

California Environmental Health Association

CEHA Recognized Provider Application Form

(10/18/2010)

All Recognized Providers (RP) applicants are required to read the following terms of agreement and complete the application below. Your application will be evaluated and you will be notified by e-mail of your status. Your application will be processed within 40 working days. However, additional time may be required to complete a full background check of your credentials.

CEHA strives to maintain the highest quality and standards in conduct and behavior. The CEHA Continuing Education Evaluators reserve the right to reject any applicants that fail to demonstrate or meet this requirement.

Terms of agreement for CEHA Recognized Providers:

- (1) All CEHA Recognized Providers shall be CEHA members in good standing. The annual registration fee will be required to maintain your RP status.
- (2) Individuals of partnered organizations with CEHA who desire to present a continuing education program and award continuing education credit recognized as acceptable to California Department of Public Health must apply to become a Recognized Provider and are subject item #1 above.* CEHA does not approve groups, agencies, organizations or corporations as a Recognized Provider.
- (3) All continuing education courses must be a minimum of 50 minutes in duration.
- (4) The topics and subject matter included in coursework must be relevant to the scope of practice of a Registered Environmental Health Specialist (REHS) [Section 106615(e) of the Health and Safety Code for a REHS]. Topics and subject matter for continuing education shall include the following: food protection, solid waste management, liquid waste management, medical waste management, water supply, housing and institutions, bathing places, vector control, hazardous materials management, underground tanks, air sanitation, safety and accident prevention, land development and use, disaster sanitation, electromagnetic radiation, milk and dairy products, noise control, occupational health, rabies and animal disease control, recreational health, bioterrorism, emergency preparedness, lead poisoning, cardiopulmonary resuscitation, epidemiology and communicable diseases, public health, environmental health administration and management.
- (5) Educational objectives must be included in the course outline. These objectives must clearly describe the information that the participant can expect to obtain from the course. This requirement ensures that the Recognized Provider has a clear understanding of the material to be presented, how the course is organized, and that the learning outcomes have been defined. The

information presented will be sufficient for the participant to review the objectives and determine if the continuing education program being offered will meet their needs.

- (6) The teaching methods and techniques used for the continuing education course must be sufficient to meet the educational objective for the course. The appropriate teaching methods and techniques need to be applied to ensure that the outcome of the learning experience meets the objectives stated in the course outline.
- (7) Recognized Providers of continuing education must provide participants with a certificate that documents the successful completion of the course offered. 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 (time period for which course is approved), course number and the name of the Accreditation Agency. It is important for participants to have an official record of their participation in each continuing education course in order for them to keep track of the number of hours accrued as of a given date. Additionally, should a RP be audited, he/she must present documentation of his/her participation in the continuing education course listed on their biennial renewal. Note, all members of the Continuing Education Committee or Chapter Officers shall act as auditors for any CE courses hosted by that chapter.
 - a) For live programs, acceptable documentation of participation include attendance certificates, rosters, sign-in sheets, completed program evaluation forms, and signed verification forms.
 - b) For home study, web based training and other mediated instructional approaches, acceptable documentation of participation includes certificates, 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.
 - c) If the course is sponsored by a CEHA Evaluator, that person/agency/organization shall be responsible for providing or overseeing acceptable documentation of participation including attendance certificates, rosters, sign-in sheets, completed program evaluation forms, and signed verification forms.
- (8) Recognized Providers shall be required to retain records of participants' attendance for five years. Information required in the records are the name of the participant, title of the course, duration of the course, date of completion, and course number.

When two or more providers offer a continuing education program/course, one of the providers shall assume the role as the primary Recognized Provider, and as such will be identified as the administrator of the records. The Primary Recognized Provider shall be responsible for providing or overseeing acceptable documentation of participation including attendance certificates, rosters, sign-in sheets, completed program evaluation forms, and signed verification forms. This requirement is to reduce any confusion that might result from having continuing education records for the same course in several different locations.

- (9) All course materials to be presented at any continuing education venue shall be submitted to the CEHA Continuing Education Committee Chair 40 working days prior to offering the course. All course materials will be reviewed and maintained on file for office use only. Submitted course materials will not be used or presented by any other person without consent of the author.

Failure to abide by these terms will result in the immediate termination of RP status.

Do you accept these terms: ___ Yes ___ No

Complete the following Items:

1. Exact spelling of your name, including professional “letters” following your name:
2. Job title/Organization, Corporation or Agency Name:
3. Home phone number (for emergency use only):
4. Cell phone number (also for emergency use only):
5. Work phone number:
6. Mailing address:
7. e-mail address:
8. Title and detailed description and course outline of each presentation/course/subject matter you plan to teach (you may include as many as you like). Please include the number of hours each presentation takes. Only those presentations/courses/subject matter that you provide will be allowed, upon approval by CEHA, for use as a CE course for CEHA:
 - a.
 - b.
 - c.
 - d.
 - e.
9. Documentation of your education/training/experience that states your qualifications/abilities to be an instructor for the above (CV, resume or certificate is acceptable):
10. Provide three (3) references and contact information of persons who have knowledge of your abilities to teach/instruct the presentation/course/subject material you have indicated:
 - a.
 - b.
 - c.

11. Permission to publish mailing address/work phone number/e-mail address on the CEHA website:
Yes ___ No ___

12. Permission to record any session/presentation (audio or video): Yes ___ No ___

13. Permission to publish presentation/course material on the CEHA website: Yes ___ No ___

14. Have you presented at the CEHA Annual Educational Symposium or CEHA Update in the past five years? Yes ___ No ___
Please indicate date(s) if yes:

15. Have you presented at any CEHA Chapter meetings or educational forums? Yes ___ No ___
Please indicate date(s) if yes:

In addition, all Recognized Providers are asked to provide the following supplemental information for posting on the CEHA website:

Biographical data (a brief synopsis of your education/training/experience):

A short description of your presentation/course (3 to 4 sentences):

A digital photo of yourself or logo (if organization/agency/corporation):

Recognized Provider Annual Registration Fees:

All Recognized Providers are required to be CEHA members in good standing. The annual fee for each RP shall be \$120.00. This fee will entitle you to be recognized as a CEHA Recognized Provider and will be listed on the CEHA website with the information provided from above. Advertisement for any presentation/course on the CEHA website requires a fee payment of \$20 per listed date.**

Return this completed application to: Darryl Wong at darryl.wong@ceha.org

*CEHA Evaluators may sponsor an individual, group, agency, organization, or corporation for a time limited training/educational event or on-line course. Note, CEHA evaluators shall be a CEHA Recognized Providers and shall assume the duties as the RP for such events or oversee RP duties as a proxy. CEHA Evaluators are not required to sponsor any individual, group, agency, organization or corporation and have the right to choose/refuse who they wish to sponsor.

**Fees and terms are subject to change.