Texas Environmental Health Association

Continuing Education Submittal and Retention Policy

The following policies were adopted by the Governing Council of the Texas Environmental Health Association on April 10, 2015.

The Continuing Education Forms and Application Policy are intended to assist the Executive Director 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 Director 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 Director, 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 Director 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 Director 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.

Continuation education forms for each meeting must be kept on file by the chapter who provides the training. These forms must be kept either physically or electronically for a minimum of 3 years past the meeting date.

Jodie Halter, Executive Director

Joanna Meyer, President

Revised dates:  April 12, 2013, April 10, 2015