

255 CMR 5.00: CONTINUING EDUCATION

Section

5.01: Establishment of Continuing Education Requirements

5.02: Standards for Continuing Education

5.03: Verification of Continuing Education

5.01: Establishment of Continuing Education Requirements

(1) As a condition for renewal of registration, a Registered Sanitarian shall complete 1.2 continuing education units, or 12 contact hours, of continuing education during each one-year period between registration renewals.

(2) A Registered Sanitarian, as part of his or her application for renewal of his or her registration, shall attest under penalty of perjury that he or she has completed the number of continuing education units required by 255 CMR 5.01. Such attestation shall be made on a form prescribed and provided by the Board.

(3) A Registered Sanitarian shall not be required to complete any continuing education in the calendar year in which he or she obtains his or her initial certificate of registration in order to obtain renewal of such registration for the following calendar year, but shall be required to comply with these continuing education requirements for all subsequent renewals.

(4) The Board may grant an extension of the time for completion of such continuing education to a Registered Sanitarian upon submission by the registrant of satisfactory proof of extenuating circumstances.

(5) If a particular continuing education activity is undertaken by a Registered Sanitarian in good faith, but continuing education credit for that activity is denied or disapproved by the Board, the Registered Sanitarian so affected shall be given one year from the date of the Board's decision to correct the deficiency. Verification of completion of an acceptable substitute activity shall be submitted to the Board within 60 days of its completion.

5.02: Standards for Continuing Education

A continuing education activity may be used to satisfy the continuing education requirements set forth in 255 CMR 5.01 only if it contributes directly to the professional competence of a Registered Sanitarian and meets all of the applicable standards set forth in 255 CMR 5.02.

(1) Methods of Obtaining Contact Hours. Continuing education contact hours shall be obtained as follows:

(a) By attending courses or seminars offered or sponsored by educational institutions or other recognized entities which have relevance to the duties and functions of a sanitarian, and for which academic credit or continuing education contact hours are granted by that entity. Such courses or seminars shall be taught by faculty who possess adequate knowledge of both the principles of adult education and the particular subject matter being taught;

(b) By attending programs, workshops, lectures or conferences offered or sponsored by a recognized entity. Such programs, workshops or conferences shall be relevant to public or environmental health, shall have well defined objectives, and shall be conducted by faculty who possess adequate knowledge of both the principles of adult education and the particular subject matter being taught;

(c) By teaching a particular course, conducting a seminar or workshop, or delivering a lecture for the first time; or

(d) By publishing an article or book relating to public or environmental health for the first time.

(2) Amount of Credit Earned. The amount of continuing education contact hours to be granted shall be determined as follows:

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- (a) A Registered Sanitarian who attends a course or seminar offered or sponsored by an educational institution which grants academic credit for that course or seminar shall earn 15 continuing education contact hours for each semester hour of academic credit received, and shall earn eight continuing education contact hours for each semester hour audited;
- (b) A Registered Sanitarian who attends a course or seminar offered or sponsored by any entity other than an educational institution which grants academic credit for that course or seminar shall earn a number of continuing education contact hours equal to the number of contact hours of instruction actually provided;
- (c) A Registered Sanitarian who attends a program, workshop, lecture or conference offered or sponsored by any recognized entity shall earn a number of continuing education contact hours equal to the number of contact hours of instruction or lecture actually provided;
- (d) A Registered Sanitarian who teaches a particular course or seminar, conducts a workshop, or delivers a lecture shall earn a number of continuing education contact hours equal to the number of contact hours of instruction or lecture actually provided;
- (e) A Registered Sanitarian who publishes a book, chapter or article relating to public or environmental health for the first time shall earn 12 continuing education contact hours for publishing a book; five continuing education contact hours for publishing a chapter of a book, or for publishing an article in a scientific or technical journal; and one continuing education contact hour for publishing an article in a newsletter published by a recognized entity.

(3) Acceptable Subject Matter. Appropriate subject matter for continuing education purposes shall include, but shall not be limited to, one or more of the following:

- (a) public health or environmental health science and practice;
- (b) public and environmental health education;
- (c) research in public and environmental health;
- (d) management, administration and supervision in public and environmental health services delivery;
- (e) social, economic, political or legal aspects of public and environmental health;
- (f) environmental health and consumer education;
- (g) subject matter which improves competency, is not specified on the foregoing list, and is related to one or more of the basic sciences.

Employee orientation or in-service training presentations concerning standard operating procedures specific to the employing agency or entity shall not be accepted for continuing education purposes.

5.03: Verification of Continuing Education

(1) Upon written request by the Board, a Registered Sanitarian shall furnish to the Board such information as the Board may require about any course, program, lecture, workshop, conference, book, article or other publication for which that Registered Sanitarian claims continuing education credit under 255 CMR 5.00. Such information shall be submitted on a form prescribed and provided by the Board, and shall include, but shall not necessarily be limited to, the information required by 255 CMR 5.03(3) or (4), whichever applies.

(2) The Board may request verification from a Registered Sanitarian of any continuing education activity which was undertaken not more than four years prior to the date of the last renewal of the affected individual's registration.

(3) A Registered Sanitarian who is requested to submit verification of a qualifying course, program, lecture, workshop or conference shall submit a written statement (or photocopy) which shall include the following information:

- (a) The name of the recognized entity which conducted or sponsored the course, program, lecture, workshop or conference;
- (b) The location of the course, program, lecture, workshop or conference;
- (c) The title and authorized number of the course, program, lecture, workshop or conference;
- (d) The date or dates of attendance;
- (e) The number of contact hours completed;

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- (f) The name and signature of the registrant;
- (g) The name and signature of an authorized representative of the recognized entity providing or sponsoring the activity; and
- (h) Such other information as the Board may reasonably require.

(4) A Registered Sanitarian requested to submit verification of published articles or books for which continuing education credit is sought shall submit the following information:

- (a) The title of the book, chapter or article and, in the case of a chapter or article, the title of the book or name of the journal or newsletter in which it appears;
- (b) The date of publication; and
- (c) The names of any co-authors.

The Board may require a Registered Sanitarian to provide a copy of the actual book, chapter or article for which continuing education credit is claimed.

(5) The Board shall not grant "recognized entity" status to any educational institution, professional organization or other entity, or grant continuing education credit for courses, programs, lectures, workshops or conferences conducted or sponsored by such an entity, unless that entity maintains written records pertaining to each such continuing education activity for a period of four years from the date the course, program, lecture, workshop or conference is conducted. Such records must be adequate to permit verification of any information submitted by a Registered Sanitarian pursuant to 255 CMR 5.03(3).

REGULATORY AUTHORITY

255 CMR 5.00: M.G.L. c. 13, § 52; c. 112, § 87MM.