Environment
- Established authority to enforce provisions of this title including: issuing subpoenas, summon witnesses and take affidavits about matters that relate to the Board
- Established a BEHS Fund – to cover the direct and indirect costs of fulfilling duties of the Board. The Board is now required to be self sufficient

With the passage of HB 511 (July 1, 2012) and the move to DHMH's Boards and Commissions, the Board raised it's licensing fee to add staff for the many responsibilities involved with the day to day operations of the Board. The following are positions that are now working for the Board:

Executive Director (Shared Staff)

Office staff (Full Time Position)

Database administrator/Webmaster (Shared Staff)

Network Support (Shared Staff)

Regulation Legislative Coordinator & Legal Counsel (Shared Staff)

Investigator (Shared Staff)

Note: The shared staff positions are shared between more than one Board.

# Board Actions / Milestones

## **Actions taken by the Board following the transfer:**

- **Creation of the Board's Webpage**

The Board's webpage address is [www.dhmf.maryland.gov/behs](http://www.dhmf.maryland.gov/behs) - All licensees should visit the webpage periodically as it contains a wealth of information.

- **Creation of a master "licensing" database**

All licensees, persons holding a certificate of eligibility and persons holding an in-training certificate are in a master database with their demographic information. Any changes to the demographic information should be sent to the Board staff in writing.

- **Creation of the Continuing Education Review Committee**

The Board has created a CEU Committee to consist of a CEU Chair and two other committee persons. All training for CEU's are reviewed for approval and CEU credits unless it has been approved in the past or has been approved as a recurring training.

There is a list of Approved Courses on the webpage as well as CEU hours for each licensee.

The licensee should check the **Approved Course List** for a training. If the course name is not on the list then the licensee would complete a **Request for Training Form** (found also on the webpage), and submit along with the course content or agenda to the Board staff for processing.

- **Continuing Education Review process guidelines**

The Continuing Education Submittal/Review/Approval Process is found on the Board's webpage. Click on the continuing education tab at the top. It is advantageous for all licensees to review this process as it helps to expedite any training for CEU's that have not already been approved.

- **Creation of Sponsor and Request for Training Forms**

These forms are found on the Board's webpage on the far right under Forms. The forms only need to be used if a training taken is not listed on the Approved Course Listing. If a training is listed on the Approved Course List the licensee will only need to submit their certificate of attendance.

- **Creation of the designated e-mail address for continuing education to be submitted**

The CEU designated e-mail address is [dhmf.behsceu@maryland.gov](mailto:dhmf.behsceu@maryland.gov) Any continuing education requests for approval or certificates of completion can also be faxed to 410-358-5674.

REQUEST FOR TRAINING APPROVAL BY TRAINING SPONSOR

Print Form

**Training Organization / Sponsor Information**

This Request for Training Approval by Training Sponsor is for training organizations who wish to submit their training to the Board of Environmental Health Specialists (EHS) for approval. Once approved, this request will be valid for the 2-year cycle when submitted.

Organization Name Requesting  
Training Approval \_\_\_\_\_

Contact \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Request \_\_\_\_\_

Course Name \_\_\_\_\_

Training Location \_\_\_\_\_

\*Number of hours trained (remove time for breaks and lunch)

Total Training Hours \* \_\_\_\_\_

Date & Times of Training \_\_\_\_\_

Will the program be repeated? \_\_\_\_\_

What proof will your organization provides the EHS with of successful completion of this training?

Certificate \_\_\_\_\_

CEUs: Clock Hours (or equivalent CEU's) \_\_\_\_\_

Others: (please explain)

**In order to determine if your course is applicable for Environmental Health Specialist's continuing education hours, please provide the following information. Attach copies.**

Advertising description of the training \_\_\_\_\_

Learning objectives/ learning outcomes \_\_\_\_\_

Trainer's Name \_\_\_\_\_

Trainer's Bio / Credentials \_\_\_\_\_

Agenda- attach agenda with topics covered \_\_\_\_\_

**Determine the Applicability of course /training to EHS Certification**

"Practice as an environmental health specialist" means, as a major component of employment, to apply academic principles, methods and procedures of the environmental, physical, biological, and health sciences to the inspections and investigations necessary to collect and analyze data and to make decisions necessary to secure compliance with federal, State, and local health and environmental laws and regulations specifically relating to control of the public health aspects of the environment. The environmental health specialist is required to obtain 20 clock hours of approved training for licensure renewal and submit proof to the board of said acquisition.

Check the appropriate topic matter this course is applicable to:

**Topics Approved for EHS Continuing Education Hours**

- The manufacture, preparation, handling, distribution, or sale of food and milk
- Water supply and treatment
- Wastewater treatment and disposal
- Solid waste management and disposal
- Vector Control
- Insect and rodent control
- Air Quality
- Noise Control
- Product Safety
- Recreational sanitation
- Institutional and residential sanitation
- Other Explain

**BOARD ACTION**

Review Date

All information provided (If not, return to applicant)

Approved For  Clock Hours

Disapproved

Reason for Disapproval

**REQUEST FOR TRAINING APPROVAL BY ENVIRONMENTAL HEALTH SPECIALIST FOR TRAINING  
COMPLETED**

**Fill in & Print Form**

This Request for Training Approval is for Environmental Health Specialists (EHS) who wish to submit training they have attended to the Board of Environmental Health Specialists for approval towards their 20 clock hours of Board Approved Training. Once approved, this request will be valid for the current renewal.

EHS Name \_\_\_\_\_ EHS Number \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Request \_\_\_\_\_

Course Name \_\_\_\_\_

Training Organization or Sponsor \_\_\_\_\_

Date & Time of Training \_\_\_\_\_

\*Number of hours trained (remove time for breaks and lunch)

Total Training Hours \* \_\_\_\_\_

Attach documentation proving you successfully completed this training and list it here.

Certificate \_\_\_\_\_

CEUs: Clock Hours (or equivalent CEU's) \_\_\_\_\_

Others: (please explain)

Training Location \_\_\_\_\_

If online provide Name of Agency \_\_\_\_\_

& Agency's web site \_\_\_\_\_

**In order to determine if your course is applicable for Environmental Health Specialist's continuing education hours, please provide the following information. Attach copies.**

Advertising description of the training \_\_\_\_\_

Learning objectives/ outcomes \_\_\_\_\_

Trainer's Name \_\_\_\_\_

Attach agenda with topics covered \_\_\_\_\_

**Determine the Applicability of course /training to EHS Certification**

"Practice as an environmental health specialist" means, as a major component of employment, to apply academic principles, methods and procedures of the environmental, physical, biological, and health sciences to the inspections and investigations necessary to collect and analyze data and to make decisions necessary to secure compliance with federal, State, and local health and environmental laws and regulations specifically relating to control of the public health aspects of the environment. The environmental health specialist is required to obtain 20 clock hours of approved training for licensure renewal and submit proof to the board of said acquisition.

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- Product Safety
- Recreational sanitation
- Institutional and residential sanitation
- Other Explain

**BOARD ACTION**

Review Date

All information provided (If not, return to applicant)

Approved For  Clock Hours

Disapproved

Reason for Disapproval

# **HB 556 State Board of EHS - Revisions**

Passed April 2015 – Effective October 2015

Repeals, Re-enacts and Amends Various Provisions of  
Article – Health Occupations Section 21

- Administrative Changes (§ 21-203 and § 21-204)
- Obtaining and Applying for a License (§ 21-302 and § 21-303)
- Expanded the Number of Laboratory Courses Acceptable for Educational Requirements (GIS and Soil Science)
- Allow for a Potential Reduction in In-training Time to Sit for the Exam with a Minimum 12 Months and Written Support from the Director
- Notification by the Licensee to the Board Within 60 Days of Change of Address

# **The Journey to Licensure**

## **Certificate of Eligibility**

- The application and minimum requirements are found on the Board's webpage under the licensing tab.
- Applicants need to complete the application and send it to the Board staff along with the application fee of \$100.00. Submit an official transcript from an accredited college or university attended.
- The Board staff will review the application and official transcript - if the minimum requirements have been met (see § 21-304 for educational requirements), the Board will issue a Certificate of Eligibility (COE).
- The C.O.E. expires 12 months after the issuance date (10.60.02.05) and may be renewed at 12 month increments if the certificate holder submits a request for renewal and pays the renewal fee.

## **E.H.S. In-training Certificate**

- When hired, the applicant should immediately have their supervisor complete the reverse side of their COE and return it to the Board staff.

# The Journey Continues

- An In-training Certificate is issued with an In-training period of 12 or 24 months based upon the number of approved science credits included on the official transcript.
- The In-training Certificate will have three dates on it:
  1. The applicants hire date (issue date)
  2. The expiration date of the certificate (3 years out from the issue date)
  3. The eligible to sit for the National NEHA Exam date; this will be after the determined In-training period has been completed.

## Sitting for the Exam

- When the In-training period is complete, have their supervisor complete the reverse side of the certificate and send it in to the Board staff. Once the completed In-training Certificate has been received, the Board staff will send the employee an application to sit for the next scheduled National NEHA Exam.
- The Board staff administers and proctors the exam three times a year (usually April, August and December).
- On-line examination is also available directly through NEHA.

# The Journey Ends – Licensure Begins

## Licensure

- Once you have passed the NEHA Exam (either through the scheduled Board exam dates or via on-line), submit any required documentation (which for on-line will include “The Score Report” and the NEHA Certificate of Registration) and pay the required fees to The Board.
- A license is issued with a expiration date specified on the license
- A license may be renewed for a 2 year period if the licensee:
  - Is entitled to be licensed
  - Pays to The Board the renewal fee set by The Board
  - Submits a renewal application
  - Submits proof that during the prior 2 year period, the licensee has acquired 20 hours of approved training in environmental health or other equivalent education as approved by The Board

# What's Next

## Further regulatory updates to COMAR (10.60.02 Licensing Procedures)

- Addresses Inactive or non-renewed status and reactivation (10.60.02.08-10)
- Describes criteria for a temporary employee including conversion to a permanent employee (10.60.05 Certificates)
- Other miscellaneous changes

## Summer/Fall 2015 into 2016 – Sunset Review Follow-up

- DLS review of Board's progress since 2011
- Seeking approval for another 10 year cycle

## Revisiting Classifications/Exemptions