

CHAPTER 345. REGISTRATION OF SANITARIANS AND ENVIRONMENTAL SPECIALISTS

[Authority:59 O.S., §§ 1150.1 et seq.]
[Source:Codified 12-31-91]

SUBCHAPTER 1. GENERAL PROVISIONS

310:345-1-1. Purpose

The rules in this Chapter implement the Oklahoma Sanitarian and Environmental Specialist Registration Act, 59 O.S., Section 1150.1 et seq.

[Source: Amended at 11 Ok Reg 897, eff 12-17-93 (emergency); Amended at 11 Ok Reg 2631, eff 6-25-94; Amended at 20 Ok Reg 1655, eff 6-12-03]

310:345-1-1.1. Definitions

The following words or terms, when used in this Chapter, have the following meaning unless the context clearly indicates otherwise:

"Certificate of course completion" means a document acceptable to the Council which signifies satisfactory completion of course work and reflects the hours of credit earned.

"Classroom hour" is equal to fifty (50) minutes out of each sixty (60) minute segment.

"Continuing education" means education that is approved by the Council to satisfy education requirements in order to renew a certificate of registration.

"Continuing education verification form" means a form or document acceptable to the Council and completed by the course provider that documents compliance with the continuing education requirements.

"Council" means the Sanitarian Registration Advisory Council established in 59 O.S. Sections 1150.2 and 1150.6.

"Department" means the State Department of Health.

"Person" means an individual for the purposes of the issuance of a certificate of registration in this chapter.

"Provider" means a person, corporation, professional association, governmental agency, tribal agency, or any other entity, which provides or verifies completion of approved continuing education to Registered Professional Sanitarians and Registered Professional Environmental Specialists.

"Sanitarian/Environmental Specialist Duty/Task List" means the document adopted by the Council that includes the various environmental and public health program areas that a Registered Professional Sanitarian or Registered Professional Environmental Specialist may be involved with, in the performance of their professional duties.

[Source: Added at 11 Ok Reg 897, eff 12-17-93 (emergency); Added at 11 Ok Reg 2631, eff 6-25-94; Amended at 20 Ok Reg 1655, eff 6-12-03; Amended at 24 Ok Reg 1955, eff 6-25-07; Amended at 38 Ok Reg 2001, eff 9-11-21]

310:345-1-2. Sanitarian and Environmental Specialist Registration Advisory Council [REVOKED]

[Source: Amended at 11 Ok Reg 897, eff 12-17-93 (emergency); Amended at 11 Ok Reg 2631, eff 6-25-94; Amended at 20 Ok Reg 1655, eff 6-12-03; Revoked at 38 Ok Reg 2001, eff 9-11-21]

SUBCHAPTER 3. APPLICATIONS

310:345-3-1. Life registration

Life Registration Sanitarian or Life Registration Environmental Specialist is available to those individuals who are 62 years of age or older before January 1, in the application year, hold a valid current registration and have been registered for not less than 25 years at the time of application.

[Source: Amended at 11 Ok Reg 897, eff 12-17-93 (emergency); Amended at 11 Ok Reg 2631, eff 6-25-94; Amended at 20 Ok Reg 1655, eff 6-12-03; Amended at 26 Ok Reg 2014, eff 6-25-09; Amended at 38 Ok Reg 2001, eff 9-11-21]

310:345-3-2. Form

An applicant must submit the following:

- (1) Name, mailing address, name and address of employers, official transcripts showing degree, date of conferral and the 30 semester hours of acceptable science, details of appropriate experience, and such other information and material as the Department may reasonably require.
- (2) All applications shall be made on printed form furnished by the Department.
- (3) All application forms and information furnished thereon and all examinations and answers thereto shall be entirely in the English language.

[Source: Amended at 38 Ok Reg 2001, eff 9-11-21]

310:345-3-3. Fees

- (a) **Payable when.** Fees shall be payable upon review by the Department and approval of an application.
- (b) **RPS or RPES.** The fee for registration as a Registered Professional Sanitarian (RPS) or Registered Professional Environmental Specialist (RPES) is Twenty-Five Dollars (\$25.00).
- (c) **SIT or ESIT.** The fee for registration as a Sanitarian-In Training (SIT) or Environmental Specialist-In-Training (ESIT) is Ten Dollars (\$10.00).
- (d) **SIT or ESIT approved as RPS or RPES.** An applicant that has been a SIT or ESIT for two years, and is in good standing pays a registration fee of Twenty-Five Dollars (\$25.00) on application for RPS or RPES.
- (e) **Life Registered Sanitarian or Environmental Specialist.** The one time fee for registration as a Life Registered Sanitarian or Environmental Specialist is Sixty Dollars (\$60.00).
- (f) **Examination Fee.** The fee for the Oklahoma registration examination is determined by the facility that administers it.

[Source: Amended at 11 Ok Reg 897, eff 12-17-93 (emergency); Amended at 11 Ok Reg 2631, eff 6-25-94; Amended at 20 Ok Reg 1655, eff 6-12-03; Amended at 25 Ok Reg 2410, eff 7-11-08; Amended at 38 Ok Reg 2001, eff 9-11-21]

310:345-3-4. Examinations

The Council shall conduct examinations for registration as RPS, RPES, SIT, or ESIT. Where the education and experience of an applicant has been in a specialized field, the Council reserves the right to narrow or extend the limits of the examination in a reasonable manner.

[Source: Amended at 11 Ok Reg 897, eff 12-17-93 (emergency); Amended at 11 Ok Reg 2631, eff 6-25-94; Amended at 20 Ok Reg 1655, eff 6-12-03; Amended at 38 Ok Reg 2001, eff 9-11-21]

310:345-3-5. Action on application

- (a) When the Council, after due consideration of an applicant and of information pertaining thereto, is satisfied that the applicant is eligible for registration, the applicant shall be approved for registration.
- (b) The Council will notify the applicant of its approval.
- (c) The applicant will be considered registered upon payment of fees.

[Source: Amended at 11 Ok Reg 897, eff 12-17-93 (emergency); Amended at 11 Ok Reg 2631, eff 6-25-94; Amended at 12 Ok Reg 515, eff 12-12-94 (emergency); Amended at 12 Ok Reg 3047, eff 7-27-95; Amended at 38 Ok Reg 2001, eff 9-11-21]

310:345-3-6. Reciprocity [REVOKED]

[Source: Revoked at 38 Ok Reg 2001, eff 9-11-21; Amended at 25 Ok Reg 2410, eff 7-11-08; Amended at 20 Ok Reg 1655, eff 6-12-03; Amended at 11 Ok Reg 2631, eff 6-25-94; Amended at 11 Ok Reg 897, eff 12-17-93 (emergency)]

SUBCHAPTER 5. REGISTRATION

310:345-5-1. Number

At the time an applicant is approved for registration by the Council, the applicant is assigned a registration number. The number for Sanitarian In Training or Environmental Specialist-In-Training is preceded by the letters "S.I.T." or "E.S.I.T.". The applicant shall be advised of this registration number in the notice sent to the applicant by the Department. A registration number which has once been issued to a registrant shall become obsolete in event of revocation, death, or nonpayment of dues. If a former registrant is reinstated, he shall be re-issued his original number. Registration numbers, which have become obsolete will not be re-issued to any registrant other than the original holder thereof.

[Source: Amended at 11 Ok Reg 897, eff 12-17-93 (emergency); Amended at 11 Ok Reg 2631, eff 6-25-94; Amended at 20 Ok Reg 1655, eff 6-12-03; Amended at 38 Ok Reg 2001, eff 9-11-21]

310:345-5-2. Certificate

(a) As soon as possible after the approval of an application and payment of fees, a certificate of registration shall be issued to the applicant, signed by the Commissioner with the registration number of the applicant on the face of the certificate.

(b) After approval and payment of fees, the applicant is issued a wallet card certificate, which shall be designated by the Commissioner identifying the holder as a RPS, RPES, ESIT or SIT.

[Source: Amended at 11 Ok Reg 897, eff 12-17-93 (emergency); Amended at 11 Ok Reg 2631, eff 6-25-94; Amended at 20 Ok Reg 1655, eff 6-12-03; Amended at 38 Ok Reg 2001, eff 9-11-21]

310:345-5-3. Expiration and renewal

(a) **Expiration.** Each certificate of registration as a RPS or RPES expires on the last day of December following its issuance or renewal, and becomes invalid on that date unless renewed.

(b) **Renewal by December 31.** Each RPS or RPES desiring to continue the practice of the profession shall renew the certificate prior to the last day of December by paying to the Department a fee of Twenty-Five Dollars (\$25.00); in return the Department shall issue a renewal certificate for the ensuing year.

(c) **Renewal after February 1.** Expired certificates may be renewed prior to February 1 of the year following their expiration without penalty. Beginning February 1 of the year following its expiration, expired certificates shall only be renewed by submitting a renewal fee of Twenty-Five Dollars (\$25.00) plus a penalty of Ten Dollars (\$10.00) for a total of Thirty-Five Dollars (\$35.00).

(d) **Renewal ineligibility.** Except for extraordinary circumstances to be determined by the Council, all certificates which have not been renewed by March 1 of the year following its expiration are ineligible for renewal unless the registrant has successfully passed the sanitarian or environmental specialist examination, and the names of such registrants shall not appear in the roster issued annually during the month of September.

(e) **Department to notify.** As of February 1 of each year, the Department shall mail a notice to each registrant who has failed to renew his certificate prior to February 1 and has not successfully

completed the sanitarian or environmental specialist examination that his certificate shall be ineligible for renewal as of March 1 of the year following its expiration.

[Source: Amended at 11 Ok Reg 897, eff 12-17-93 (emergency); Amended at 11 Ok Reg 2631, eff 6-25-94; Amended at 12 Ok Reg 515, eff 12-12-94 (emergency); Amended at 12 Ok Reg 3047, eff 7-27-95; Amended at 20 Ok Reg 1655, eff 6-12-03; Amended at 25 Ok Reg 2410, eff 7-11-08; Amended at 38 Ok Reg 2001, eff 9-11-21]

SUBCHAPTER 7. REVOCATION AND REINSTATEMENT

310:345-7-1. Cause for revocation

Certificates may be revoked by the Commissioner for cause after proper hearing, pursuant to the Oklahoma Sanitarian and Environmental Specialist Registration Act. Separate rules and regulations are issued by the Department covering the preference of charges and the hearing of same and the revocation of certificates resulting therefrom.

[Source: Amended at 11 Ok Reg 897, eff 12-17-93 (emergency); Amended at 11 Ok Reg 2631, eff 6-25-94; Amended at 12 Ok Reg 515, eff 12-12-94 (emergency); Amended at 12 Ok Reg 3047, eff 7-27-95; Amended at 20 Ok Reg 1655, eff 6-12-03]

310:345-7-2. Reinstatement

(a) Former registrants who have successfully completed the sanitarian or environmental specialist examination may make application for reinstatement on the basis prescribed in subsection (b) of this Section.

(b) The certificate of an applicant shall be reinstated on simple application therefore on a form prescribed by the Department and accompanied by remittance equal to the total amount of money which would have been paid to the Department in late renewal fees up to the time of application, had the original certificate not been permitted to expire, plus an additional fee of Ten Dollars (\$10.00) to reimburse the Department for expense of special handling required by this procedure.

(c) However, if the amount of the remittance computed as described in subsection (b) of this Section exceeds Thirty-Five Dollars (\$35.00), the applicant may file for registration as though he had not previously been registered.

(d) A former registrant whose certificate was originally issued without examination shall not be eligible for reinstatement, but may be issued a new registration after successful completion of the sanitarian or environmental specialist registration examination.

(e) SIT or ESIT who are unable to maintain their employment to complete their two (2) years of postgraduate work experience may request the Department to change their registration status to inactive in order to preserve the thirty (30) month limitation for an individual to register as a SIT or ESIT. Such inactive status shall not be granted if the individual's employment was terminated for acts or omissions which constitute a violation of this Chapter or the Oklahoma Sanitarian and Environmental Specialist Registration Act. An individual may only be granted inactive status as a SIT or ESIT one time for no more than one (1) year. A certification of registration in training shall not be eligible for reinstatement.

[Source: Amended at 11 Ok Reg 897, eff 12-17-93 (emergency); Amended at 11 Ok Reg 2631, eff 6-25-94; Amended at 12 Ok Reg 515, eff 12-12-94 (emergency); Amended at 12 Ok Reg 3047, eff 7-27-95; Amended at 20 Ok Reg 1655, eff 6-12-03; Amended at 25 Ok Reg 2410, eff 7-11-08; Amended at 26 Ok Reg 2014, eff 6-25-09; Amended at 38 Ok Reg 2001, eff 9-11-21]

SUBCHAPTER 9. CONTINUED EDUCATION

310:345-9-1. Course approval requirements

(a) The Council shall only approve continuing education that is directly related to program areas outlined in the "Sanitarian/Environmental Specialist Duty/Task List" approved by the Council.

Upon hearing the appeal, the Council has the authority to approve the course, to approve a modified version of the course, or deny the course. Topic areas such as communication skills and report writing are considered for approval if they are relevant to a program area listed in the "Sanitarian/Environmental Specialist Duty/Task List".

(b) Any provider seeking course approval for continuing education credit shall make application and submit documents, statements and forms as may reasonably be required by the Council. All providers shall submit to the Department:

- (1) Name and address of the provider;
- (2) The method of presentation (on-line course, classroom instruction, seminar, instructional video, college course, etc.);
- (3) A contact person with contact information;
- (4) The location of the courses or programs;
- (5) The number of education credit hours requested for each course and/or topic;
- (6) Topic outlines, which summarize the topics covered in each course and upon request a copy of any course materials; and,
- (7) Course objectives.

(c) If a prior approved course has substantially changed, a summarization of the changes shall be provided to the Department.

(d) At the completion of each course, the provider shall furnish the Department a list of the names and registration numbers for all participants who completed the course.

(e) In addition to accepting courses approved as described in this section, continuing education credits may be granted to an individual if said individual supplies acceptable documentation to the Council showing the course meets applicable requirements, including proof the individual successfully completed the course. This provision shall apply when considering education courses completed, for which the provider did not receive approval from the Council.

[Source: Amended at 24 Ok Reg 1955, eff 6-25-07; Amended at 38 Ok Reg 2001, eff 9-11-21]

310:345-9-2. Continuing education requirement

(a) **Continuing education requirement.** Verification of fourteen (14) hours of continuing education is required every two years to renew a RPS and/or RPES registration. An applicant for reinstatement of registration shall not be reinstated without submitting evidence of completing fourteen (14) hours of continuing education within the twenty-four months preceding reinstatement. A person shall not apply for a new registration in an attempt to circumvent the requirement for continuing education.

(b) **Continuing education reciprocity.** The Council shall exempt a non-resident registrant from the continuing education requirement, if the individual lives in and is registered in another state with a continuing education requirement and provides the Department with evidence of current registration in that state when renewing an Oklahoma registration.

(c) **Exemptions from the continuing education requirement.** An individual who holds a "Life Registration" is not required to complete continuing education. Any individual who is registered as a SIT and/or ESIT is encouraged but is not required to complete continuing education. Continuing education is not required for the first year of registration as a RPS and/or RPES.

(d) **Hardship waiver of continuing education.** An individual may submit a hardship waiver application to the Council for the continuing education requirement. The Council has the authority to deny or approve the waiver for medical hardships, military reasons, or other reasons deemed appropriate by the Council.

[Source: Amended at 24 Ok Reg 1955, eff 6-25-07; Amended at 38 Ok Reg 2001, eff 9-11-21]