

Procedures For "Voluntary Certification"
of Environmental
Health Specialists
in Missouri

INITIATED BY:

MISSOURI ENVIRONMENTAL HEALTH
ASSOCIATION

AND SPONSORED BY:

MISSOURI MILK, FOOD, AND ENVIRONMENTAL
HEALTH ASSOICATION

Effective Date: January 1, 1984
Procedure Manual Revision
March 31, 2009

The Missouri Environmental Health Association (formerly the Missouri Society of Professional Sanitarians) adopted these procedures on April 25, 1983. They are patterned after the “Recommended Model Registration Act for Sanitarians” developed by the Sanitarians Joint Council. The Sanitarian Joint Council is composed of representatives from the International Association of Food Protection, Inc. (IAFP), The National Society of Professional Sanitarian (now disbanded), and the Section on Environment of the American Public Health Association.

On October 5, 1989, The Missouri Environmental Health Association (MEHA) voted to transfer sponsorship of the Certification Board to Missouri Milk, Food, and Environmental Health Association.

On April 5, 1990, reflecting the increasing complexity and growing demand of environmental health professionals, the Missouri Milk, Food, and Environmental Health Association voted to change the name of the Missouri Board of Certification for Sanitarians to the Missouri Board of Certification for Environmental Health Professionals.

The initial effective date for these procedures was January 1, 1984, and revised procedures are effective March 31, 2009.

Address all correspondence to:
Missouri Board of Certification
c/o Randolph County Health Department
P.O. Box 488
Moberly, MO 65270

**PROCEDURES FOR VOLUNTARY
CERTIFICATION OF ENVIRONMENTAL HEALTH
PROFESSIONALS**

PART 1 – DEFINITIONS

The words and phrases defined below shall, when used in this policy have the following meanings, unless the context clearly indicates otherwise:

- A. "Appointing Authority" shall mean the Missouri Milk, Food and Environmental Health Association charged with program responsibility.
- B. "Board" means the Board of Certification for Environmental Health Professionals as created herein.
- C. "Certified Environmental Health Specialist" is an environmental health professional educated in the field of environmental health, physical and biological sciences, and who is specially trained to organize, implement and manage environmental health programs, and to carry out educational enforcement activities for the promotion and protection of the environment.
- D. "Scope of Practice" - the practice of health and environmental protection by Environmental Health Specialists with the meaning of this chapter may include, but not be limited to, the following areas of professional activities in the public or private sector: milk and food sanitation; public and private potable water supply; public and private waste water management; water recreational facilities; air quality; solid waste; hazardous waste; occupational health and safety; industrial hygiene; vector control; radiation protection; ionizing radiation control; land use; communicable disease control; and rabies control.

E. "Certificate of Certification" is a document issued as evidence of qualification and registration to practice as a certified environmental health specialist under this program, bearing the designation "Environmental Health Specialist" and showing the name of the person, date of issue, certificate number, seal, and signature of the members of the board hereby authorized to grant such certificates.

F. "Experience Requirements" mean on-the-job training and experience as stated in this program which all applicants must complete prior to obtaining eligibility for the examination.

G. "Continuing Education Unit" means the value given for ten contact hours (1 CEU) of participation in organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction approved by the board.

PART 2 - APPOINTING AUTHORITY

The appointing authority shall make initial appointments to the Board of Certification as provided in Part 3, no later than thirty (30) days following the effective date of the program, and such subsequent appointments as required.

PART 3 - BOARD OF CERTIFICATION

There is hereby created a Board of Certification for Environmental Health Professional to certify Environmental Health Specialists whose duties in public health and environmental health require knowledge and skills in the physical, biological, and environmental health sciences and whose professional pursuits and duties are necessary for the promotion of life, health, and well being of the community. The Board shall administer the provisions of this program.

PART 4 - BOARD MEMBERSHIP

The Board shall consist of seven members, appointed by the appointing authority, who shall reside or be employed in the state.

A. Five members, each of which shall be a practicing Certified Environmental Health Specialist with at least five years experience and have been certified under the provisions of this program. Subsequent appointees shall also meet such requirements until five years after the effective date of this program, at which time all appointees shall have been certified under the provisions of this program.

B. Two public members. The public members shall not have been engaged in any time in public health. Persons who were involved in a business or activity regulated by the profession shall become eligible to serve five years after terminating that involvement.

C. (Optional) Provisions may be made to provide one non-voting, ex-officio advisor, as necessary.

PART 5 - TERM OF OFFICE

The terms of the members of the Board shall expire as follows: two members, December 31, 1990; two members, December 31, 1991; and three members, December 31, 1992. Hereafter, appointments shall be for a three-year term. Board members may serve no more than two consecutive terms. Each member shall serve on the Board until the appointment and qualification of his/her successor or until one year shall have been elapsed since the expiration of the term for which he/she was appointed,

whichever comes first. Board members shall not be officers of the appointing authority. Vacancies occurring prior to the expiration of the terms shall be filled by appointment for the unexpired term. The appointment authority, upon recommendation of the Board, may remove an appointee member for misconduct in office, incompetency, neglect of duty, or other sufficient cause after due notice and a hearing with the appointing authority.

**PART 6 - BOARD ORGANIZATION,
DUTIES OF THE BOARD, OFFICERS,
COMPENSATION, SEAL, AND MEETINGS**

A. The members of the Board shall annually elect from their member, a chairman and vice chairman. The secretary-treasurer shall be appointed by the Board and continue in office at the pleasure of the Board.

1. It shall be the duty of the chairman to preside at all meetings, to set the agenda of such meetings, and to perform any other duties as needed.
2. It shall be the duty of the vice-chairman to preside at all meetings which the chairman is absent and to perform any other duties as requested by the chairman.
3. The secretary-treasurer shall collect fees and deposit in a fund established for this purpose, and to dispense funds as required.

B. The Board shall adopt such policies as are necessary to carry out this provision of the program.

C. The Board shall hold at least two meetings each year to review and evaluate applications for certification as Environmental Health Specialists, conduct examinations, review and approve all expenditures, prepare and approve reports, and transact all other business as may be necessary to carry out provisions of this program.

D. Applicants who have been found qualified as Environmental Health Specialists shall be issued certificates of certification to which the official seal of the Board has been affixed.

E. The Board may hold hearings for the purpose of administrative items and policies of such matter as may properly come before it, make the necessary determinations in conjunction therewith, and issue such orders as may be consistent with the findings. The Board may designate, as a hearing agent, one or more of its members or anyone certified under the provisions of this program or any other representative deemed appropriate by the Board.

F. A simple majority of the Board shall constitute a quorum, and special meetings of the Board shall be called by the secretary-treasurer upon written request by ten Certified Environmental Health Specialists.

G. All Board meetings shall be open to the public with the exception of Executive Board sessions to consider employee-personnel matters.

H. The members of the Board shall serve without compensation but may receive their actual and necessary

expense incurred in the performance of their duties on the Board, provided that no funds shall be dispensed for such purposes without the approved of the Board.

I. An annual audit shall be made of the Board's finances and the findings shall be incorporated in an annual report to the appointment authority. Copies of the annual report shall be available to all Certified Environmental Health Specialists.

PARTS 7 - RECORD OF PROCEEDINGS, REGISTER OF APPLICATIONS, REGISTER OF CERTIFIED ENVIRONMENTAL HEALTH SPECIALISTS

A. The Board shall maintain a record of proceedings, a current registry of all Certified Environmental Health Specialists in the State of Missouri that have been registered, and all applicants accepted in accordance with the provisions of this program.

B. The Board shall prescribe and provide an application for the use of all applicants which shall show:

1. The name of the applicant, place of residence, and date of application.
2. The name and address of employer or business connection.
3. Complete information of education and experience qualifications.
4. The date on which the applicant passed the certification exam and score.
5. The date on which the Board reviewed and acted upon the application.
6. Action taken by the Board.

7. The number of the certificate of certification issued to the applicant.
8. Other pertinent information, such as continuing education credits as may be deemed necessary by the Board.

Those certified under provisions of the program are responsible to assure that the Board has a current mailing address.

**PART 8 - QUALIFICATION FOR
EXAMINATION
FOR CERTIFICATION AS AN ENVIRONMENTAL
HEALTH SPECIALIST**

Any person desiring to be certified as an Environmental Health Specialist may make application to the Board on a form prescribed by the Board. The Board shall accept the application if accompanied by the required fees, from persons having met the following qualifications:

A. Candidate holds an Environmental Health Degree

1. You are eligible for the credential if you have a Bachelors, Masters, or Ph. D. from a college or university with an accredited Environmental Health Program.

B. Candidate holds a Bachelor's Degree

1. You are eligible for the credential if you have a Bachelor's Degree which includes:

- a. An algebra course or higher level math; and
- b. 30 semester/45 quarter hours in the basic sciences, i.e. courses in biology, physics, or other physical

sciences, sanitary engineering, environmental engineering; or food science courses; and

c. Two or more years of experience in environmental health.

PART 9 - APPLICATION/RENEWAL DISPOSTION OF FEES

A. Applications for certification as Environmental Health Specialist shall deposit a non-refundable application fee not to exceed \$25.00, as determined by the Board, at the time of making application for certification. The Board may also assess an additional non-refundable fee for the cost of the examination. The examination fee shall not exceed the actual cost of the examination.

1. All certificates shall expire on the renewal date unless renewed prior to such date.

2. A Certified Environmental Health Specialist shall, prior to renewal of the certificate, submit proof satisfactory to the Board that during the preceding two-years period he or she has informed themselves of the developments in the field of environmental health occurring since the issuance of renewal of their certification, whichever last occurred: by pursuing a course or courses in the environmental health field or by continuing education as approved by the Board or by other means deemed equivalent by the Board.

3. A Certified Environmental Health Specialist certified under the provisions of this program shall renew the certificate by paying a biennial non-refundable fee not to exceed \$15.00 as determined by the Board.

4. Said fee shall be due and payable within 30 days of the date of expiration for which a renewal certificate for the current year shall be issued.

5. Certification expired for failure to pay renewal fees or provide satisfactory proof of continuing education may be reinstated under the policies and guideline adopted by the Board.

B. Funds collected under the provisions of this program shall be used to pay compensation and expenses of the Board and for such other purpose as approved by the Board for the furthering of the educational and professional standards of the Environmental Health Specialists certified under the provisions of this program.

C. All other fees collected under the provisions of this program shall be paid into the treasury of the Board to be used by the Board in carrying out the provisions of this program. No part of this fund shall revert to the general treasury of the appointing authority.

PART 10 - EXAMINATION FOR CERTIFICATION

A. Only persons who meet the educational and experience requirement of Part 8, and satisfy the requirement of Part 9A, shall be eligible for admission to examination for certification as an Environmental Health Specialist; and only those candidates passing the examination, as determined by the Board, can advance to admission for certification.

B. The professional examination shall be of a quality as that provided by a nationally recognized examination body, its equivalent, or the Missouri state specific exam as determined by the Board, and such examination shall be required for all candidates who wish to become certified under this program.

C. An applicant who fails to pass the examination mechanism may be reexamined at the time and place specified by the Board and upon resubmitting an application and the prescribed fee.

D. The examination papers and records pertaining thereto shall be filed with the secretary-treasurer of the Board and retained for a length of time to be determined by the Board.

E. The Board of Certification for Environmental Health Professionals may establish qualification providing specialty certification of Environmental Health Specialists, provided the applicant is otherwise certified under provisions of the program.

PART 11 – LOAN OF REFERENCE MATERIALS & PROCTORS

A. The policy for the loan of reference materials shall be that the references may be on loan for a maximum of 90 days. A \$100.00 deposit shall be made prior to shipping for a complete set. If returned on time, a 50% refund will be issued. If materials are not returned on time the borrower shall be billed for the full purchase price of the replacement references. The fee for use of individual references will be a percentage of the replacement cost.

- B.** Proctors shall be provided by the Certification Board for anyone taking the NEHA RS/REHS exam at the spring and fall conferences at a fee of \$25.00/examinee.
- C.** If the NEHA examinees make application to the MO Certification Board after taking the NEHA RS/REHS exam, the proctor fee shall be applied to the application fee of \$25.00

PART 12 - RECIPROCITY

To be certified as an Environmental Health Specialist in Missouri an applicant must have met the requirements for education and experience and shall have passed the RS/REHS examination given by the National Environmental Health Association or the examination given by the Missouri Board of Certification for Environmental Health Professionals. The Board shall, upon application and payment of a fee of \$25.00 as established by the Board, issue a certificate of certification.

PART 13 - CONTINUING EDUCATION

The Board shall, as a means to maintain professional competency, promulgate policies and guidelines, establish standards for continuing education requiring not less than that established by the National Environmental Health Association in a given two-year period of direct participation in a course or courses approved by the Board or its equivalent in the units of measure adopted by the Board. The standards shall be established in a manner to assure that a variety of alternative forms of continuing education are available to Certified Environmental Health Specialists; including, but not limited to, academic studies, in-service education institutes, seminars, lectures, conferences, workshops, extension courses, and home study programs. The standards should recognize specialized

areas of endeavor. (The Board may require those standards developed by the National Council of Continuing Education in Environmental Health, Inc. or its equivalent.)

PART 14 - INVESTIGATION FOR DENIAL, SUSPENSION, OR REVOCATION OF CERTIFICATION

A. The Board shall promulgate policies and guidelines for investigation of complaints regarding unprofessional and/or illegal actions of Certified Environmental Health Specialists.

B. Notwithstanding any other provisions of this program, the Board may deny, refuse to renew, suspend, or revoke a certification certificate issued under the provisions of this program after sufficient notice of hearing and upon finding that the applicant has:

1. Knowingly made a false statement of fact required to be revealed in the application for certification or for renewal; or

2. Been convicted of a crime, if the crime is substantially related to the qualifications, functions, and duties of the business or profession for which the certification was issued; or

3. Committed an act of deceit, misrepresentation, violation of contract, fraud, negligence, professional incompetence or unethical practice; or

4. Failed to pay required fee for renewal according to the provisions of this program; or

5. Failed to meet the continuing education requirements.

C. Upon suspension or revocation of certification, the Board shall notify the certificate holder, consistent with provisions of Part 6E.

PART 15 – REINSTATEMENT

A. Any previous Certificate Holder that has allowed their certification to expire for failure to pay renewal fees according to the provisions of this program or failure to meet the continuing education requirements shall:

1. Complete an application form for renewal, as provided by the Missouri Board of Certification.
2. Submit proof of continuing education units for the previous 2 years totaling 2.4 CEU's or 24 credit hours.
3. Submit a non-refundable fee of \$30.00.

B. All lapsed Certificate Holders requesting renewal shall have their applications reviewed and voted upon at the next Board meeting.

C. Certificate Holders whose certifications expired more than 2 years previously shall be required to take the Missouri Certification Examination in order to be renewed.

PART 16 - USE OF TITLE

A. Only a person who has qualified as a Certified Environmental Health Specialist and who holds a valid certification certificate issued by the Board shall have the right and privilege of using the title "Certified Environmental Health Specialist" and use of the abbreviation "C.E.H.S." after their name.

B. Any other use of the term "Certified Environmental Health Specialist" to denote a working title is prohibited.

PART 17 - RIGHT OF APPEAL

Any action by the Board, which adversely affect an applicant or holder of a certificate, may be appealed. The appeal shall be made to the Board, which shall appoint an investigating committee to hear the appeal. This committee shall submit their findings to the Board.