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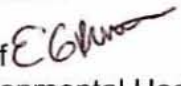
INTEROFFICE MEMORANDUM

HSEC 2007-05

DATE: April 16, 2007

TO: County Health Department Directors/Administrators
Environmental Health and Environmental Engineering Directors

THROUGH: Lisa Conti, D.V.M., M.P.H., Dipl. ACVPM, C.E.H.F., Director
Division of Environmental Health 

FROM: Eric J. Grimm, M.P.A., Chief 
Bureau of Community Environmental Health

SUBJECT: Application Process for Environmental Health Professional Certification

INFORMATION ONLY:

This memo is to clarify the process required for an individual to apply to sit for the certification examination in Onsite Sewage Treatment and Disposal Systems (OSTDS) and/or Food Hygiene.

General requirements for initial certification:

As soon as possible, but no later than 30 days after commencement of employment, the applicant must submit a properly completed application for certification (DH Form 4100 v.11/04), official college transcripts, and the appropriate fees (currently \$50.00 or \$37.50 depending on the year) to the Bureau of Community Environmental Health. Should the applicant be graduated from a non-accredited university outside of the United States, an original evaluation from a reliable evaluation service, such as Josef Silny & Associates or World Education Services, must be submitted in lieu of the transcripts. The fees must be remitted by the applicant in the form of a sufficiently funded check or money order. This application package must be submitted at least 60 days prior to the anticipated exam date. Incomplete application packages cannot be processed. An email or letter will be sent to the applicant to inform them of the additional items required.

When a completed application package is received, the package will be reviewed to determine if the applicant meets the educational requirements for certification as per s. 381.0101(5)(e), Florida Statutes (FS), and section 64E-18.003, Florida Administrative Code (FAC). If the applicant does not meet the requirements, we will send the applicant a certified letter to let them know they do not meet the requirements of the statute and/or the rule and to inform them of their rights under Chapter 120, FS.

Requirements for initial certification in OSTDS:

If the applicant meets the educational requirements, we will send them an email or letter to inform them they meet the educational requirements and instruct them regarding the pre-certification coursework. In that communication, we will give them the telephone number of Dr. Sonia Cruz and ask them to contact her to register for the next available OSTDS Accelerated Certification Training in Polk City. We will copy Dr. Cruz on the correspondence to let her know she can expect a call from the applicant and that the applicant meets all of the requirements.

The OSTDS Accelerated Certification Training is divided into three parts. After each part, one third of the certification examination will be administered. If all three parts are passed, it will take two to three weeks to process the paperwork and mail the certificate to the applicant. If an applicant fails to achieve a passing score (70%) on any of the three parts of the examination, a retest for the portion not passed will be administered. If the applicant fails the retest, the applicant must return to Polk City and retake that portion of the training and the corresponding examination. When the examination has been passed, it will take one to three weeks to process the paperwork and mail the certificate to the applicant.

Requirements for initial certification in Food Hygiene:

If the applicant meets the educational requirements, we will send them an email or letter to inform them they meet the educational requirements and to instruct them regarding the pre-certification coursework requirements. We will also copy the individual who will administer the certification examination so they can keep track of the number of potential examinations in their area. In the communication to the applicant, we will send, via email or letter, the list of the 20 courses that are required to be taken as well as the specific information on how to register online for the Food and Drug Administration's Office of Regulatory Affairs Virtual University (ORAU). Upon completion of the precertification coursework, the applicant must mail a copy of the one page "My History" sheet to David B. Wolfe, Bureau of Community Environmental Health, 4052 Bald Cypress Way BIN A08, Tallahassee, FL 32399-1710. When the Bureau ascertains the applicant has met all of the requirements, the applicant will be sent, via email, notice that they have met all of the requirements and given a telephone number and email address of the individual who will administer the Food Protection Certification examination. We also will copy the individual who will administer the examination so they can make arrangements to administer any other needed exams in the area at that time. If the applicant does not achieve a passing score (70%), they will be offered the opportunity to retest, unless there are extenuating circumstances that would preclude retesting. If the applicant does not achieve a passing score the second time, they will be administered the examination in the future after their supervisor determines they are ready to retest. When the examination has been passed, it will take one to three weeks to process the paperwork and mail the certificate to the applicant.

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Requirements to become certified in a second program:

When a properly completed application and the appropriate fees (currently \$10.00) are received (transcripts are not necessary a second time), we will notify the applicant that they meet the requirements and inform them of the process necessary to take the precertification coursework and the certification examination described for OSTDS or Food Hygiene, whichever is applicable.

Should you have any questions or need additional information, contact David B. Wolfe by email at DavidB_Wolfe@doh.state.fl.us or by telephone at (850) 245-4277 or SunCom 205-4277.

EJG/dbw