

MONTANA BOARD OF SANITARIANS

Record of Continuing Education Units

The state rules for Continuing Education Units for Registered Sanitarians are as follows:

ARM 24.216.2102 CONTINUING EDUCATION

- (1) Continuing education is that education obtained after registration of a sanitarian, which is in addition to the educational requirements set by statute for licensure. Continuing education must be related to the practice of the profession of a sanitarian (MCA 37-40-101(3)).
- (2) A licensee must affirm on the licensee's license renewal form that the licensee has obtained a minimum of 15 clock hours (50 to 60 minutes per hour) or 1.5 continuing education units with the licensee's renewal form each odd-numbered year.
- (3) It is the responsibility of the licensee to maintain records of all affirmed continuing education hours or credits and to provide documentation of compliance if so requested during a random audit. A random audit will be conducted on a biennial basis.
- (4) Credit for continuing education shall not be carried over to a subsequent reporting period.
- (5) Credit for any continuing education courses, workshops, seminars, educational conferences, and other programs is subject to approval by the board.
- (6) The following continuing education programs are approved by the board for continuing education credit:
 - (a) Workshops, seminars and educational conferences sponsored by the National Environmental Health Association, the Montana Environmental Health Association, the Montana Department of Environmental Quality, and the Montana Department of Public Health and Human Services; and
 - (b) Accreditation and refresher courses in specialized programs (i.e., UST licensure, asbestos accreditation, FDA standardization, etc.) sponsored by the Environmental Protection Agency or state agencies.
- (7) Continuing education may be obtained by correspondence course work through the National Environmental Health Association, Centers for Disease Control, Food and Drug Administration, and other organizations, subject to approval by the board.
- (8) Any continuing education which has been obtained in another state that meets the continuing education requirements of that state may be approved for credit by the board.

If this is not a pre-approved course as given in Section (6) above, please submit course information for Board Approval; the application form is located on the Board of Sanitarians website: http://bsd.dli.mt.gov/license/bsd_boards/san_board/board_page.asp

NAME: _____ **LICENSE NO:** _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

COURSE DATE(S): _____

COURSE LOCATION (CITY/STATE): _____

COURSE TITLE: _____

COURSE DESCRIPTION: (ATTACH COURSE AGENDA, IF AVAILABLE)

COURSE HOURS ATTENDED: _____

CEU credit hours are the hours of time with an instructor and do not include non-instructional lunches, breaks or social hours.

SIGNATURE OF COURSE INSTRUCTOR or CONFERENCE OFFICIAL

(or provide other evidence of completion/hours such as course certificate)

NOTE: The licensed sanitarian is responsible for obtaining and maintaining evidence of course attendance and the number of credit hours obtained in the course. Keep completed forms in your files at least one year beyond the CEU period, as the Montana Board of Sanitarians conducts random audits for purposes of license renewal.