

4) In the event that the WSBRs, or other qualified organization, cannot or will not evaluate an event, the application and supporting documentation should be sent to the WSEHA Records and Reports Subcommittee for evaluation.

5) In cases where WSEHA is co-sponsoring or endorsing an event, and the sponsoring organization(s) desires the WSBRs to evaluate the event for CEUs the subcommittee may assist the sponsoring organizations in obtaining such an evaluation by following the procedures outlined above. In cases, where the sponsoring organization(s) is awarding CEUs, the subcommittee should obtain a letter or verification of the award and a copy of the attendance roster or "sign-in" sheet and forward both of these items to the WSEHA Records and Reports subcommittee.

4. Registration:

a. The method of registration will vary depending on the size of the event. As the number get larger, the importance of using a computer to do the work increases. Until the Executive Secretary of the Association has the capability to handle all registrations, the responsibility will remain with the subcommittee. Assistance from the Education Committee is available.

b. Regardless of the methods used for registration, the following activities should be performed.

1) Once a registration form and payment have been received, notification should be sent to the registrant acknowledging receipt of the payment and confirming the event, and its time, date(s) and location. Information concerning lodging, meals and restaurants, parking, etc. may be sent along with the confirmation letter.

2) It is recommended that an on-going registration list be kept as registrations are received. This list is most useful when it is kept in alphabetic order by event and location.

3) If late, or day of the event, registrations are permitted, a form for issuing receipts at the site of the event should be available.

4) As individual arrive for the event their names should be checked against the registration list.

5) While attendance may be verified by requiring those attending to take a test, a sign-up sheet will usually be sent around during the day. The sheet is for the purpose of verifying attendance and for allowing individuals to indicate where they desires their record of attendance to sent. The sheet may contain a column for the individual to enter his/her social security number.

5. Certificates of Completion: A "Certificate of Completion" or a "Certificate of Attendance" should be presented to all registrants who attend the event. A standard WSEHA certificate is available for use, though the subcommittee may choose to develop its own certificate. The certificate should include the individual's name, the title of the event, the

number of hours or CEUs awarded, the signatures of the event coordinator, instructor, or WSEHA president.

6. Event Evaluations: A course/event evaluation form should be provided to each registrant to enable them to evaluate the event for content, instructor effectiveness, and general learning atmosphere. The instructors and members of the subcommittee should discuss the strengths and weaknesses of the event, whether it met its intended objectives, what changes should be made, whether the event should be offered again, etc. A summary of this evaluation should be written up and included in the permanent record.

7. Permanent Record: A complete record of the event must be kept by WSEHA. The ad hoc subcommittee is responsible for submitting the completed record to the Chair of the Education Committee within 60 days of the completion of the event. The Chair is responsible for sending the file to the Executive Secretary. The completed record shall include copies of the following items:

- The course announcement or brochure
- Preliminary and final budgets
- Final registration list
- The final "sign-in" sheet
- The WSBRs CEU application and award letter
- All course materials, notes and handouts
- The summary evaluation of the course

RECORDS AND REPORTS OF EDUCATIONAL EVENTS

PURPOSE

A Records and Reports subcommittee has been established to: (1) provide a mechanism within WSEHA for the recording of information on the educational accomplishments of its members; and (2) provide a mechanism for evaluating the content of educational event for merit and appropriateness.

POLICIES

1. The Continuing Education Unit (CEU) is a recognized method for weighing and comparing the educational value of various non-academic training experiences. The Association will accept the number of CEUs awarded for any educational event which has been evaluated by a creditable agency or organization and assigned CEUs.
2. Equally meaningful, is information regarding the course title or content, the instructor(s), the teaching methodology, and the length of the course. This information will be maintain for all WSEHA members who so desire it.

PROCEDURES

1. CEUs Assigned by Other Groups:

- a. For events presented or sponsored by WSEHA which have been evaluated and assigned CEUs by the WSBRs, the responsible subcommittee will submit to the WSEHA Records & Reports Subcommittee a copy of the "letter of award" from the WSBRs and a copy of the attendance roster or "sign-in" sheet.
- b. For events not presented or sponsored, co-sponsored or endorsed by WSEHA, the burden falls on the individual member to submit verification of his/her attendance and a letter or certificate issued by the certifying entity noting the number of CEUs, or hours of class contact time, that have been assigned.

2. **CEUs Assigned by WSEHA:** Upon request of one of its members, the WSEHA Records and Reports Subcommittee will evaluate and assign CEUs for any educational event that has NOT been evaluated and assigned CEUs by any other appropriate agency or organization. The member must:

- 1) Complete and submit a "WSEHA Application for Certification of a Continuing Education Program" form to the Records and Reports Subcommittee, together with a copy of the agenda or program and verification of attendance; and

- 2) Documentation regarding such factors as the qualifications of the instructor(s), the number of hours of classroom contact, the method(s) of instruction, etc..
- a. Criteria for Review: In order for an educational event to be evaluated and assigned CEUs by WSEHA, the event should be relevant to the practice of environmental health in the broad sense. Whenever possible, the event should be generally available and accessible to any member. This does not, however, preclude receiving CEUs for closed or in-house training programs, which must be evaluated on a case by case basis.
- b. Review by the Records & Reports Subcommittee: Upon receipt of a completion application form, the Records & Reports Subcommittee will:
 - 1) First attempt to verify whether CEUs have already been assigned by WSEHA, WSBRS, or some other qualified agency or organization.
 - 2) If CEUs have been awarded, the subcommittee will add the course information and number of CEUs awarded to the members record in accordance with these procedures.
 - 3) If CEUs have not been awarded, the Subcommittee will undertake an evaluation of the materials submitted using the definition and guidelines provided in the appendix to this document. Once the number of CEUs have been determined, a notation shall be affixed to the materials submitted, and the number of CEUs shall be added to the members record.
- c. Disputes of CEU Awards: In the event that a member is dissatisfied with the decision of the Subcommittee regarding the evaluation of a course or the number of CEUs awarded, the member may request a review of the determination by the Chair of the Education Committee.
- d. Member Records: A file will be maintained on each member of the Association. The file will contain information regarding educational events attended by the individual, the location and date(s) of the events, the number of contact hours and CEUs and such other information as may be specified by these procedures.
- e. Reports: The Records and Reports Subcommittee shall prepare a report for each member, at least annually and more often if requested by the member (not to exceed four per year), which shall list all of the educational events which he/she has attended during the preceding three years. This report will include the name of the member, the title of each event, the date(s) and location(s) of each event, the number of contact hours and CEUs, if assigned, for each event, and the type of event and the name of the instructor(s), if known.

CREDIT FOR EDUCATIONAL EVENTS

PURPOSE

The Continuing Education Unit is a recognized method for weighing and comparing the educational value of various non-academic training experiences. Many employers and credentialing bodies use the CEU as a mechanism for ensuring that their employees or members are staying current in knowledge and skills.

The purpose of this section is to provide guidance regarding the meaning and assignment of Continuing Education Units for educational activities sponsored or conducted through the Association, or for courses taken by members of the Association which have not been sponsored or conducted by the Association.

POLICIES

1. The Education Committee (or one of its sub-committees) shall request that the Washington State Board of Registered Sanitarians evaluate (for the award of CEUs) all educational events either conducted or sponsored by or through the Association.
2. The Association shall accept the number of CEUs awarded for educational events, not sponsored or conducted by or through the Association, which have been evaluated by a reputable agency or organization and assigned CEUs.
3. The Association (through the Records and Reports Sub-Committee of the Education Committee) may evaluate other educational events (for the award of CEUs), which have not have not been evaluated under one of the above policies, upon request of one of its members or of the Board.
4. The general guidelines for interpretation of the criteria listed below are contained in the current edition of the Council on Continuing Education Unit's publication "The Continuing Education Unit Criteria and Guidelines". In any case in which the CCEU and WSEHA policies are in conflict, the WSEHA policies shall supersede those of the CCEU.
5. In the event that a member is dissatisfied with the decision of the Records and Reports Sub-Committee regarding the evaluation of a course or the awarding of CEUs, the member may request a review of that decision by the Chair of the Education Committee.
6. Continuing education events should be relevant to the practice of environmental health (in the broad sense), and whenever possible, should be generally available (accessible) to any member. NOTE: this does not preclude receiving CEUs for closed or in-house training programs, which shall be evaluated on a case by case basis.

PROCEDURES

1. For Having a Course Certified for CEUs:

a. The sub-committee planning or sponsoring the educational event shall prepare the WSEHA Application for Certification of a Continuing Education Program (Attachment #2), and submit it, together with copies of the agenda (or program), and supporting documentation regarding such factors as the qualifications of the instructor, number of hours of contact time, methods of instruction, etc., to:

Chair, Education Committee
Washington State Board of Registered Sanitarians
1023 South Adams Street, #209
Olympia, WA 98501
Phone: (206) 357-3326

b. A copy of the application should be sent to the Records and Reports sub-committee of the WSEHA Education Committee.

NOTE: In the event that the WSBRs cannot or will not evaluate an event, the WSEHA Records and Reports Sub-Committee may undertake such evaluation.

c. The originating sub-committee should receive a written reply from the WSBRs. (It is the responsibility of the originating sub-committee to follow-up with the WSBRs.) One copy of this reply should be forwarded to the Records and Reports Sub-Committee; and one copy should be maintained in the file for the educational event.

d. The originating sub-committee shall maintain a list of attendees at the educational event and at its conclusion send one copy of the list to the WSBRs. A second copy of the list shall be forwarded to the Records and Reports Sub-Committee. A third copy of the list shall be maintained with the files for the event.

2. For Receiving CEUs from a Non-WSEHA Event: A member who has attended an educational event which was not sponsored or conducted by the Association, may receive credit for participating in the event by either of two mechanisms.

a. For courses certified for CEUs: Complete and submit a WSEHA Application for Certification of a Continuing Education Program form to the Records and Reports Sub-Committee, together with a copy of the agenda (or program). The following information is required for the permanent records maintained by WSEHA.

- Name and address of sponsor
- Name(s) of participant(s)
- Social security number of participant(s)
- Descriptive title of course
- Dates of attendance/completion
- Number of contact hours or CEUs awarded.

b. For courses not certified for CEUs: Complete and submit a WSEHA Application for Certification of a Continuing Education Program form to the Records and Reports Sub-Committee, together with copies of the agenda (or program). In addition to the information required above, supporting documentation regarding such factors as the

qualifications of the instructor, number of hours of contact time, methods of instruction, etc. are needed.

3. For Certifying a Course for CEUs:

- a. Upon receipt of a completed WSEHA Application for Certification of a Continuing Education Program, the Records and reports Sub-Committee shall first attempt to verify that CEUs have not already been awarded to this event.
- b. If CEUs have been assigned, the course information and CEUs awarded shall be added to the member's record in accordance with the above procedures.
- c. If CEUs have not been assigned, the the Records and Reports Sub-Committee shall undertake an evaluation of the materials submitted using the definitions and guidelines provided in the Appendix.

THE CONTINUING EDUCATION UNIT: GUIDELINES & PROCEDURES

A. GENERAL:

1. One continuing education unit (or CEU) is defined by the National Council of the Continuing Education Unit as "ten hours of participation . . . in an organized education experience . . . under responsible sponsorship . . . capable direction . . . and qualified instruction", or more simply as ten hours of contact time in a classroom type setting. By convention, a contact hour is equal to 50 minutes in a classroom format. In instances, other than the typical classroom format (i.e., informal formats such as practicums, seminars, demonstrations, etc.) the clock hour (60 minutes) is used to calculate contact time.
2. Contact hours must occur in an organized educational experience which has been planned to meet a specific need. This planning must consider the clientele to be served, the skill or understanding to be realized, as well as the format and methodology of instruction to be used.
3. The program is to be administered under responsible sponsorship, i.e., leadership. (In the case of courses sponsored or conducted by WSEHA, the WSBRS shall be requested to award CEUs, however, WSEHA shall maintain administrative responsibility for the program.)
4. Educational offerings are to be conducted under capable direction, which includes professional leadership in the planning and development of the continuing education experience. This also includes the selection of the most effective format for the intended purpose and objectives of the educational experience as well as the assignment of qualified instructors to present it.
5. Qualified instruction requires a competence in the subject matter being considered and an ability to transmit the content to the participants, an understanding of the objectives of the continuing education program, and knowledge of and skill in the use the instructional methods and learning processes involved.
6. The educational program (experience), in addition to the criteria defined above, should be in response to identified needs of the clientele as well as those identified by experts in the subject matter.
7. A statement of the rationale, purposes and goals of the program should be formulated before initiating the program. The program must directly involve qualified instructional personnel. Performance requirements (i.e., tests, etc.) for the participants must be established before the program is offered.
8. The general guidelines for interpretation of these criteria are contained in the publication *The Continuing Education Criteria and Guidelines* [3rd Ed.], 1986, published by the Council on Continuing the Education Unit (CCEU). Where the CCEU and WSEHA policies are in conflict, WSEHA policies shall take precedence.

B. FOR COURSES EVALUATED BY WSEHA:

1. Registration information for permanent records (i.e., attendance rosters) must be made available. Program evaluation plans, if any, should be implemented. Records sufficient to verify satisfactory completion are required in addition to providing a list of participants.
2. The following limitations/exceptions are placed on the awarding of CEUs.
 - a. Academic courses will be awarded CEUs. Upon evidence of satisfactory completion of an academic course, the committee will assign CEUs in an amount equal to the credit assigned by the academic institution.
 - b. High school equivalencies will not be awarded CEUs.
 - c. Internal orientation to rights, benefits and responsibilities will not be awarded CEUs. Internal orientation to an organizational structure, work methods, processes and procedures are also not awarded CEUs.
 - d. Committee meeting do not qualify for CEUs.
 - e. Conferences and assemblies for policy making purposes do not qualify for CEUs.
 - f. Meetings and conventions do not qualify for CEUs; but, educational activities programmed independently (in conjunction with them) and held concurrently with meetings may be awarded CEUs.
 - g. Mass media (i.e., television, radio, newspaper, video tapes, etc.) do not qualify for CEUs unless they are an integral part of a qualifying program.
 - h. Entertainment and recreation do not qualify for CEUs. (However, such things as dinner speakers, etc., may qualify if they are an integral part of a qualifying program.)
 - i. On-the-job training, apprenticeship and other work experience do not qualify unless they are part of a structured, planned educational experience meeting the CEU requirements.
 - j. Independent development of articles on research reports or presenting papers outside of a planned program do not qualify for CEUs.
 - k. Instructors will receive CEUs for the preparation and presentation of a program only once.
 - l. Participants will receive CEU for the same course only once every three years.
3. The number of CEUs awarded are determined using the following guidelines, and in conformance with item A.1 above:
 - a. The classroom hour is the base unit for calculating CEUs. Laboratory, clinic and non-traditional course formats are evaluated in terms of equivalent classroom hours.

- 1) 0.1 CEU for each hour of lecture/classroom time; and,
- 2) 0.1 CEU for each 2 hours of laboratory type instruction.
- b. The instructors for correspondence courses will recommend the number of CEUs for their course, which shall be reviewed and approved by the Sub-Committee.
- c. The time devoted to the following activities are *not* counted in the calculation of CEUs.
 - Business or committee meetings.
 - Announcements, welcoming remarks, and reports.
 - Study, assigned reading, reports and written assignments outside of the classroom.
 - Breaks and meals, however, presentations during meals may be counted if they are an integral part of the program.
4. CEUs are awarded after the following are established.
 - The objectives of the course
 - Content
 - Format
 - Methods of Instruction
 - Evaluation techniques, if any
 - Program Schedule (agenda)
5. The responsibility for determination of CEU is assigned to the Records and Reports Sub-Committee.
6. CEUs are awarded to those who satisfactorily complete a program. Satisfactory completion shall be determined based on one or more of the following:
 - Skill demonstration,
 - Project or written reports,
 - Oral or written examination, or
 - Certification of 90% attendance.
7. The following information is required for the permanent records maintained by WSEHA.
 - Name and address of sponsor
 - Name(s) of participant(s)
 - Social security number of participant(s)
 - Descriptive title of course
 - Dates of attendance/completion
 - Number of contact hours or CEUs awarded.
8. The program quality and evaluation methods must be consistent with the qualifications of the user groups, and designed to meet the educational needs and objectives of the participants.
9. The evaluation methods must be consistent with the program objectives. Instructor evaluation, student evaluation and immediate as well as long range student and program

analysis are to be reviewed as needed to ensure that Quality and evaluation methods remain acceptable.