



6/5/10

Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General

INTEROFFICE MEMORANDUM

**ACTION
HSES 10-004**

DATE: May 27, 2010

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

THROUGH: Lisa Conti, D.V.M., M.P.H., Dipl. ACVPM, CEHP
Director, Division of Environmental Health *LC*

FROM: *Gerald Briggs*
Gerald Briggs, Chief
Bureau of Onsite Sewage Programs

SUBJECT: Onsite Sewage Program On-The-Job Trainings Required Prior to
Taking the Accelerated Certification Class

Staff seeking certification in the onsite sewage program must have a basic level of programmatic on-the-job training prior to attending the certification class. Prior to course attendance, at the county health department, onsite sewage program staff must at a minimum complete the following on-the-job trainings.

- A minimum of 40 hours of study on programmatic regulatory requirements (i.e., pertinent programmatic statutes, rules and the program manual).
- A minimum of 40 hours on-the-job training with certified program staff conducting plan reviews (i.e., issuance and denial of system construction permits).
- A minimum of 40 hours on-the-job field training with certified programmatic staff conducting field site evaluations and final inspections.
- A minimum of 10 hours of on-the-job training inputting data and using reports in the onsite sewage program module of the Environmental Health Database.
- Download, print and study the Accelerated Certification Training (ACT) materials. For training materials, go to www.doh.state.fl.us/environment/ostds/acceltraining/accelcertrain.htm. Please note, soils class presentations should be printed in color to aid with the classroom discussions on soil color and contrast.

To document and monitor completion of the on-the-job trainings, staff seeking certification must register in the Department's Trak-It system. To register in Trak-It, please go to http://dohiws.doh.state.fl.us/Training_Opportunities/Trak-itAccess.htm.



Core Public Health at Your Service
Bureau of Onsite Sewage Programs
4052 Bald Cypress Way, Bin #A08, Tallahassee, FL 32399-1713
(850)245-4070 www.MyFloridaEH.com

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The on-the-job trainings are listed in Trak-It as an attestation course EH 2010 OSTDS ON-THE-JOB TRAINING ATTESTATION. Upon completion of the trainings, staff must complete the course attestation. Staff supervisors will receive notification via an email from Trak-It advising them that a training completion has occurred for a student they manage. Note the required on-the-job trainings do not qualify for continuing education credit.

Staff supervisors must monitor, document and ensure that staff seeking certification complete the on-the-job trainings and course attestation in Trak-It prior to attending the ACT.

If you have any questions, please call or email Ed Barranco at 850-245-4092 or [Ed Barranco@doh.state.fl.us](mailto:Ed_Barranco@doh.state.fl.us).

cc: Michael Sentman
Sterling Whisenhunt