

## BOARD OF ENVIRONMENTAL HEALTH SPECIALISTS



### Continuing Education Submittal / Review / Approval Process

1. A training sponsor, trainer, and/or trainee may submit a “Request for Training Approval” form to Board staff. The form is available for download on the Board’s website.
2. Upon receipt of a “Request for Training Approval” Form, Board staff will ensure that the following information is included on the form:
  - a. Course Name
  - b. Course Description
  - c. Applicability of Course/Training to Environmental Health Specialist Licensure
  - d. Learning Objectives/Outcomes
  - e. Length of Course
  - f. Times and Date(s) of Course Delivery
  - g. Trainer’s Name
  - h. Proof of Attendance (such as a certificate or other documentation signed by the instructor or sponsor of the training, attesting to satisfactory completion of training) that includes:
    - i. The Trainee’s name;
    - ii. Affiliation (i.e. MDE, company name, self)
    - iii. Contact information (to include e-mail, address, and telephone number)
    - iv. EHS Number
3. Board staff will then send the “Request for Training Approval” Form and any accompanying documentation to a subcommittee of the Board. The subcommittee will consist of at least two (2) Board members.
4. The subcommittee will review the documentation and decide whether to:
  - a. Approve the CEU, including the number of hours approved; or
  - b. Deny approval of the CEU.
5. If the subcommittee does not agree on whether to approve the CEU or decides to deny approval of the CEU, the CEU shall be presented to the full Board at the next scheduled Board meeting for review and final disposition.
6. The CEUs approved by the subcommittee shall be presented to the full Board at the next scheduled Board meeting for ratification.
7. The approved CEUs shall be posted under the individual’s continuing education record listed on the Board’s website.