

TEXAS ENVIRONMENTAL HEALTH ASSOCIATION

Continuing Education Submittal Policy

The following policies were adopted by the Governing Council of the Texas Environmental Health Association on January 14, 2006.

The Continuing Education Forms and Application Policy are intended to assist the Executive Secretary and the program chair / chapter representative in the timely completion of the necessary applications for continuing education credits. Continuing education credits are important to our members and it is vital that prior to announcing training the continuing education credits have been approved.

Continuing education applications for programs or sections must be submitted to the executive secretary no later than 60 days in advance of the program. The application must be complete with all the required information. This information includes, but is not limited to; speaker information, program information, location, and organization / educational facility providing the program.

Incomplete forms will be returned to the program chair / chapter representative for completion. The executive secretary, upon receipt and review of completed forms, will immediately submit the forms to the proper agency or department administering the continuing education credits.

The executive secretary will not be held responsible for the inability to secure continuing education credit for programs or sessions due to incomplete forms or insufficient time.

Chapter representatives may submit continuing education for approvals directly to the accrediting agency. A copy of the final approval must be forwarded to the executive secretary treasurer to be retained with the respective completion certificates.

All training and educational opportunities presented by TEHA including all local chapters must be of the highest quality. Any training not requiring prior approval must meet or exceed the minimum standards required by the accrediting agency.

Ginger L. Shaffer, RS
Executive Secretary-Treasurer

TEXAS ENVIRONMENTAL HEALTH ASSOCIATION

Continuing Education Completion Form Retention Policy

The following policies were adopted by the Governing Council of the Texas Environmental Health Association on January 14, 2006.

No later than 30 days following the training, the original copy of the completed attendance form for each attendee must be submitted to the executive secretary-treasurer along with the agenda for the meeting and any approval correspondence related to the training.

Completed attendance forms should contain the name of the attendee, the name of the session (s) attended including the number of contact hours for each session, and/or the total number of contact hours attended for the session. Any other information required by the accrediting agency must also be provided on the form as required. The original copy must be signed by the attendee and verified by the TEHA representative. The attendee must also be provided a copy of the completed attendance form for their records that is signed by a TEHA representative.

In lieu of individual copies, a roster containing the above information signed by a chapter representative verifying the information may be submitted to the executive secretary-treasurer to be retained in the file. In the case that the chapter retains the originals, copies must be maintained for the time required by the accrediting agency and any verification request would be handled by the chapter.

Any electronic submission such as required for On-Site Waste Water Professional must be completed within 10 days of the training session in the format required and submitted to the executive secretary-treasurer. A copy should be provided

Ginger L. Shaffer, RS
Executive Secretary-Treasurer