

NEW JERSEY ADMINSTRATIVE CODE  
TITLE 8, CHAPTER 7  
LICENSURE OF PERSONS FOR PUBLIC  
HEALTH POSITIONS

Authority  
N.J.S.A. 26:1A-378 et seq.

**PROPOSED REPEAL & READOPTION of NEW RULES**

<b>HEALTH</b> .....	vi
Summary.....	vii
Social Impact.....	1
Economic Impact.....	1
Federal Standards Statement.....	3
Jobs Impact.....	3
Agriculture Industry Impact .....	4
Regulatory Flexibility Analysis .....	4
Smart Growth Impact .....	5
Housing Affordability Impact.....	6
Smart Growth Development Impact.....	6
SUBCHAPTER 1. GENERAL PROVISIONS .....	6
8:7-1.1 Purpose.....	6
8:7-1.2 Scope.....	7
8:7-1.3 Waiver .....	7
SUBCHAPTER 2. DEFINITIONS.....	8
8:7-2.1 Definitions.....	8
SUBCHAPTER 3: NEW JERSEY PUBLIC HEALTH LICENSING AND EXAMINATION BOARD .....	28
8:7-3.1 Establishment and purpose; powers and duties .....	28
8:7-3.2 Composition of the Public Health Licensing and Examination Board .....	30
8:7-3.3 Terms of office.....	31
8:7-3.4 Transaction of business .....	32
8:7-3.5 Operation of the Board.....	32
8:7-3.6 Recordkeeping.....	33
SUBCHAPTER 4. QUALIFICATIONS FOR LICENSURE.....	33
8:7-4.1 General licensure information .....	33
8:7-4.2 Minimum qualifications to take health officer licensure examination .....	34
8:7-4.3 Minimum qualifications to take registered environmental health specialist.....	39
SUBCHAPTER 5. LICENSING EXAMINATION APPLICATION .....	46
8:7-5.1 Application for licensure.....	46
8:7-5.2 Application procedure .....	47
8:7-5.3 Application review .....	50
8:7-5.4 Reconsideration of denial of admission.....	52
8:7-5.5 Grounds for refusal to admit a candidate to a licensing examination.....	53
8:7-5.6 Duration of approval of license .....	55
SUBCHAPTER 6. LICENSING EXAMINATION .....	55
8:7-6.1 DEPARTMENT responsible for examination administration.....	55
8:7-6.2 Admission to examination premises.....	56

8:7-6.3 Applicant conduct during the examination.....	56
8:7-6.4 Absence of registered applicant from examination .....	57
8:7-6.5 Accommodation for documented learning disabilities .....	58
8:7-6.6 Scoring and notification .....	59
8:7-6.7 Opportunity to retake examination .....	60
SUBCHAPTER 7. LICENSING CREDENTIALS .....	60
8:7-7.2 License .....	60
SUBCHAPTER 8. LICENSE RENEWAL .....	61
8:7-8.1 General provisions.....	62
8:7-8.2 Change of Address .....	63
8:7-8.3 Name change.....	63
8:7-8.4 Duplicate licenses.....	64
SUBCHAPTER 9. RECIPROCITY .....	64
8:7-9.1 General .....	64
8:7-9.2 Registered Environmental Health Specialist Reciprocity Process.....	64
8:7-9.3 Health Officer Reciprocity Process .....	67
SUBCHAPTER 10. CONTINUING EDUCATION .....	69
8:7-10.1 License Renewal: Continuing Professional Education Requirements.....	69
8:7-10.2 Credit-hour requirements.....	70
8:7-10.3 Continuing education programs and courses.....	71
8:7-10.4 Credit hour calculations.....	72
8:7-10.5 Reporting of continuing professional education credit hours .....	73
8:7-10.6 Criteria for continuing professional education courses .....	74
8:7-10.7 Waiver of continuing education requirements.....	76
8:7-10.8 Change of license status; inactive to active.....	77
SUBCHAPTER 11. CONTINUING PROFESSIONAL EDUCATION COURSE APPLICATION .....	78
8:7-11.1 Purpose and goals.....	78
8:7-11.2 Policy and procedures .....	78
8:7-11.3 Process to become an approved provider organization .....	80
8:7-11.4 Approved provider organization administration.....	81
8:7-11.5 Planning education programs by approved provider organizations.....	82
8:7-11.6 Verification of attendance .....	83
8:7-11.7 Awarding credit.....	85
8:7-11.8 Disclosure.....	87
8:7-11.9 Commercial Support.....	88
8:7-11.10 Co-Providership .....	89
8:7-11.11 Recordkeeping.....	90
8:7-11.12 Communication with the Department.....	91
8:7-11.13 Inspections and Audits of Continuing Education Approved Providers .....	92

SUBCHAPTER 12. PROFESSIONAL CONDUCT .....	94
8:7-12.1 Grounds for discipline .....	94
SUBCHAPTER 13. DISCIPLINARY ACTION.....	97
8:7-13.1 General provisions.....	97
8:7-13.2 Grounds for suspension and revocation.....	98
8:7-13.3 Impersonation of a health officer or registered environmental health specialist .....	99
SUBCHAPTER 14. PROCEDURE FOR COMPLAINTS, BOARD HEARINGS AND APPEALS .....	100
8:7-14.1 Filing of complaint .....	100
8:7-14.2 Notice of board hearing .....	101
8:7-14.3 Appeal of board decision.....	102
PUBLIC HEALTH LICENSING AND EXAMINATION BOARD .....	105
REGISTERED ENVIRONMENTAL HEALTH SPECIALIST .....	106
APPLICATION FOR HEALTH OFFICER EXAMINATION .....	116
APPENDIX C: NJLMN Approved Providership Program Agreement .....	124
APPENDIX D: NJLMN Providership Speaker Disclosure Form.....	126
APPENDIX E: New Jersey Universal Fingerprint Form.....	127
APPENDIX F: Note to Examination Applicants Regarding Fingerprinting Process .....	128

APPENDICES:

- A. Registered Environmental Health Specialist Examination Application
- B. Health Officer Examination Application
- C. NJLMN Approved Providership Program Agreement
- D. NJLMN Providership Speaker Disclosure Form
- E. New Jersey Universal Fingerprint Form
- F. Note to Examination Applicants Regarding Fingerprinting Process



**HEALTH**

**PUBLIC HEALTH SERVICES BRANCH**

**OFFICE OF LOCAL PUBLIC HEALTH**

**Licensure of Persons for Public Health Positions**

**Proposed Repeal and New Rules: N.J.A.C. 8:7**

Authorized By: Judith M. Persichilli, Commissioner, Department of Health, in consultation with  
the Public Health Council.

Authority: N.J.S.A. 26:1A-38 through 43.

Calendar Reference: See Summary below for explanation of exception to calendar requirement.

Proposal Number: PRN 2021 - .

The Department will convene a public hearing on the proposal on \_\_ \_\_ \_\_ , 2021 at \_\_  
o'clock at the following location:

New Jersey Department of Health

55 North Willow Street

Trenton, NJ 08608

Persons wishing to comment on the proposal at the hearing who wish to be placed on the  
list of speakers are requested to telephone Joy Lindo at 609-984-2177 by \_\_ , 2021, and to bring  
an extra written copy of their remarks for submission to the public record.

**Submit electronic comments to**

<http://www.nj.gov/health/legal/ecomments.shtml> or **written comments** by \_\_ , 2021 to:

Joy L. Lindo, Director

Office of Legal and Regulatory Compliance

Office of the Commissioner

NJ Department of Health

PO Box 360

Trenton, NJ 08625-0360

The agency proposal follows:

### **Summary**

N.J.A.C. 8:7, Licensure of Persons for Public Health Positions, was originally filed and became effective prior to September 1969, in accordance with statutory authority that has been in effect since 1947 and amended over the years, described below. N.J.S.A. 26:1A-38 requires the Public Health Council to prescribe the qualifications necessary for the licensure and renewal of licensure of health officers and registered environmental health specialists. N.J.S.A. 26:1A-39 and 40 require the Commissioner, in consultation with the Public Health Council, to establish licensure examination procedures. N.J.S.A. 26:1A-42 and 42.1 require the Commissioner to establish associated examination and licensure fees. N.J.S.A. 26:1A-43 establishes grounds for suspension and revocation of licenses and procedures to which the Commissioner must adhere in suspension and revocation proceedings.

Reorganization Plan No. 003-2005 (Governor Codey, June 27, 2005), 37 N.J.R. 2735 (a) (August 1, 2005) transferred the functions, powers, and duties of the Public Health Council, other than its advisory and consultative functions, to the Department of Health (Department) to be allocated within the Department as allocated by the Commissioner.

A detailed regulatory history of N.J.A.C. 8:7 from 1977 through 2005 appears in the last proposal to readopt the chapter at 37 N.J.R. 4148(a) (November 7, 2005). The chapter expired April 3, 2006, and the Department, in consultation with the Public Health Council, adopted the

expired rules proposed for readoption as new rules in late 2006. 38 N.J.R. 4480(b) (October 16,2006).

In the 2005 proposal to readopt the chapter, the Department stated that it was “in the process of reviewing ... N.J.A.C. 8:7” with a view toward “the conduct of rulemaking to update and revise the chapter.” In anticipation of that major revision, the Department proposed no amendments in that rulemaking. The Department now proposes to repeal existing N.J.A.C. 8:7 and proposes new rules at N.J.A.C. 8:7 that would reflect the result of that review.

Following is a summary of the proposed new rules.

Subchapter 1 would establish general provisions.

N.J.A.C. 8:7-1.1 and 1.2 would establish the purpose and scope of the proposed new rules governing the licensure of persons for public health positions.

N.J.A.C. 8:7-1.3 would establish the rationale for and procedures by which the Commissioner could waive chapter provisions.

Subchapter 2 would establish definitions.

N.J.A.C. 8:7-2.1 would establish definitions of the following terms used in the proposed new rules: “Acceptable supervised experience,” “accredited educational institution” or “accredited college or university,” “active and in good standing,” “administrative experience,” “advanced degree” or “graduate degree,” “applicant,” “approved provider organization,” “approved provider primary administrator” or “primary administrator,” “approved provider virtual office,” “bachelor’s degree” or “baccalaureate degree,” “biological science” or “biology,” “biostatistics,” “board,” “candidate,” “chemistry” or “chemical sciences,” “college level,” “commission on higher education,” “commissioner,” “contact hour,” “content knowledge,” “continuing education,” “continuing education course provider,” “convicted” or “conviction,”



“course,” “course sponsor/course provider tools,” “crime,” “Department,” “disorderly persons offense” or “petty disorderly persons offense,” “doctoral degree,” “documentary evidence,” “duplicate license,” “duplicate license certificate,” “environmental engineering,” “environmental health,” “environmental health services,” “environmental science,” “epidemiology,” “expired license,” “false pretense,” “field instruction,” “full-time employment,” “grade point average” or “GPA,” “graduate school,” “harassment,” “health officer,” “inactive and in good standing,” “law enforcement authority,” “license,” “licensee,” “local health agency,” “master’s degree,” “moral turpitude,” “National Environmental Health Association” or “NEHA,” “National Environmental Health Science and Protection Accreditation Council” or “Environmental Health Accreditation Council,” “natural science,” “negligence,” “new,” “New Jersey Learning Management Network” or “NJLMN,” “New Jersey Public Health Continuing Education Providership Program” or “Providership Program,” “*nolo contendere*,” “*non vult*,” “Office of Local Public Health” or “DEPARTMENT”; “official transcript,” “one year of supervised experience,” “peer review” or “referee,” “physical science,” “physics,” “planning and education coordinators,” “principles of statistics in public health,” “professional incompetence,” “public health,” “public health administration,” “public health continuing education credit/contact hour” or “CEs”, or “CE credits” or “PHCE,” “public health engineer,” “public health ethics,” “public health leadership,” “public health planning,” “registered environmental health specialist” or “REHS,” “revocation” or “revoked,” “risk communication,” “sanitary engineering,” “seminar,” “social or behavioral science,” “State Sanitary Code,” “statistics,” “supervisory,” “suspended license,” “unofficial transcript,” “upper level or advanced course,” “year of college,” and “zoonosis.”

Subchapter 3 would establish standards for the New Jersey Public Health Licensing and Examination Board (Board).

N.J.A.C. 8:7-3.1 would establish the purpose of the Board.

N.J.A.C. 8:7-3.2 would establish the composition and membership of the Board. N.J.A.C.

8:7-3.3 would establish the functions and duties of the Board.

N.J.A.C. 8:7-3.4 would establish the terms of office of the members of the Board and sets forth the succession plan for the members.

N.J.A.C. 8:7-3.5 would establish standards through which the Board would transact business and the constitution of a Board quorum.

N.J.A.C. 8:7-3.6 would establish the functions of the Board, which would include the conduct of hearings, the establishment of procedures for licensing examinations, and the review of applications for licensing examinations.

N.J.A.C. 8:7-3.7 would establish recordkeeping requirements of the Board.

Subchapter 4 would establish qualifications for licensure.

N.J.A.C. 8:7-4.1 would establish general licensing standards prohibiting persons from acting in the capacity of a health officer or registered environmental health specialist unless the person holds a valid license issued by the Department, requiring licensees to immediately notify the Department if they are convicted of a crime or change their name or address, and prohibiting the use of fraudulent records and documents in order to acquire a license.

N.J.A.C. 8:7-4.2 would establish educational and experiential requirements for candidates to qualify to take the health officer examination.

N.J.A.C. 8:7-4.3 would establish educational and experiential requirements for candidates to qualify to take the registered environmental health specialist examination.

Subchapter 5 would establish licensing examination application standards.

N.J.A.C. 8:7-5.1 would establish basic requirements necessary to apply for licensure.

N.J.A.C. 8:7-5.2 would establish application procedures for the health officer and registered environmental health specialist examinations, what documentation is required of the applicants, and the applicable non-refundable \$125.00 application fee.

N.J.A.C. 8:7-5.3 would establish procedures by which the Board would accept, review, and determine to approve or disapprove licensing examination applications, and would establish an appeal procedure by which a candidate whose application the Board disapproves could appeal the decision.

N.J.A.C. 8:7-5.4 would establish grounds on which the Board might determine to refuse to admit a candidate to the health officer and/or registered environmental health specialist licensing examinations.

N.J.A.C. 8:7-5.5 specifies grounds for refusal to admit a candidate to a licensing examination.

N.J.A.C. 8:7-5.6 specifies duration of approval of license.

Subchapter 6 would establish standards and procedures for the conduct of health officer and registered environmental health specialist licensing examinations.

N.J.A.C. 8:7-6.1 would establish general provisions for the conduct of these examinations, including scheduling, fees, deferrals, examination failure procedures, prohibited actions and conduct, and sanctions for the commission thereof, including confiscation of examination materials or the denial of permission to complete the examination.

N.J.A.C. 8:7-6.2 would establish procedures for the reasonable and appropriate accommodations for the written health officer and registered environmental health specialist examinations for those persons with documented learning disabilities in reading, decoding, reading comprehension, and/or written expression.

Subchapter 7 would establish standards for the issuance of licensing credentials.

N.J.A.C. 8:7-7.1 would establish general provisions for licensing credentials.

N.J.A.C. 8:7-7.2 would establish standards for the use of identification cards during the performance of official duties as health officers and registered environmental health specialists.

Subchapter 8 would establish standards for license renewal of health officers and registered environmental health specialists.

N.J.A.C. 8:7-8.1 would establish general provisions for license renewal and applicable fees.

N.J.A.C. 8:7-8.2 would establish standards for notifying the Board of licensee address changes.

N.J.A.C. 8:7-8.3 would establish standards for notifying the Board of licensee name changes and would establish a fee for issuance of a replacement license showing the name change.

N.J.A.C. 8:7-8.4 would establish standards and fees for issuance of duplicate licenses.

Subchapter 9 would establish interstate reciprocity standards for registered environmental health specialists.

N.J.A.C. 8:7-9.1 would establish general provisions for reciprocity as a registered environmental health specialist.

N.J.A.C. 8:7-9.2 would establish standards and applicable fees by which the Board would recognize and issue reciprocal New Jersey licensure to persons licensed in other jurisdictions as registered environmental health specialists.

Subchapter 10 would establish standards for continuing education of Board licensees.

N.J.A.C. 8:7-10.1 would establish continuing professional education requirements for licensees.

N.J.A.C. 8:7-10.2 would establish minimum annual credit hour standards prerequisite to the renewal of health officer and registered environmental health licenses.

N.J.A.C. 8:7-10.3 would establish standards by which a licensee would register for approved continuing professional education courses.

N.J.A.C. 8:7-10.4 would establish standards for minimum required continuing education contact hours.

N.J.A.C. 8:7-10.5 would establish standards for reporting continuing professional education credit hours to the Department.

N.J.A.C. 8:7-10.6 would establish standards by which the Department would accredit and allocate contact hours for continuing professional education courses for licensees.

N.J.A.C. 8:7-10.7 would establish standards by which the Board might waive all or part of individual licensees' continuing professional education obligations.

N.J.A.C. 8:7-10.8 would establish standards and fees for the conversion of inactive licensee status to active status.

Subchapter 11 would establish standards for the New Jersey Public Health Continuing Education Providership Program.

N.J.A.C. 8:7-11.1 would establish purposes and goals of continuing education for Board licensees.

N.J.A.C. 8:7-11.2 would establish policies and procedures for the maintenance of programming necessary to provide effective and high-quality continuing professional education programs.

N.J.A.C. 8:7-11.3 would establish procedures by which course sponsors could obtain approved provider status.

N.J.A.C. 8:7-11.4 would establish standards applicable to primary administrators of approved course providers.

N.J.A.C. 8:7-11.5 would establish standards applicable to approved providers.

N.J.A.C. 8:7-11.6 would establish standards applicable to approved providers for verification of participant attendance and successful completion of education programs they offer and would establish penalties for non-compliance.

N.J.A.C. 8:7-11.7 would establish standards applicable by which approved providers are to assign New Jersey public health continuing education contact hours to the education programs they offer.

N.J.A.C. 8:7-11.8 would establish standards for speaker and subject matter expert disclosure of conflicts of interest and would require educational programming to be free from bias.

N.J.A.C. 8:7-11.9 would establish standards applicable to commercially supported approved providers and/or presenters to maintain control of educational content and to inform participants of financial relationships between commercial supporters and approved providers.

N.J.A.C. 8:7-11.10 would establish standards by which approved providers could collaborate with each other or with other entities to deliver education programs.

N.J.A.C. 8:7-11.11 would establish record keeping standards applicable to approved providers.

N.J.A.C. 8:7-11.12 would establish standards applicable to approved providers for the content and timing of activity reports to the Department.

N.J.A.C. 8:7-11.13 would establish standards articulating the Department's authority to conduct inspections and audits of approved providers to determine their compliance with applicable requirements of proposed new N.J.A.C. 8:7.

Subchapter 12 would establish standards of professional conduct applicable to licensees.

N.J.A.C. 8:7-12.1 would establish minimum standards of professional conduct and grounds for licensee discipline.

Subchapter 13 would establish disciplinary action standards.

N.J.A.C. 8:7-13.1 would establish general provisions for the issuance of disciplinary action against licensees by the Board or the Department.

N.J.A.C. 8:7-13.2 would establish grounds and procedural standards for license suspensions and revocations.

N.J.A.C. 8:7-13.3 would prohibit impersonation as a health officer or registered environmental health specialist.

Subchapter 14 would establish procedures for filing complaints against licensees, Board hearings, and appeals.

N.J.A.C. 8:7-14.1 would establish procedures by which any entity might file a complaint with the Board against a licensee.

N.J.A.C. 8:7-14.2 would establish standards for the Board's issuance of notice of hearing to a person who is the object of a complaint.

N.J.A.C. 8:7-14.3 would establish standards for appeal of Board decisions. As the Department has provided a 60-day comment period for this notice of proposal, this notice is excepted from the rulemaking calendar requirement pursuant to N.J.A.C. 1 :30-3.3(a)5.

APPENDICES:

- A. Registered Environmental Health Specialist Examination Application
- B. Health Officer Examination Application
- C. New Jersey Public Health Continuing Education Providership Program Agreement
- D. New Jersey Public Health Continuing Education Providership Program Agreement  
Speaker Disclosure Form
- E. New Jersey Universal Fingerprint Form
- F. Note to Examination Applicants Regarding Fingerprinting Process



### **Social Impact**

The proposed new rules establish licensure standards applicable to the approximately 100 applicants for licensure as New Jersey health officers and New Jersey registered environmental health specialists whose applications the Department annually processes. The proposed new rules establish license renewal standards applicable to the approximately 300 existing licensed New Jersey health officers and the approximately 1,300 existing licensed New Jersey registered environmental health specialists.

The proposed new rules would have a beneficial social impact by allowing the Department to meet the legislative mandates of N.J.S.A. 26:1A-38 et seq. in prescribing licensing standards applicable to New Jersey health officers and registered environmental health specialists.

The proposed new rules would ensure that applicants for licensure and licensees possess and maintain proper training and experience necessary to serve in these capacities and knowledge of the latest public health practices and technologies, thereby serving the public by protecting public health, safety, and welfare.

### **Economic Impact**

The proposed new rules would have no economic impact on the public. The proposed new rules would have an economic impact on the approximately 100 applicants for licensure as New Jersey health officers and New Jersey registered environmental health specialists whose applications the Department annually processes. The proposed new rules would have an

economic impact on the approximately 300 existing licensed New Jersey health officers and the approximately 1,300 existing licensed New Jersey registered environmental health specialists. The proposed new rules would impose increased fees in comparison to the existing N.J.A.C. 8:7 proposed for repeal.

Health officers and registered environmental health specialists, like other professionals, need to maintain a level of knowledge and competency to adequately serve the public and would incur fees to acquire and maintain licensure. Prospective licensees would incur costs to obtain the minimum educational and experiential qualifications necessary to apply to take the licensure examination. Licensees would incur costs to satisfy the continuing professional education standards the proposed new rules would establish as a condition of license renewal.

Prospective licensees would incur fees of \$125.00 to apply to take the licensing examination and, upon the Board's approval of that application, \$250.00 to take the examination. Applicants for licensure renewal would incur an annual fee of \$75.00 and an additional \$25.00 fee, if the application for renewal were late.

Licensees have opportunities to avoid costs associated with obtaining required continuing professional education. For example, N.J.S.A. 26:3-29 and 26:3-30 authorize local boards of health to defray necessary expenses for licensees to attend certain meetings and conventions at which licensees can obtain continuing education credit. For another example, health professional associations, of which many licensees are members, offer continuing education programs at minimal or no cost. Finally, some municipalities and counties that employ licensees may elect to pay some or all the fees associated with licensees' maintenance of licensure and/or compliance with continuing professional education requirements.

Licensees would incur an additional fee of \$25.00, if they elect to request a duplicate license.

Applicants for approved provider status would not need to retain the services of professionals to apply for approved provider status. They would incur modest administrative expenses associated with the preparation and transmittal of their applications to the Department.

Approved providers would not need to retain the services of professionals to comply with the proposed new rules, except to the extent that speakers and subject matter experts teaching courses presumably would be either professional educators and/or health professionals with expertise in the subjects they would be teaching. The costs to retain these professionals would vary based on the level of expertise and professional status of the educator and should be considered normal staffing overhead for an entity in the business of providing educational programming. They would incur administrative expenses in connection with the creation and maintenance of records of student course attendance and completion, and in submitting reports thereof to the Department.

### **Federal Standards Statement**

The Department does not propose the repeal of the existing rules and the proposed new rules at N.J.A.C. 8:7 under the authority of, or in order to implement, comply with, or participate in any program established under Federal law, or under a State statute that incorporates or refers to Federal law, standards, or requirements. Therefore, no Federal standards analysis is required.

### **Jobs Impact**

The proposed repeal and new rules would not result in an increase or decrease in the number of positions available to licensed health officers and registered environmental health

specialists in New Jersey, because the total number of health Departments in the State determine and limit the availability of employment opportunities for these licensees. However, as many licensees have been in public service for many years, they are now approaching retirement age. As such, it is anticipated that employment opportunities among licensees will increase in coming years.

The proposed repeal and new rules would not result in a significant increase or decrease in the number of positions available to those in the continuing education provider sector. The number of course providers has been relatively stable over the past several years and the proposed repeal and new rules merely provides the continuing education course providers with an easier way to certify their programs.

### **Agriculture Industry Impact**

The Department does not anticipate that the proposed repeal and new rules would have an impact on the agriculture industry in the State.

### **Regulatory Flexibility Analysis**

The proposed repeal and new rules would establish reporting, recordkeeping and compliance requirements on applicants for licensure as health officers and registered environmental health specialists, licensees, applicants for status as approved continuing education program providers, and approved continuing education program providers. Of these, only applicants for status as approved continuing education program providers, and approved continuing education program providers may be small businesses within the meaning of the Regulatory Flexibility Act, N.J.S.A. 52:148-16 et seq.

The reporting, record keeping, and compliance requirements applicable to applicants for approved provider status and approved providers that are small businesses are the same as those applicable to all applicants and approved providers, and are described in the Summary, above.

Applicants for approved provider status would not need to retain the services of professionals to apply for approved provider status. Approved providers would not need to retain the services of professionals to comply with the proposed new rules, except as described in the Economic Impact, above.

The costs of compliance applicable to applicants for approved provider status and approved providers that are small businesses are the same as those applicable to all applicants and approved providers, and are described in the Economic Impact, above.

The Department has determined that the proposed new rules for continuing education program providers and applicants for approved provider status are the minimum standards necessary to ensure uniform competence, quality, and integrity among approved providers of continuing education to Board licensees and to maintain uniform minimum educational and experiential proficiency levels among licensees. Therefore, and given the proposed new rules' underlying objective of protecting public health, the Department proposes no lesser or differing standards or requirements of applicants for approved provider status and approved providers that are small businesses.

### **Smart Growth Impact**

The proposed repeal and new rules would not have an impact on the achievement of smart growth and implementation of the State Development and Redevelopment Plan.

### **Housing Affordability Impact**

The proposed repeal and new rules would not have an impact on the costs associated with housing because the proposed new rules only establish standards for the licensure of health officers and registered environmental health specialists and would have no bearing on housing costs.

### **Smart Growth Development Impact**

The proposed repeal and new rules would not have an impact on housing production because the proposed repeal and new rules only establish standards for the licensure of health officers and registered environmental health specialists and would have no bearing on housing costs.

**Full text** of the proposed repeal may be found in the New Jersey Administrative Code at N.J.A.C. 8:7.

**Full text** of the proposed new rules follows:

#### SUBCHAPTER 1. GENERAL PROVISIONS

##### 8:7-1.1 Purpose

The purpose of this chapter is to set forth the administrative structure, reasonable standards, guidelines, and procedures for the licensing, guidance, supervision, and regulation of health officers, registered environmental health specialists, and approved course providers in New Jersey in accordance with N.J.S.A. 26:1A-38 through 43.

### 8:7-1.2 Scope

(a) This chapter applies to:

1. Individuals who are seeking New Jersey licensure as health officers and/or registered environmental health specialists;
2. Individuals who hold New Jersey licensure as health officers and/or registered environmental health specialists;
3. Public and private entities seeking to provide accredited continuing education courses and programs to health officers and/or registered environmental health specialists; and,
4. Public and private entities that the Department has authorized as approved providers of continuing education courses and programs to health officers and/or registered environmental health specialists.

### 8:7-1.3 Waiver

(a) The Commissioner or his or her designee may grant a waiver of any part of this chapter, if the Commissioner determines that denial of such a waiver would:

1. Endanger the life of any person;
2. Endanger public health, safety, or welfare; or,
3. Adversely affect the provision of public health services.

(b) A person seeking a waiver shall apply, in writing, to the DEPARTMENT.

1. A person making application for a waiver shall not act upon the request until the waiver is approved and issued by the Department.

(c) An application for waiver shall include the following:

1. The nature of the waiver requested;

2. The specific standards for which the waiver is requested;
3. Reasons for requesting the waiver, including a statement of the type and degree of hardship that would result if the waiver is not granted;
4. An alternate proposal that would ensure public safety; and,
5. Documentation to support the waiver application.

(d) The Department reserves the right to request additional information before processing an application for waiver.

## SUBCHAPTER 2. DEFINITIONS

### 8:7-2.1 Definitions

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise:

“Acceptable supervised experience” means direct, formal contact with a senior person who is responsible for the educational development and guidance of the supervisee, but does not include class work, or other course-related experiences.

“Accredited educational institution” or “accredited college or university” means an academic institution of higher learning that meets required educational standards or accepted criteria of quality in its educational program as established by a state, regional, or national accrediting agency that is recognized by the United States Department of Education.

“Active and in good standing” means a licensure status that allows the licensee full privileges to engage in the practice of duties subject to the scope of the licensee’s license classification.



“Administrative experience” means work performed under minimal supervision requiring initiative, decision making, and independent judgment.

“Advanced degree” or “graduate degree” means a post-baccalaureate degree, such as a Master’s degree or Doctorate, awarded for completing a course of study beyond the undergraduate level.

“Applicant” means a person who applies, either initially or on a renewal basis, to be licensed as a health officer or as a registered environmental health specialist.

“Approved provider organization” means an NJLMN course sponsor that has been authorized by the Department to assign New Jersey public health continuing education contact hours to educational programs offered under the auspices of the New Jersey Public Health Continuing Education Providership Program.

“Approved provider primary administrator” or “primary administrator” means the primary point-of-contact and responsible party for the approved provider organization, who is responsible for ensuring that the approved provider organization complies with this chapter.

“Approved provider virtual office” means a modified version of the NJLMN course sponsor tool within the NJLMN that allows an approved provider organization to create and post CE-accredited educational programs, record information required by the Providership Program, review course registration and attendance records, and conduct other NJLMN administrative tasks.

“Bachelor’s degree” or “baccalaureate degree” means an academic degree conferred by an accredited college or university upon those who successfully complete the undergraduate curriculum that generally lasts three or four years.

“Biological science” or “biology” means the science that studies life and living organisms, including their structure, function, growth, origin, evolution, and distribution, and includes botany, zoology, and all their subdivisions.

“Biostatistics” means the science that applies statistical theory and principles to research in medicine, environmental science, biology, public health, and related fields.

“Board” means the New Jersey Public Health Licensing and Examination Board, which is the entity that advises the Department in matters relating to the practice of public health, including establishing practice standards, education and training requirements, and on all disciplinary issues regarding health officers and registered environmental health specialists pursuant to N.J.S.A. 26:1A-41 et seq.

“Candidate” means the applicant seeking initial licensure as a health officer or registered environmental health specialist.

“Chemistry” or “chemical sciences” means the study of the composition, structure, properties, and reactions of matter and its combinations, especially at the atomic and molecular levels.

“College level” means those courses of instruction at an accredited college or university with assigned credit towards the attainment of a baccalaureate degree.

“Commissioner” means the Commissioner of the New Jersey Department of Health.

“Contact hour” means, subject to N.J.A.C. 8:7-10.2 and 11.4, a sixty-minute period of organized learning experience and instructional content with no less than 50 consecutive minutes of instructional content within the hour excluding breaks, registration, meals (with or without speaker), and social activities.

1. Contact hours are calculated by rounding to the nearest quarter hour; for example, one contact hour is equivalent to continuous content of duration between 53 and 67 minutes.

2. Participants must be in attendance during the entire period of organized learning experience and instructional content to be awarded contact hour credit.

“Content knowledge” means understanding the central concepts, tools of inquiry, and structures of a subject area.

“Continuing education” means organized learning experiences and instructional content that is designed to maintain, expand, and develop the professional skills of a licensed health officer or registered environmental health specialist.

1. Continuing education may include, but is not limited to, lectures, conferences, seminars, workshops, grand rounds, video conferences, and distance learning programs.

“Continuing education course provider” means an educational institution, professional society or association, governmental agency, person, or organization that has been recognized and approved by the Department to provide continuing professional education courses to members of the public health workforce in New Jersey such as New Jersey-licensed health officers and New Jersey-licensed registered environmental health specialists.

“Convicted” or “conviction” means, in accordance with N.J.S.A. 2C, The New Jersey Code of Criminal Justice, a finding of guilt by a judge or jury, a guilty plea, a plea of nolo contendere or non-vult, or entry into a pre-trial intervention program (PTI) or other disciplinary program authorized under the statutes of the State of New Jersey or under any other state’s statutes.

“Core Competencies for Public Health Professionals” or “Core Competencies”, incorporated herein by reference, as amended and supplemented, means a consensus set of skills

for the broad practice of public health, as defined by the 10 Essential Public Health Services, developed by the Council on Linkages Between Academia and Public Health Practice, and published by the Public Health Foundation at <http://www.phf.org/corecompetencies>.

“Course” means organized subject matter in which instruction is offered within a specified time period and for which undergraduate- or graduate-level credit is usually granted by an accredited college or university.

“Course sponsor/course provider tools” means an administrative system within the NJLMN that allows administrators to electronically post educational programs, track registration, and record attendance.

“Court stenographer” means a stenographer employed to record and transcribe an official verbatim record of the Board’s proceedings.

“Crime” means, in accordance with the New Jersey Code of Criminal Justice, specifically N.J.S.A. 2C: 1-4, any offense for which a sentence of imprisonment in excess of six months is authorized.

“Department” means the New Jersey Department of Health.

“Diagnostic and Statistical Manual of Mental Disorders” or “DSM” means the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association, Fifth Edition, 2013, as amended and supplemented, available by contacting American Psychiatric Publishing Inc., 1000 Wilson Boulevard, Suite 1825, Arlington, VA 22209, telephone (800) 368-5777 or (703) 907-7322, telefacsimile (703) 907-1091, email: [appi@psych.org](mailto:appi@psych.org), website at <http://www.appi.org>.

“Disorderly person offense” or “petty disorderly person offense” shall have the same meaning as the definition provided by the New Jersey Code of Criminal Justice at N.J.S.A. 2C:1-

4, incorporated herein by reference, as amended and supplemented, which offenses are generally under the jurisdiction of municipal courts, carry a maximum jail term of six months or less, and are characterized by being minor in nature and not giving rise to the rights of trial by jury or indictment by grand jury.

1. Examples of offenses included harassment, obstructing a public passage, and fighting in a public place.

“Doctoral degree” means the highest academic degree awarded by an accredited university and requires course work, comprehensive examinations, original research, and a dissertation, and usually a minimum of three years of study beyond the master’s level.

“Documentary evidence” means official documents to substantiate experience, and official transcripts of college record, or graduation or college attendance verified officially by the designated institution.

“Duplicate license” means a license that is reissued to replace a license that has been lost, stolen, or mutilated.

“Environmental engineering” is the modern term for the profession previously or alternatively referred to as sanitary engineering, public health engineering, and environmental health engineering and is a sub-discipline of civil engineering, and means the study of:

1. The treatment of chemical, biological, and/or thermal waste;
2. The purification of water and air;
3. The remediation of contaminated sites, due to prior waste disposal or accidental contamination;

4. The gathering of information on the environmental consequences of proposed actions and the assessment of effects of proposed actions for the purpose of assisting society and policy makers in the decision-making process; and,

5. Water purification, sewage treatment, and hazardous waste management.

“Environmental health” means the study of the branch of public health that is concerned with all aspects of the natural and built environment that may affect human health and the study of the fundamental theory and methods for the control of disease and includes environmental law, disease systems, water supplies, plumbing, waste water treatment, food sanitation, vector control, recreation sanitation, solid waste disposal, housing sanitation, and air pollution.

“Environmental health services” means those services that implement environmental health policies through monitoring and control activities and carry out this role by promoting the improvement of environmental parameters, encouraging the use of environmentally friendly and healthy technology and behaviors, and have a leading role in developing and suggesting new policy areas.

“Environmental science” means the science of the interactions between the physical, chemical, and biological components of the environment, including their effects on all types of organisms.

“Epidemiology” means the scientific study of patterns of disease and injury in human populations, especially the factors that influence the occurrence, incidence, and distribution of diseases, and the application of this study to the control of health problems.

“Expired license” means a licensure status in which the license is neither suspended nor revoked, but the licensee has submitted neither the required continuing education credit hours nor the required renewal fee to have and maintain an active license.

1. A licensee whose license is expired does not hold full privileges to engage in the practice of duties subject to the scope of the licensee's license classification.

"False pretense" means false representations of material past or present facts, known by the maker to be false, made with the intent to mislead or defraud.

"Field instruction" means a form of teaching that occurs within a practicum setting or organizational context and provides students with opportunities to apply and integrate knowledge, skills, and values, the purpose of which is to give students supervised practical application of previously studied theory.

"Full-time employment" means employment in which the employee works the full number of hours defined by the employer as a full-time workweek, consisting of a standard workweek of five working days per week, totaling 35 to 40 hours per week and typically providing the employee fringe benefits such as annual leave, sick leave, and health insurance.

"Good standing" means:

1. No action has been taken against the applicant's certification by any licensing board;
2. No action adversely affecting the applicant's privileges to practice as a health officer or registered environmental health specialist has been taken by any out-of-State institution, organization, or employer;
3. No disciplinary proceeding is pending that could affect the applicant's privileges to practice as a health officer or registered environmental health specialist;
4. All fines levied by any out-of-State board have been paid; and
5. There is no pending or final action by any criminal authority for violation of law or regulation, or any arrest or conviction for any criminal or quasi-criminal offense under the laws of the United States, New Jersey, or any other state, including but not limited to criminal homicide; aggravated assault; sexual assault, criminal sexual contact or lewdness; or any offense involving any controlled dangerous substance or controlled dangerous substance analog.

“Grade point average” or “GPA” means an average calculated by dividing the total number of grade points obtained by the number of credit hours attempted.

“Graduate school” means a school that an individual may attend after completion of an undergraduate degree program in order to obtain a degree higher than a bachelor’s degree, such as master’s degrees (including MA, MS, MSc, MPH) or doctorate degrees (including PhD, DSc, DrPH), often requiring a significant component of original research, including the writing and defense of a thesis or dissertation.

1. The term graduate school does not refer to medical school, veterinary school, or osteopathic school.

“Harassment” means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known as unwelcome and that might reasonably be regarded as interfering in a professional relationship.

“Health officer” means an individual who is:

1. Licensed pursuant to this chapter;
2. Employed full-time or eligible for full-time employment as the chief executive officer of a municipal, regional, county or contractual health agency pursuant to N.J.S.A. 26:3A2-14 and 15; and,
3. If employed pursuant to 2 above, responsible for evaluating health problems, planning appropriate activities to address these health problems, developing necessary budget procedures to finance these activities, directing staff to carry out these activities efficiently and economically, advocating for public health and upholding the enforcement of public health code and professional conduct expected of that position.



“Hour of classroom training” means a sixty-minute period of organized learning experience and instructional content with no less than 50 consecutive minutes of instructional content within the hour excluding breaks, registration, meals (with or without speaker), and social activities.

1. Contact hours are calculated by rounding to the nearest quarter hour; for example, one contact hour is equivalent to continuous content of duration between 53 and 67 minutes.

2. Participants must be in attendance during the entire period of organized learning experience and instructional content to be awarded contact hour credit.

“Inactive and in good standing” means a licensure status in which a licensee has not submitted the required continuing education credit hours to have and maintain an active license, although the license is neither suspended nor revoked.

1. A licensee whose licensure status is inactive and in good standing does not hold full privileges to engage in the practice of duties subject to the scope of the licensee’s license classification.

“Law enforcement authority” means a government agency that is responsible for the enforcement of laws.

“License” means the authorization issued by the Department permitting the person named on the authorization to practice as a health officer or as a registered environmental health specialist, as the case may be, pursuant to N.J.S.A. 26:3A2-14 and 15.

“Licensee” means a person to whom the Department has granted licensure as a health officer or registered environmental health specialist.

“Local health agency” means a municipal local health agency, contracting local health agency, regional health commission, or county health Department, that is under the

administration of a full-time health officer and conducts a public health program pursuant to applicable law.

“Master’s degree” means a graduate academic degree awarded by an accredited university for completion of a postgraduate or graduate course of study of one to three years in duration.

“Moral turpitude” means conduct that is considered contrary to community standards of justice, honesty or good morals.

1. Crimes involving moral turpitude have an inherent quality of baseness, vileness, or depravity with respect to a person’s duty to another individual or to society in general.

“National Environmental Health Association” or “NEHA” means a national professional organization for environmental health practitioners incorporated in 1937 to establish a standard of excellence for the profession, which standard has come to be known as the registered environmental health specialist or registered sanitarian credential, and which signifies that an environmental health professional has mastered a body of knowledge as verified through the passage of an examination and has acquired sufficient experience, to satisfactorily perform work responsibilities in the environmental health field.

“National Environmental Health Science and Protection Accreditation Council” or “Environmental Health Accreditation Council” means the organization that develops and applies accreditation guidelines for institutions of higher education that wish to ensure premium quality education and training of environmental health science and protection practitioners, and of which the primary responsibility is the review and accreditation of environmental health programs in accordance with criteria developed to assure the excellence of graduates of those programs, and for which the contact information is The National Environmental Health Science and Protection

Accreditation Council (EHAC), 4500 9th Ave NE, Suite 394 Seattle WA 98105, telephone (206) 522-5272, telefacsimile (206) 985-9805, website <http://www.ehacoffice.org>.

“Natural science” means those sciences that are involved in the study of the physical world and its phenomenon, but excluding social sciences, abstract or theoretical sciences, such as mathematics, and applied sciences.

i. The natural sciences include anatomy, bacteriology, biochemistry, biology, botany, biophysics, biostatistics, cell physiology, chemical engineering, chemistry, ecology, embryology, endocrinology, entomology, environmental health, epidemiology, food bacteriology, dairy sciences, genetics, geophysics, geology, herpetology, histology, hydrogeology, hydrology, microbiology, molecular biology, parasitology, pathology, pharmacy, physics, physiology, radiological health, sanitary engineering, sewage sanitation, soil science, toxicology, vector control, virology, zoology, the study of air pollution, community health, environmental diseases, hazardous waste, industrial hygiene, infectious diseases, occupational safety, or public health.

“Negligence” means an act or an omission in the carrying out of the work of a health officer or a registered environmental health specialist that constitutes a failure to maintain the standards that a reasonable and prudent health officer or a registered environmental health specialist would maintain in similar circumstances.

“New,” when used to describe a continuing education program, means a course developed by the licensee that is substantially different from other courses taught by the licensee and that has not previously taught in a formal educational setting.

“New Jersey Learning Management Network” or “NJLMN” means an electronic system, accessible at <https://njlmn.njlincs.net>, that is a customized web-based network specifically designed to distribute, manage, and track professional development and training for New

Jersey’s public health, safety, and emergency preparedness professionals, and that is the single portal for accrediting continuing education programs with New Jersey public health contact hours and tracking attendance for these programs.

“New Jersey Public Health Continuing Education Providership Program” or “Providership Program” means a sponsor-based program that provides recognized New Jersey public health education contact hours and promotes the professional development of health officers, registered environmental health specialists, public health nurses, and other public health staff by ensuring access to quality educational programs addressing the needs of the public health workforce.

“*Nolo contendere*” means a plea in a criminal case by which the defendant answers the charges made in the indictment by declining to dispute or admit the fact of his or her guilt.

1. A defendant who pleads *nolo contendere* submits for a judgment fixing a fine or sentence the same as if he or she had pleaded guilty.

2. The difference is that a plea of *nolo contendere* cannot later be used to prove wrongdoing in a civil suit for monetary damages, but a plea of guilty can.

3. A plea of *nolo contendere* may be entered only with the permission of the court.

“*Non vult*” means a type of plea that can be entered by a defendant who is unwilling to admit guilt but is willing to submit to the court for sentencing, and which term is a variation of and has the same meaning as *nolo contendere*.

“Office of Local Public Health” or “DEPARTMENT” means the Office of Local Public Health within the Public Health Services Branch of the Department of Health, for which the contact information is: Office of Local Public Health, PO Box 360, Trenton, NJ 08625-0360,

telephone: (609) 292-4993, telefacsimile: (609) 292-4997, and website

<https://www.nj.gov/health/lh/>.

“Office of the Secretary of Higher Education” means the New Jersey State agency established by the Higher Education Reconstruction Act of 1994, N.J.S.A. 18:38-1 et seq., which provides coordination, planning, policy development and advocacy for the State’s higher education system.

“Official transcript” means an official document that contains all essential academic data, including institution and student name, dates of attendance, courses complete, grades received, credits completed, transfer credits awarded, degree received, and academic status (such as in good standing, warning, serious warning, or dismissal), which the student submits to the Department in an unopened, sealed envelope directly from the issuing institution with the registrar’s signature stamped across the seal within the 365 days immediately preceding the date of license application.

“One year of supervised experience” means one year of full-time supervised experience that amounts to a minimum of 1,500 hours of actual performance of work in public health that includes at least 150 hours of direct individual supervision of the candidate over a period of not less than 12 months.

1. In the case of group supervision, two hours shall count as one hour in calculating the aggregate total.

2. Part-time work is to be shown in terms of proportion of full-time work and of the duration of the part-time work so that accurate equivalents can be credited.

“Peer review” or “referee” means the process in which a scholarly journal article or other work is submitted to a process of evaluation by one or more experts in the subject matter to

determine whether it is worthy of publication, thereby forcing authors to meet the standards of their discipline.

1. Publications that have not undergone peer review are likely to be regarded with suspicion by scholars and professionals in many fields.

“Physical science” means that branch of study of the natural sciences that studies non-living systems, in contrast to the biological sciences, and which includes non-biologic chemistry, physical chemistry, physics, and earth sciences.

“Physics” means a natural science that is the study of matter and its motion through space and time and the study of that which derives from these, such as energy and force, and which more broadly is the general analysis of nature, conducted in order to understand how the world and universe behave.

“Planning and education coordinators” means the members of an approved provider organization who are responsible for developing accredited continuing educational programs, posting the developed programs, managing course registration, keeping attendance records, and conducting other appropriate NJLMN administrative tasks.

“Principles of statistics in public health” means a course concerning the concepts of statistical reasoning, statistical principles and their role as the scientific basis for clinical research, and public health research and practice.

“Professional incompetence” means lacking sufficient knowledge, skills, or professional judgment in that field of practice in which the health officer or registered environmental health specialist engages to a degree likely to jeopardize the health, safety, or welfare of an individual and/or a community.

“Public health” means the science and art of protecting the health of communities through education, promotion of healthy lifestyles, and research for disease and injury prevention, and includes organized efforts to prevent, identify, and counter threats to the health of the public.

“Public health administration” means an in-depth understanding of the core functions of public health assessment, policy development, and assurance, using both theoretical and practical material to develop basic administrative competencies necessary for the practice of public health, and placing particular emphasis on case studies that examine how public agencies use public and private resources most efficiently, effectively, and equitably to maintain or improve the health of populations.

“Public health continuing education credits or contact hours” or “CEs,” or “CE credits” or “PHCE” means a sixty-minute period of organized learning experience and instructional content with no less than 50 consecutive minutes of instructional content within the hour excluding coffee breaks, registration, meals (with or without speaker), and social activities.

1. Contact hours are calculated by rounding to the nearest quarter hour; for example, one contact hour is equivalent to continuous content of duration between 53 and 67 minutes.

2. Participants must be in attendance during the entire period of organized learning experience and instructional content, to be awarded contact hour credit.

“Public health engineer” means a person who applies engineering principles for the detection, evaluation, control, and management of those factors in the environment that influence human health, and who has a comprehensive engineering knowledge and experience in the area of drinking water supply including the review of engineering plans and specifications, the

evaluation of the facilities and operational performance of major and/or complex water supply systems; the investigation and characterization of the public health impact of contaminants affecting public water systems, and the investigation and resolution of major water system and related environmental problems.

“Public health ethics” means a systematic process to clarify, prioritize, and justify possible courses of public health action based on ethical principles, values and beliefs of stakeholders, and scientific, legal, and other information.

“Public health leadership” means that activity comprised of supervisory techniques which allow one the ability to plan, organize, and direct the work of others in order to attain public health objectives.

“Public health planning” means:

1. The collection and summarization of relevant health information using modern health planning tools;
2. The use of current techniques in decision analysis;
3. The identification and integration of public health laws, regulations, and policies into specific local health agency programs and activities;
4. The preparation of policy options with expected outcomes and recommendations for the appropriate course of action; and
5. The development of mechanisms to evaluate the effectiveness and quality of public health programs.

“Registered environmental health specialist” or “REHS” means a public health professional who is licensed by the Department pursuant to this chapter and who is uniquely qualified by education, specialized training, and acceptable environmental health field



experience to effectively plan, organize, manage, execute and evaluate one or more of the many diverse elements comprising the field of environmental and public health.

1. Program areas include, but are not limited to food, beverage, and lodging sanitation; epidemiology; communicable disease; housing; refuse disposal; water supply sanitation; rodent, insect, and vermin control; accident prevention; swimming pool and public bathing facility sanitation; public campground safety and sanitation; radiation safety; air and water quality; noise pollution; and institutional and industrial hygiene.

2. Implementation includes community education, investigation, consultation, review of constructions plans, collecting of samples and interpretation of laboratory data, enforcement actions, and review and recommendation of policy and/or regulation.

3. Practice in the field of environmental health includes, but is not limited to, organization, management, education, enforcement, and consultation for the purpose of prevention of environmental health hazards and the promotion and protection of the public health and the environment in the following areas: food, lodging and institutional sanitation; on-site sewage treatment and disposal; and milk and dairy sanitation.

4. The following are not included within the definition of “registered environmental health specialist”:

- i. A person who is teaching, lecturing, or engaging in research;
- ii. A person who is a sanitary engineer, public health engineer, public health engineering assistant, registered professional engineer, industrial hygienist, health physicist, chemist, epidemiologist, toxicologist, geologist, hydrogeologist, waste management specialist, or soil scientist, except when the person is working as a sanitarian;

- iii. A public health officer or public health Department director;
- iv. A person who holds a license to practice medicine, veterinary medicine, or nursing; and
- v. Laboratory personnel when performing or supervising the performance of sanitation-related laboratory functions.

“Revocation” or “revoked” means the permanent voiding, withdrawal, or cancellation of a license.

“Risk communication” means an integrative process of the exchange of information and opinions among individuals, groups, and institutions, involving:

1. The formulation, expression and dissemination of messages about the nature of particular risks, concerns, opinions, or reactions to risk messages or to the legal and institutional arrangements for risk management, typically involving the exchange of ideas rather than one-sided activity, through the expression of concerns, opinions, and reactions in addition to the incorporation of objective or “hard” data; and often requiring the interpretation of scientific information for the target audience.

“Sanitary engineering” means the branch of engineering that focuses on the chemical, physical, and biological treatment of water and wastewater for the development of design criteria and system operation, and typically including the design, construction, and maintenance of environmental facilities conducive to public health, such as water supply and waste disposal.

“Seminar” means a form of academic instruction provided either at a university or by a commercial or professional organization that brings small groups together for recurring meetings, focusing each time on some particular subject, in which *everyone* present is expected to *actively* participate, which is often accomplished through an ongoing Socratic dialogue with a

seminar leader or instructor, or through a more formal presentation of research among participants who are normally not beginners in the field under discussion.

1. The typical purpose of a seminar is to familiarize students more extensively with the methodology of the chosen subject and to allow them to interact with examples of practical problems, through discussion of assigned readings, the conduct of debates *over* questions relevant to the subject, in relatively informal settings as compared to the lecture system of academic instruction.

“Social or behavioral science” means the scientific study of the human society and of individual relationships in and to society.

1. The main social sciences include anthropology, psychology, political science, economics, political science, psychology, linguistics, and sociology.

“State Sanitary Code” means the administrative rules promulgated pursuant to N.J.S.A. 26:1A-7 as may be necessary properly to preserve and improve the health of residents of the State.

“Statistics” means the branch of applied mathematics concerned with the collection and interpretation of quantitative data and the use of probability theory to estimate population parameters.

“Supervisory” means the act of managing employees, the goal of which is to help employees most adequately fit with the needs of, for example, a local health agency.

1. Typical supervisory activities include holding meetings, reviewing performance, scheduling, assigning raises or bonuses, and hiring or firing employees.

“Suspended license” means a licensure status of health officer or a registered environmental health specialist that temporarily keeps the licensee from performing or functioning as designated by the license.

“Unofficial transcript” means a working copy of a student’s permanent academic record.

“Upper level or advanced course” means a course, typically offered to students in the third or fourth year of an undergraduate degree program, covering advanced or complex topics in depth, in contrast to introductory courses typically offered to first and second-year students.

“Year of college” means 30 semester hours of credit with passing grades in course work at an accredited academic institution.

“Zoonosis” means an infection, infestation, or an infectious disease transmissible under natural conditions between vertebrate animals, both wild and domestic, to humans.

### SUBCHAPTER 3: NEW JERSEY PUBLIC HEALTH LICENSING AND EXAMINATION BOARD

#### 8:7-3.1 Establishment and purpose; powers and duties

(a) There is established within the New Jersey Department of Health a board of examiners to be known as the Public Health Licensing and Examination Board.

(b) The Board shall:

1. Act as an advisory body to the Department regarding matters relevant to education, examination, and licensure of health officers and registered environmental health specialists, and matters bearing upon public health practice standards;

2. Review, evaluate and approve applications to take health officer and registered environmental health specialist license examinations;

3. Interview applicants for licensure as health officers or registered environmental health specialists as necessary;
4. Approve or deny entrance to license examinations, based upon the applicant's qualifications;
5. Recommend corrective actions applicants must take to qualify for these examinations;
6. Oversee the conduct of the examinations and the grading for the licensing of health officers and registered environmental health specialists;
7. Assist the Department with notifying applicants of licensure examination results;
8. Establish standards for continuing education of licensees, including the number and type of continuing education credits required of a licensee as a condition of license renewal and acceptable subject matter and content for accredited continuing education;
9. Investigate reports of possible violations of laws by, and take appropriate disciplinary action against health officers and registered environmental health specialists applicable to their respective scopes of practice, including but not limited to N.J.S.A. 26:1A-41, applicable chapters of N.J.S.A. Titles 24 and 26, N.J.A.C. Title 8, and other areas overseen by the Department; and
10. Refer the following to appropriate law enforcement authorities:
  - i. Instances of persons using the titles of "health officer" or "registered environmental health specialist" or otherwise representing themselves to the public as such, when these persons are not licensed by the Department; and
  - ii. Information the Board obtains regarding potential violations of applicable law by a health officer or a registered environmental health specialist.

### 8:7-3.2 Composition of the Public Health Licensing and Examination Board

- (a) The Board shall be composed of 11 members.
- (b) One member of the Board shall be the Commissioner, or his or her designee, who shall serve as the Chair of the Board;
- (c) One member of the Board shall be the Commissioner of the New Jersey Department of Environmental Protection or his or her designee;
- (d) One member of the Board shall be the Chair of the New Jersey Civil Service Commission or his or her designee;
- (e) The Commissioner shall appoint eight members from among the following constituencies:
  - 1. Three members of the Board shall be health officers holding active licenses in good standing, each of whom has practiced for a minimum of five years with a local health agency as a health officer, and whose appointment to the Board the Executive Committee of the New Jersey Health Officers Association has recommended to the Commissioner;
  - 2. Three members of the Board shall be registered environmental health specialists holding active licenses in good standing, each of whom has practiced for a minimum of five years with a local health agency as a registered environmental health specialist, and whose appointment to the Board the Executive Committee of the New Jersey Environmental Health Association has recommended to the Commissioner;
  - 3. One member of the Board shall be a health educator; and
  - 4. One member of the Board shall be a member of the public.

### 8:7-3.3 Terms of office

(a) The designee of the Commissioner shall serve at the pleasure of the Commissioner and until replaced by the Commissioner.

(b) The designee of the Commissioner of the New Jersey Department of Environmental Protection shall serve at the pleasure of the Commissioner and until replaced by the Commissioner.

(c) The designee of the Chair of the New Jersey Civil Service Commission shall serve at the pleasure of the Chair and until replaced by the Chair.

(d) The term of office of Board members appointed by the Commissioner pursuant to N.J.A.C. 8:7-3.2(e) shall be three years, subject to either reappointment for one or more additional terms or replacement upon the conclusion of a term and provided no such Board member shall serve more than three consecutive terms.

(e) When a Board member whom the Commissioner appoints pursuant to N.J.A.C. 8:7-3.2(e) is unable to complete his or her appointed term, the Commissioner shall appoint an individual from the constituency whom the withdrawing member represents to complete that member's term.

1. The term of a replacement appointee shall be for the duration of the unexpired term of the withdrawing member.

2. If the Commissioner reappoints individuals who originally joined the Board as replacement appointees to serve a full term on the Board, the duration of the replacement appointment shall not count toward the duration of the full-term appointment.

(f) A resigning Board member shall make that resignation in writing to the Chair.

#### 8:7-3.4 Transaction of business

(a) To transact business, a majority of Board members shall constitute a quorum.

1. No binding action shall be taken by the Board in the absence of a quorum.

2. If a quorum is not present, the Board may discuss matters and issues of concern.

3. The Board shall hold over any action requiring a quorum until the next session at which a quorum is present.

(b) The Chair shall preside at all meetings of the Board and shall appoint all committees as deemed appropriate and necessary to affect the work of the Board.

(c) Any action of the Board shall require a majority vote of members present.

1. Proxy votes are not permitted.

(d) In order to provide a timely response to issues before the Board and to address emergent matters, the Chair may poll Board members telephonically or electronically.

(e) All business transactions of the Board shall be made under the signature of the Chair.

#### 8:7-3.5 Operation of the Board

(a) The Board may use on a full- or part-time basis such employees of the Department as are necessary to maintain records pertinent to the examination and the licensure of health officers and registered environmental health specialists, or to assist in any manner in the performance of duties as required pursuant to this chapter.

(b) The Board may hold hearings for the purpose of administrative adjudication of such matters as may properly come before it, make necessary determinations, make recommendations to the Commissioner, and issue such orders as may be consistent with its findings.

(c) The Board shall meet at least twice annually to transact necessary business.



(d) The Chair may call special meetings at his or her discretion or upon the written request of any three members of the Board.

(e) The Board shall develop and comply with bylaws established by the Board and approved by the Department.

#### 8:7-3.6 Recordkeeping

The Board shall keep minutes of all meetings and copies of all official correspondence.

(a) Meeting minutes may be kept in the form of written documents or audio recordings, as determined by the Department.

(b) Meeting minutes shall be recorded by a court stenographer.

(c) Meeting minutes, regardless of form, shall be retained as required by Bureau of Records Management, Records Retention Schedules.

### SUBCHAPTER 4. QUALIFICATIONS FOR LICENSURE

#### 8:7-4.1 General licensure information

(a) No person shall act in the capacity of a health officer or a registered environmental health specialist in any form or manner unless that individual holds an active license in good standing.

(b) Licenses are the property of the Department, and a person not duly authorized to hold them shall immediately surrender them to the Department upon demand.

(c) Concurrent with the revocation or voluntary surrender of a person's health officer or a registered environmental health specialist licenses shall become immediately invalid and a holder thereof shall immediately return them to the Department upon demand.

(e) Once licensed, a licensee shall immediately notify the Department, in writing, of:

1. The licensee's conviction of any crime or offense or acceptance into a pre-trial intervention, conditional discharge or other diversionary program in this State or any other state;

2. The change of the licensee's name, accompanied by the related official judgment or other documentation of the name change as the Department may require under the circumstances; and

3. The change of the licensee's mailing and/or physical address, accompanied by official documentation of the change as the Department may require under the circumstances;

(f) Applicants for licensure and licensees shall not file with the Department any record, statement, or document that is falsified, deceptive, fraudulent, or untrue.

1. The filing of a falsified, deceptive, fraudulent, or untrue record, statement, or document shall be enough cause for the revocation of and/or refusal to issue or renew that person's health officer or a registered environmental health specialist license.

#### 8:7-4.2 Minimum qualifications to take health officer licensure examination

(a) Persons seeking admission to take the health officer licensure examination shall:

1. Hold a baccalaureate degree from an accredited college or university;

2. Have successfully completed a minimum of 12 undergraduate credit hours in biology, chemistry, physics, natural sciences, or environmental sciences;

3. Hold an advanced degree in at least one of the following topic areas:

i. Public health;

ii. Environmental science;

iii. Health administration;

iv. Nursing with experience in community or public health;

- v. Community or population health; or
- vi. Health education.

4. Have successfully completed a minimum of three graduate-level or upper-level undergraduate credit hours in each of the following topics:

- i. Epidemiology;
- ii. Infectious and chronic disease;
- iii. Statistics;
- iv. Environmental health;
- v. Health education;
- vi. Health policy and administration; and
- vii. Public health law.

5. Have successfully completed four years of full-time employment as a public health, environmental health, or health care professional, at least two years of which were performed:

- i. At a New Jersey local health agency under the direction of a New Jersey licensed health officer; and
- ii. During the 10 years immediately preceding the filing of an application for admission to the health officer licensing examination.

6. Have successfully completed two years of full-time employment in which the applicant acted in a supervisory capacity;

7. Through the process established at N.J.A.C. 8:7-4.2(b), demonstrate experience and ability to perform each of the following foundational responsibilities of New Jersey health officers:

- i. Apply basic public health sciences to the surveillance, investigation, control and prevention, reporting, and evaluation of communicable diseases, chronic diseases, preventable injuries, environmental health hazards, and other public health threats;
- ii. Describe the role, responsibilities, and function of the health officer and public health within local, county, state, and federal government systems during routine and emergency situations;
- iii. Recognize the diversity of health Department and municipal government configurations in New Jersey, and navigate the configurations within their jurisdiction;
- iv. Understand the extent of and limits to their legal obligations and enforcement powers in routine and emergency situations;
- v. Understand the legally defensible techniques for gathering, presenting, and testifying about evidence;
- vi. Ensure the provision of mandated public health services and enforce applicable public health laws, regulations, codes, and ordinances;
- vii. Ensure compliance with mandatory reporting of diseases, threats, and emergencies within the Department's jurisdiction;
- viii. Ensure all personnel operate within relevant labor laws, contract requirements, and Departmental personnel rules, and comply with established standards for public health professionals;
- ix. Operate within legal authority with acquiring health information needed to conduct disease investigations and to provide public health services;
- x. Ensure the privacy, confidentiality, security, and durability of health data collected, maintained, and disseminated by the Department;

xi. Provide science-driven guidance on proposed regulatory and legislative measures that affect public health policy;

xii. Apply tools and strategies of government finance, accounting, and budgeting;  
and

xii. Gain knowledge of and employ fundamental technological tools, equipment, products, and software designed to provide efficient and effective delivery of public health services.

(b) A candidate for licensure as a health officer shall demonstrate experience and ability to perform each of the foundational responsibilities of a New Jersey health officer set forth at (a) above by submitting to the Board documentation from the applicant's supervisor(s) verifying and evaluating the applicant's employment experience and field training experience, as applicable, in the form of a detailed narrative so that the Board can make a determination that the applicant meets the experiential qualifications.

1. Requested details are the applicant's duties, supervisors, dates, times, and work products, and the supervisor's personal evaluation of the applicant's potential.

2. The Board shall accept education received at an institution outside of the United States if the education completed outside of the United States has been deemed equivalent to that gained in an accredited U.S. education program, that such non-U.S. education is equivalent to that provided by an entity identified in (a) above:

i. The specific courses have been accepted for college-level credit by an accredited U.S. college or university, or institution because they would be creditable if the student were to further his or her education at that institution.

ii. An accredited U.S. university or college reports the other institution as one whose transcript is given full value, or full value is given in subject areas applicable to the curricula at that university or college.

iii. The educational program has been accredited under another country's standards that have been determined to be "comparable" to U.S. standards by the U.S. Department of Education's National Committee on Foreign Medical Education and Accreditation.

iv. The candidate submits an evaluation of the coursework from an accredited U.S. college or university or from a private professional organization specializing in interpretation of foreign educational credentials, which deems the coursework to be equivalent to that gained in an accredited U.S. education program. A list of private organizations that specialize in interpretation of non-U.S. education transcripts may be found at the National Association of Credential Evaluation Services (NACES®) website at: <http://www.naces.org>

3. Non-U.S. education credential evaluations submitted to the Board must include:

- i. the type of education received by the applicant,
- ii. the level of education in relation to the U.S. education system,
- iii. a statement by the evaluator that its comparability recommendations follow the general guidelines of National Association of Credential Evaluation Services (NACES),
- iv. the content of the applicant's educational program earned abroad, and the standard obtained,
- v. the status of the awarding foreign school's recognition and legitimacy in its home country's education system,

- vi. what the evaluation service did to obtain this information,
- vii. the qualifications of the evaluator, and
- viii. any indications as to other problems such as forgery.

4. Proof that the applicant has achieved a passing score on the Test of English as a Foreign Language (TOEFL) examination, the International English Language Testing System (IELTS) examination or the Test of English in International Communications (TOEIC) examination, within the past two (2) years.

#### 8:7-4.3 Minimum qualifications to take registered environmental health specialist licensure examination

(a) Applicants for admission to the registered environmental health specialist licensing examination shall:

1. Hold a baccalaureate degree from an accredited college or university recognized by the New Jersey Office of the Secretary of Higher Education in a program accredited by the National Environmental Health Science and Protection Accreditation Council, [www.ehacoffice.org](http://www.ehacoffice.org); or

2. Hold a baccalaureate degree from an accredited college or university, and meet:

- i. (b) and (c) below;
- ii. (d) below; or
- iii. (e) below.

(b) The degree required of an applicant pursuing eligibility pursuant to (a)2i above shall include successful completion of a minimum of 40 credit hours in one or more of the following disciplines: biology, chemistry, physics, natural sciences, other physical sciences, sanitary

engineering, environmental engineering, environmental health, environmental science, and/or mathematics, provided:

1. No more than six of the 40 credits may be in college-level mathematics;
2. At least two of the courses must be a laboratory course in biology, chemistry, physics, or environmental science; and
3. Courses in which the applicant obtained grades of less than 2.0 (“C”) shall not count toward required credits.
4. The Board shall accept education received at an institution outside of the United States if the education completed outside of the United States has been deemed equivalent to that gained in an accredited U.S. education program, that such non-U.S. education is equivalent to that provided by an entity identified in (a) above:
  - i. The specific courses have been accepted for college-level credit by an accredited U.S. college or university, or institution because they would be creditable if the student were to further his or her education at that institution.
  - ii. An accredited U.S. university or college reports the other institution as one whose transcript is given full value, or full value is given in subject areas applicable to the curricula at that university or college.
  - iii. The educational program has been accredited under another country’s standards that have been determined to be “comparable” to U.S. standards by the U.S. Department of Education’s National Committee on Foreign Medical Education and Accreditation.
  - iv. The candidate submits an evaluation of the coursework from an accredited U.S. college or university or from a private professional organization specializing in



interpretation of foreign educational credentials, which deems the coursework to be equivalent to that gained in an accredited U.S. education program. A list of private organizations that specialize in interpretation of non-U.S. education transcripts may be found at the National Association of Credential Evaluation Services (NACES®) website at: <http://www.naces.org>

5. Non-U.S. education credential evaluations submitted to the Board must include:

- i. the type of education received by the applicant,
- ii. the level of education in relation to the U.S. education system,
- iii. a statement by the evaluator that its comparability recommendations follow the general guidelines of National Association of Credential Evaluation Services (NACES),
- iv. the content of the applicant's educational program earned abroad, and the standard obtained,
- v. the status of the awarding foreign school's recognition and legitimacy in its home country's education system,
- vi. what the evaluation service did to obtain this information,
- vii. the qualifications of the evaluator, and
- viii. any indications as to other problems such as forgery.

6. Proof that the applicant has achieved a passing score on the Test of English as a Foreign Language (TOEFL) examination, the International English Language Testing System (IELTS) examination or the Test of English in International Communications (TOEIC) examination, within the past two (2) years.

(c) An applicant pursuing eligibility pursuant to (a)2i above in addition shall satisfactorily complete 1,700 hours of post-baccalaureate, full-time supervised employment under the supervision of a licensed New Jersey registered environmental health specialist;

1. Supervised experience shall be provided by an agency listed in the Directory of Local Health Departments in New Jersey available on the Department's website at <https://www.nj.gov/health/lh/>, or available upon request from the DEPARTMENT;

2. A minimum aggregate total of 1,200 hours of supervised experience shall be devoted to the following category 1 topics, with a minimum of 80 hours experience in each topic;

- i. local health administration,
- ii. retail food (including a minimum of five written inspection reports),
- iii. solid waste,
- iv. on-site sewage disposal (including a minimum of two system inspections),
- v. surface water pollution,
- vi. air pollution,
- vii. recreational bathing,
- viii. court cases,
- ix. insect and rodent control,
- x. epidemiology,
- xi. emergency preparation, and
- xii. disaster sanitation

3. An additional minimum aggregate total of 320 hours of supervised experience shall be devoted to at least four of the following seven category 2 topics, with a minimum of 80 hours experience in each topic selected;

- i. ragweed and poison ivy,
- ii. noise investigation,
- iii. potable water supply,
- iv. plumbing,
- v. institutional sanitation,
- vi. lead inspection,
- vii. municipal sewage treatment, or
- viii. housing

(d) An applicant pursuing eligibility pursuant to (a)2ii above shall satisfactorily complete the course known as “Environment and Public Health” offered by Rutgers, the State University of New Jersey, or an equivalent course that meets the following classroom and field training requirements:

1. An in-class training equivalent shall consist of a minimum of 200 hours of classroom training in the following areas of study:

- i. food protection and safety,
- ii. epidemiology,
- iii. communicable disease,
- iv. water quality,
- v. air quality,
- vi. noise,
- vii. industrial and land pollution,
- viii. sewage disposal,
- ix. hazardous and toxic substances,

- x. solid waste management,
- xii. bioterrorism,
- xiii. disaster sanitation,
- xiv. institutional health, and
- xv. emergency preparation.

2. Additional field training equivalent consisting of at least 200 hours of supervised field training in the following required, recommended, and optional topics:

- i. Required topics include retail food inspection, solid waste, on-site sewage disposal, surface water pollution investigation, air pollution, recreational bathing, court cases, insect and rodent control, and epidemiological investigation.
- iii. ii. Recommended topics include (field training must provide experience in at least four of the following seven topics): ragweed and poison ivy, noise investigation, potable water supply, plumbing, institutional sanitation, lead inspection, and municipal sewage treatment. Optional topics include housing and disaster sanitation; or three days of the field training must be spent

with a New Jersey Department of Health registered environmental health specialist.

(e) An applicant pursuing eligibility pursuant to (a)2iii. above shall hold a baccalaureate degree from an accredited college or university, satisfactorily complete an additional 18 credits of undergraduate or graduate level courses, and complete 200 hours of field training under the supervision of a New Jersey licensed registered environmental health specialist,

1. Satisfactorily complete an additional six undergraduate or graduate level courses, one three-credit course covering each of following six topics:

- i. food safety, food sanitation, or food microbiology,
- ii. epidemiology,
- iii. microbiology or communicable diseases,
- iv. environment and health,
- v. soils
- vi. public health practice and administration,

2. Complete 200 hours of post-baccalaureate, full-time supervised employment under the supervision of a licensed New Jersey registered environmental health specialist and/or a licensed New Jersey health officer who is also a licensed New Jersey registered environmental health specialist at a New Jersey local health agency that is listed on the Department's website at <https://www.nj.gov/health/lh/>, or available upon request from the DEPARTMENT. Three business days of which shall be spent in field training with a licensed registered environmental health specialist employed by the Department. The field training must, at a minimum, provide experience in the following required, recommended, and optional topics:

i. Required topics include retail food inspection, solid waste, on-site sewage disposal, surface water pollution investigation, air pollution, recreational bathing, courts cases, insect and rodent control, and epidemiological investigation.

ii. Recommended topics include (field training must provide experience in at least four of the following seven topics): ragweed and poison ivy, noise investigation, potable water supply, plumbing, institutional sanitation, lead inspection, and municipal sewage treatment.

iii. Optional topics include housing and disaster sanitation.

## SUBCHAPTER 5. LICENSING EXAMINATION APPLICATION

### 8:7-5.1 Application for licensure

(a) Each person seeking licensure as either a health officer or a registered environmental health specialist shall apply therefor to the Board and shall furnish evidence satisfactory to the Board that the applicant:

1. Has a clear criminal background, as demonstrated by a background check conducted in accordance with N.J.A.C. 13:59-1 et seq., incorporated herein by reference, as amended and supplemented. which authorizes the dissemination of New Jersey criminal history record information (CHRI) by the New Jersey State Police (NJSP), Identification & Information Technology Section (I&ITS), State Bureau of Identification (SBI) for noncriminal justice purposes.

i. Applicants shall provide a background check using Universal Fingerprint Form “0”, as amended and supplemented by the SBI, available on the internet at <http://www.njsp.Orq/criminal-historyrecords/>.

ii. Sections 1 through 8 of the Universal Fingerprint Form “0” shall be completed as shown in Appendix B.

2. Has kept current any child support obligations and has met any requirements to provide health insurance;

3. Has kept current on any student loan obligations;

4. Is not and has not engaged in any practice or conduct which would be grounds for refusing to issue, suspend, or revoke a license issued pursuant to N.J.A.C. 8:7-7.1;

5. If foreign born, provides proof of legal entry into and legal ongoing residence in the United States; and

6. Qualifies for either:

i. Licensure by review of reciprocal credentials pursuant to N.J.A.C. 8:7-9; or

ii. Admission to an examination conducted by the Board pursuant to this subchapter.

(b) Each person seeking licensure as either a health officer or a registered environmental health specialist shall apply therefor to the Board and shall furnish an address of record and electronic mail address for the Board to use in all official correspondence.

#### 8:7-5.2 Application procedure

(a) Each year, typically during the first quarter of the year, the DEPARTMENT shall announce on its website the dates upon which it shall administer health officer and registered environmental health specialist licensure examinations for that year and the dates by which applications for admission to the examinations are to be submitted (“closing dates”) and shall provide the dates to any person on request.

(b) Each person seeking licensure as either a health officer or a registered environmental health specialist shall apply for admission to the applicable licensure examination by submitting a completed application and all supporting documentation pursuant to (d) below to the DEPARTMENT using Form LH-8 for health officers or Form LH-7 for registered environmental health specialists.

1. Application forms can be obtained upon request from the DEPARTMENT and are also available for download from the Department’s forms page at <http://nj.gov/health/forms>.

2. The application shall be postmarked on or before the announced closing date for the desired examination date.

3. The DEPARTMENT shall hold applications and supporting documentation postmarked after the announced closing date for consideration with respect to the next scheduled administration of the examination.

(c) The applicant shall submit with the application a photograph of themselves that meets the U.S. Department of State passport photograph requirements:

(d) Required supporting documentation consists of:

1. Relevant official transcripts showing all college or university education and degrees granted and submitted in unopened, sealed envelopes directly from the issuing institution with the registrar's signature stamped across the seal;

2. A copy of the course catalogue description for each course submitted for that N.J.A.C. 8:7-4.1 (a) and N.J.A.C. 8:7-4.2(a) requires for health officers and registered environmental health specialists, respectively, for the specific courses that are being submitted for consideration.

i. If a course catalogue is not available, the applicant shall submit syllabi, examples of work, and a letter from each professor outlining the content of the course;

ii. If the applicant demonstrates that despite reasonable diligent effort under the particular circumstances, the applicant is unable to secure the material specified in 2 or 2i above, the applicant may request a waiver pursuant to N.J.A.C. 8:7-1.3 and the Department will consider the request in accordance with that section.

3. Documentation from the applicant's supervisor(s) verifying and evaluating the applicant's relevant employment and field training experience, in narrative form containing



enough detail to enable the Board to determine whether the applicant meets the experiential qualifications.

i. Minimum required details are the applicant's duties, supervisors, dates of service, number of hours of service, and work product.

(e) The DEPARTMENT shall maintain the application and all supporting documents as part of the applicant's permanent record and shall not return any submitted material.

(f) The applicant shall submit a non-refundable application fee of \$125.00 with the application in the form of a check or money order made payable to "Treasurer, State of New Jersey."

(g) Admission to the examination is contingent upon the completeness and timeliness of the application, and the application review pursuant to N.J.A.C. 8:7-5.3.

1. An application is incomplete if it is missing any of the information required by the respective application form and this section.

(h) The DEPARTMENT shall notify applicants by electronic mail if the applicant provides an electronic mail address or by regular mail if the applicant does not provide an email address:

1. That the application is complete and will be submitted to the Board for application review pursuant to N.J.A.C. 8:7-5.3; or

2. That the application is incomplete and the components the applicant must submit to make the application complete.

(i) The DEPARTMENT shall not admit applicants who submit incomplete applications to the impending licensing examination unless the applicant submits the missing information in enough time for the Board to consider the application during application review.

1. The Board shall determine whether it has enough time to consider missing information that the applicant subsequently submits depending on the nature and complexity of the missing information and the scheduling of the Board's application review meeting.

2. If the applicant completes the application in later than sufficient time for the Board to consider the application during application review for the impending administration of the examination, the DEPARTMENT shall retain the application for application review in advance of the next scheduled administration of the examination.

(j) If the applicant fails to complete the application by the closing date of the next administration of the examination, the DEPARTMENT shall reject the application and the applicant shall forfeit the application fee.

#### 8:7-5.3 Application review

(a) The Board shall review completed applications for conformance to the education, training, and experiential requirements for licensure as health officers pursuant to N.J.A.C. 8:7-4.2 or registered environmental health specialists pursuant to N.J.A.C. 8:7-4.3, as applicable to the particular impending examination administration, and for the applicability of the grounds for exclusion at N.J.A.C. 8:7-5.5.

(b) Following the review, the Board shall determine that an application is:

1. Approved and the applicant is to be admitted to the examination;
2. Disapproved and the applicant is to be denied admission to the examination; or
3. Deferred pending the submission of further information for review by the Board, in accordance with (d) below.

(c) The DEPARTMENT shall notify the applicant of the Board's determination in writing within 10 days thereof.

(d) If the Board determines that the application and supporting documentation is insufficient to permit the Board to find that the applicant meets the minimum qualifications for admission to the examination, the Board may defer the application pending the submission of further information, and request that an applicant submit additional information in the form of further written documentation or an in-person interview.

1. For example, if the Board determines that a letter from an applicant's supervisor submitted in support of an applicant's experiential qualifications fails to provide specific detail of the applicant's experience and/or field training experience, the Board may request that the applicant submit a more descriptive account thereof from that supervisor, generally or in response to specific questions;

2. For another example, if an applicant indicates a history of illegal activity, the Board may elect to request that the applicant appear for a personal interview to permit the applicant to explain the circumstances of the activity, to enable the board to consider the bearing of that history in the context of the licensure qualifications.

(e) If the Board requires an applicant whose application it has deferred to submit additional information, then, to the extent practicable, the Board will attempt to reconvene to consider the additional information and make a determination on the application prior to the administration of the impending examination.

(f) Following its consideration of additional information submitted in support of a deferred application, the Board shall determine that the deferred application is:

1. Approved and the applicant is to be admitted to the next administration of the examination; or

2. Disapproved and the applicant is to be denied admission to the examination.

(g) An applicant whose application the Board has deferred may request that the DEPARTMENT hold the application for consideration in the context of the next scheduled administration of the examination, that is, the administration next following the impending examination, provided the applicant submits the additional information the Board has requested by the closing date for that examination.

1. If the applicant does not submit the requested information by the closing date for next scheduled administration of the examination, that is, the administration next following the impending examination, the Board shall disapprove the application and the applicant shall forfeit the application fee.

(h) The DEPARTMENT shall notify the applicant in writing as to the disposition of an application as either approved or disapproved and, if disapproved, the reasons therefor and the procedure to request reconsideration pursuant to N.J.A.C. 8:7-5.4.

#### 8:7-5.4 Reconsideration of denial of admission

(a) An applicant whose application the Board has disapproved may submit a written request for reconsideration of his or her application within 30 days of receipt of the notification of denial.

1. In a request for reconsideration, the applicant shall state the specific factual matters that the applicant wants the Board to reconsider and any other reasons.

2. If the applicant does not a request in compliance with this section within 30 days of receipt of the notification of denial, the DEPARTMENT shall deem the application closed.

(b) The Board shall reverse its determination to disapprove the application and shall determine that the application is approved and that the applicant is to be admitted to the next administration of the examination, as is practicable under the circumstances, if the Board determines upon reconsideration of an application pursuant to (a) above that:

1. Its conclusions of fact upon initial review of the application were in error;
2. This finding was material to the decision to disapprove the application; and
3. It would have decided to approve the application had its conclusions of fact not been in error.

(c) The Board shall confirm its disapproval of an application if the Board determines upon reconsideration of an application pursuant to (a) above that its conclusions of fact upon initial review of the application were correct.

(d) The DEPARTMENT shall notify the applicant in writing as to the result of the Board's reconsideration of the application; and

1. If the Board reverses its disapproval of the application, that the applicant has not forfeited the application fee and that the applicant is to be admitted to the next administration of the examination, as is practicable under the circumstances; and

2. If the Board confirms its disapproval of the application, that the applicant's application fee remains forfeited and that the application is closed.

#### 8:7-5.5 Grounds for refusal to admit a candidate to a licensing examination

(a) The Board shall refuse to admit a candidate to the health officer or registered environmental health specialist licensing examination if the candidate has:

1. Has used dishonesty, fraud, deception, misrepresentation, false promise, or false pretense in making the application;
2. Been convicted of any crime involving moral turpitude or any crime relating adversely to the activity regulated by the Board;
  - i. For the purpose of this subsection, a plea of guilty, *non vult, nolo contendere*, or any other such disposition of alleged criminal activity shall be deemed a conviction;
3. Violated or failed to comply with the provisions of any act or regulation administered by the Board or Department;
4. Is incapable, for medical or any other good cause, of discharging the functions of a licensee in a manner consistent with protection of public health, safety, and welfare;
5. Has had his or her license or authority to engage in a profession in this State or elsewhere revoked for unprofessional conduct, fraud, deceit, negligence, or misconduct;
6. Has failed to submit a complete application or other documentation, as required by the Board;
7. Has ever been convicted of an indictable offense;
8. Has ever been convicted of any offense involving public office, position, or employment, such as, for example, service on a school board or township committee;
9. Has ever been terminated or asked to resign from a public office, position, or government employment for misconduct involving such public office, position, or employment;  
or
10. Has ever been adjudicated by a court or found by an employer to have violated any person's civil rights in this State or any other State.

(b) A person who has been convicted of any crime or offense listed in (a) 2, 8, 9, or 11 above may request a waiver of this requirement in accordance with N.J.A.C. 8:7- 1.3.

1. The DEPARTMENT will review a request made pursuant to (b) above in compliance with the Rehabilitated Convicted Offenders Act, N.J.S.A. 2A:168A-1 et seq. and other applicable law.

#### 8:7-5.6 Duration of approval of license

(a) An applicant shall take the examination within one year of receipt of notice of the Board's approval of his or her application.

(b) If an applicant does not take the examination within the time specified in (a) above, the DEPARTMENT shall:

1. Deem the application withdrawn and the application fee forfeited; and
2. Require the applicant to submit a new application and application fee if the applicant subsequently requests admission to the examination.

### SUBCHAPTER 6. LICENSING EXAMINATION

#### 8:7-6.1 DEPARTMENT responsible for examination administration

(a) The DEPARTMENT, in consultation with the Board, shall prepare, determine the passing grade for, conduct, and score examinations.

(b) The DEPARTMENT shall announce the required passing grade for each examination in the announcement it makes pursuant to N.J.A.C. 8:7-5.2. A non-refundable examination fee of \$250.00 shall be required prior to the examination.

#### 8:7-6.2 Admission to examination premises

(a) The Office of Local Public Health shall admit only qualified, pre-approved, and pre-registered candidates to the examination, and shall not admit “walk-ins.”

(b) The DEPARTMENT shall not admit any person other than those taking or administering an examination to the examination room.

(c) The DEPARTMENT shall not admit a registered applicant to the examination room once the examination has begun.

(b) The DEPARTMENT shall not allow a registered applicant to leave the examination room while the examination is in progress.

1. Any registered applicant that finds it necessary to leave the examination room, for any reason, shall turn in their examination materials prior to leaving the room.

2. Once a registered applicant leaves the examination room while the examination is in progress, the applicant shall not be readmitted to the examination room until the examination has concluded.

#### 8:7-6.3 Applicant conduct during the examination

(a) An applicant who engages in improper conduct set forth in (b) below shall be subject to disciplinary action, including:

1. Confiscation of examination materials;
2. Denial of permission to complete the examination;
3. Removal from an examination site;
4. Disqualification from licensure; and
5. Revocation of licensure.



(b) Improper conduct is:

1. Removing test materials from the examination room;
2. Reproducing in any manner, or aiding in the reproduction of, test materials;
3. Selling, distributing, buying, or having unauthorized possession of test materials;
4. Communicating with any other examinee during the examination;
5. Copying or permitting the copying of answers;
6. Having in one's possession, during the examination, any material other than the examination materials;
7. Failing to obey instructions to stop working or starting the examination prior to being authorized to do so; or
8. Having another person take the examination on the applicant's behalf.

#### 8:7-6.4 Absence of registered applicant from examination

(a) An applicant who registers to take the examination on a date certain pursuant to the procedure at N.J.A.C. 8:7-4 ("registered applicant") shall notify the Department by no later than seven days prior to the scheduled examination date if the applicant will not attend the examination.

(b) The Department shall permit registered applicants who provide notice pursuant to (a) above to register for the next administration of the examination without payment of an additional registration fee if:

1. The applicant registers for the next examination pursuant to the process at N.J.A.C. 8:7-4; and

2. The next examination will occur within one year of the applicant's receipt of notice of approval to take the examination pursuant to N.J.A.C. 8:7-4.

(c) The DEPARTMENT shall permit registered applicants who were absent from an examination without having provided notice pursuant to (a) above to reregister for the next examination with a partial fee credit of \$125.00 if:

1. The applicant registers for the next examination pursuant to the process at N.J.A.C. 8:7-4;

2. The next examination will occur within one year of the applicant's receipt of notice of approval to take the examination pursuant to N.J.A.C. 8:7-4; and

3. The applicant pays a reregistration fee of \$125.00.

(d) The DEPARTMENT shall permit a registered applicant who does not provide notice in accordance with (a) above to register for next administration of the examination in accordance with (b) above if the applicant provides written documentation justifying the applicant's failure to provide notice because of an unforeseen critical occurrence such as an emergency, an illness, a disability, a call to military service, or a funeral.

#### 8:7-6.5 Accommodation for documented learning disabilities

(a) The Department shall provide reasonable and appropriate accommodation for the examination of persons who have documented learning disabilities in reading, decoding, reading comprehension, and/or written expression.

(b) A person requesting accommodation shall deliver documentation of his or her learning disability to the Department at least 30 calendar days prior to the examination.

(c) Documentation of a learning disability shall include one of the following:

1. A diagnosis based upon the results of a standardized psychoeducational assessment, including an individually administered standardized measure of intelligence and an individually administered standardized measure of achievement in reading decoding, reading comprehension and/or written expression; or

2. A diagnosis made by a licensed professional, based on the criteria outlined in the DSM.

(d) A diagnosis pursuant to (c) above shall have been made within five years of the date of the written examination for which the applicant has self-registered.

(e) The DEPARTMENT shall permit a person who qualifies for accommodation additional time equal to 50 percent of the total time allowed to take the examination.

1. For example, if the normal allotted time for an examination is 120 minutes, a person qualifying for accommodation would be allowed an additional 60 minutes, that is, a total of 180 minutes, to complete the examination.

(f) Accommodations shall not include the use of Department staff, an examination proctor, an aide, an assistant or a scribe to read, interpret, explain, or answer examination questions, nor shall the use of electronic devices of any type or written references be permitted, except as allowed for all examination participants.

#### 8:7-6.6 Scoring and notification

(a) The Department shall notify applicants of their examination scores in writing by regular mail as soon as practicable after the examination.

(b) To ensure confidentiality, the Department shall not provide examination scores:

1. By telephone, telefacsimile, email, or by any other means other than as in (a) above; or

2. To any person other than the applicant.

#### 8:7-6.7 Opportunity to retake examination

(a) An applicant who fails an examination for licensure as health officer or as registered environmental health specialist may request to retake the examination in the next examination cycle, provided the subsequent examination will occur during the duration of the application approval pursuant to N.J.A.C. 8:7-5.6.

(b) The candidate need not reapply for the subsequent examination but shall register pursuant to N.J.A.C. 8:7-4 and pay the applicable examination fee.

### SUBCHAPTER 7. LICENSING CREDENTIALS

#### 8:7-7.1 General provisions

The Commissioner shall grant licenses only to applicants who submit evidence of the required training and experience pursuant to N.J.A.C. 8:7-4.2 for health officer licensure and N.J.A.C. 8:7-4.3 for registered environmental health specialist licensure, obtain approval of admission to the applicable examination, and pass the applicable licensure examination.

#### 8:7-7.2 License

(a) Department shall issue a license to those examination candidates who achieve a passing score and have an address of record and electronic mail address in their New Jersey Learning Management Network user account for use in official correspondence.

1. Department makes the address of record for all licensed health officers and registered environmental health specialists publicly available and releases the address of record to any individual or entity upon written or verbal request.

2. All licensees shall update their New Jersey Learning Management Network user account with each change of address and electronic mail address within 30 days of the change.

i. The name of the license holder, license number, and new address. Each licensee should carefully consider the address of record provided to the Board, and may wish to use an office, employer's address, or a post office box as the address of record. If using an employer's address, billing address or address of a family member or friend, please ensure that permission is given from the appropriate party for the use of an address other than one's own.

(b) Licenses are non-transferable. A duplicate license to replace one that has been lost or destroyed, or for any other reason may be issued upon a request to the NJLMN and payment of a fee as set forth in this chapter.

(c) All licensed health officers and registered environmental health specialists shall have in their immediate possession, during the performance of their official duties, an original copy of their Department issued identification card with their name, license number, and signature, and upon request display such identification to any individual prior to or during any inspection, interview or other official function within the scope of practice for which their license has been issued.

## SUBCHAPTER 8. LICENSE RENEWAL

#### 8:7-8.1 General provisions

- (a) Health officer and registered environmental health specialist licenses shall expire on December 31 of each year. The annual continuing education compliance period shall extend from December 1 of each year to November 30 of the next year.
- (b) Any approved continuing education credits earned in the month of December in one calendar year may be held over and used for credit in the next calendar year. They cannot, however, be used for two license renewal periods.
- (c) All initial licenses granted by the Commissioner in accordance with this chapter shall not fall under the requirements of this section. Initial licenses shall be deemed active for the term as determined by the Board.
- (d) health officer and registered environmental health specialist licensees shall only be issued active licenses in good standing upon submission of evidence that the licensee has acquired a minimum of 15 contact hours of continuing education and has made payment of the annual license renewal fee of \$75.00. Renewals postmarked after December 1 shall be accompanied by a \$25.00 late fee in addition to the license renewal fee. If the late fee is not included, an active license in good standing shall not be issued and the license shall be deemed inactive.
- (e) A licensee who works for a local health agency and fails to meet the requirements of having an active license in good standing shall be issued a written notice of deficiency by registered mail, return receipt requested, and the licensee shall not be permitted to function as a health officer or registered environmental health specialist, as the case may be. A copy of such notice shall also be filed with the licensee's employer.

(f) The following licenses, unless suspended or revoked pursuant to the provisions of N.J.S.A. 26:1A-43 and 44, shall remain in effect until the licensee does not renew the license for two consecutive years:

1. Plumbing inspector's license of the first grade;
2. Plumbing inspector's license of the second grade;
3. Food and drug inspector license;
4. Milk inspector's license;
5. Meat inspector's license;
6. Veterinary meat inspector's license; and
7. Public health laboratory technician license.

#### 8:7-8.2 Change of Address

- (a) The licensee shall update his/her profile in the NJLMN to reflect the change, no later than 30 days following the change.
- (b) The licensee shall also notify the NJLMN via an email to [njlmn@njlincs.net](mailto:njlmn@njlincs.net).

#### 8:7-8.3 Name change

- (a) The licensee shall update his/her profile in the NJLMN to reflect the change, no later than 30 days following the change.
- (b) A duplicate license fee of \$50.00. Upon receipt of the items set forth in (a) above, the NJLMN shall issue a new license to the licensee.
- (c) The licensee shall also notify the NJLMN via an email to [njlmn@njlincs.net](mailto:njlmn@njlincs.net).

#### 8:7-8.4 Duplicate licenses

(a) A licensee seeking to obtain a duplicate license shall forward to the Department the following:

1. A notarized statement that the original license has been lost or destroyed. If the license has been destroyed, and is still salvageable, the remnants of the license shall be returned to the Department prior to the issuance of a duplicate license; and

2. The duplicate license fee is \$50.00.

### SUBCHAPTER 9. RECIPROCITY

#### 8:7-9.1 General

Persons who are currently registered or licensed in a state other than New Jersey may be entitled to become licensed as a health officer or registered environmental health specialist in New Jersey by reciprocity.

#### 8:7-9.2 Registered Environmental Health Specialist Reciprocity Process

(a) Any person interested in applying for reciprocity as a registered environmental health specialist shall meet the following criteria and submit the required information along with a completed application and a non-refundable reciprocal licensure application fee of \$100.00.

(b) The applicant must present to the Board:

1. Evidence of receiving a baccalaureate or graduate degree in environmental health, sanitary science, sanitary engineering, public health, or another health-related field. This degree shall include a minimum of 40 credits hours in biology, chemistry, physics, natural sciences,



other physical sciences, sanitary engineering, environmental engineering, environmental health, environmental science, and mathematics, as set forth at N.J.A.C. 8:7-4.3(a)2;

2. Evidence of at least one year of supervised employment in one or more of the program areas listed in the definition of “registered environmental health specialist” at N.J.A.C. 8:7-2, above. Supervision shall be provided by an environmental health specialist, a sanitarian, a licensed health professional, a sanitary engineer or other professional with a graduate degree in one of the physical, biological, sanitary or environmental sciences. The individual who provides the supervision shall have, at a minimum, five years of experience in the field of environmental health or sanitation.

3. Evidence of passing a national or state registration or licensure examination for a Registered Environmental Health Specialist license, with a score of 70 percent or greater. The national licensing examination is given by the National Environmental Health Association and is called the “Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS). [www.neha.org](http://www.neha.org). The test is given at approved Pearson VUE testing locations.

4. A letter of good standing/verification of valid licensure in another state, at a level comparable to that of a registered environmental health specialist in New Jersey. Such letter shall be executed by a person holding official capacity in the state where such license is held and delivered to the Board directly from the licensing agency, in a sealed envelope. Any letter of good standing/verification of valid licensure showing evidence of tampering shall be deemed invalid, and the applicant shall be required to supply a replacement, before any further action can be taken. Such letter should include the following information:

- i. Applicant’s full name;
- ii. Applicant’s social security number;

- iii. Applicant's date of birth;
- iv. Applicant's full address;
- v. State where currently licensed;
- vi. Level of licensure;
- vii. License identification number;
- viii. Expiration date of current license;
- ix. Initial date of licensure;
- x. Current licensure status;
- xi. History of any actions, restrictions, limitations, suspensions, denials or revocations of licensure;
- xii. History of any actions, restrictions, limitations, suspensions, denials or revocations taken against any other licenses or certifications;
- xiii. Any known criminal history; and
- xiv. Any reasons why reciprocity should not be granted to the applicant.

(c) The applicant's current out-of-state Registered Environmental Health Specialist or equivalent license must remain valid and unexpired throughout the reciprocity process, otherwise the applicant shall be required to renew the out-of-state license prior to reciprocity being granted by the Board.

(d) No application for reciprocity shall be granted to any applicant for whom a letter of good standing/verification of valid licensure in another state has been received by the Board that lists a history of any action, restriction, limitation, suspension, revocation or any other history which would make the applicant ineligible for licensure as set forth in N.J.A.C. 8:7-5.3 and N.J.A.C. 8:7-5.4.

### 8:7-9.3 Health Officer Reciprocity Process

(a) Any person interested in applying for reciprocity as a health officer shall meet the following criteria and submit the required information along with a completed application and a non-refundable reciprocal licensure application fee of \$100.00.

(b) The applicant must present to the Board:

1. Evidence of receiving a baccalaureate or graduate degree from an accredited college or university;

2. Evidence of having successfully completed a minimum of 12 undergraduate credit hours in biology, chemistry, physics, natural sciences, or environmental sciences;

3. Evidence of holding an advanced degree in at least one of the following topic areas:

- i. Public health;
- ii. Environmental science;
- iii. Health administration;
- iv. Nursing with experience in community or public health;
- v. Population health; or
- vi. Health education.

4. Evidence of having successfully completed a minimum of three graduate level or upper-level undergraduate credit hours in each of the following topics:

- i. Epidemiology;
- ii. Infectious and chronic disease;
- iii. Statistics;

- iv. Environmental health;
- v. Health education;
- vi. Health policy and administration; and
- vii. Public health law.

5. Evidence of having successfully completed four years of full-time satisfactory employment as the health officer in-charge of a municipal health Department, county health Department, or other governmental public health agency;

6. Evidence of passing a national or state registration or licensure examination for a health officer license, with a score of 70 percent or greater.

7. A letter of good standing verification of valid licensure in another state, as a health officer or at a level comparable to that of a health officer in New Jersey. Such letter shall be executed by a person holding official capacity in the state where such license is held and delivered to the Board directly from the licensing agency, in a sealed envelope. Any letter of good standing / verification of valid licensure showing evidence of tampering shall be deemed invalid, and the applicant shall be required to supply a replacement, before any further action can be taken. Such letter should include the following information:

- i. Applicant's full name;
- ii. Applicant's social security number;
- iii. Applicant's date of birth;
- iv. Applicant's full address;
- v. State where currently licensed;
- vi. Level of licensure;
- vii. License identification number;

- viii. Expiration date of current license;
- ix. Initial date of licensure;
- x. Current licensure status;
- xi. History of any actions, restrictions, limitations, suspensions, denials or revocations of licensure;
- xii. History of any actions, restrictions, limitations, suspensions, denials or revocations taken against any other licenses or certifications;
- xiii. Any known criminal history; and
- xiv. Any reasons why reciprocity should not be granted to the applicant.

(c) The applicant's current out-of-state health officer license must remain valid and unexpired throughout the reciprocity process, otherwise the applicant shall be required to renew the out-of-state license prior to reciprocity being granted by the Board.

(d) No application for reciprocity shall be granted to any applicant for whom a letter of good standing *I* verification of valid licensure in another state has been received by the Board that lists a history of any action, restriction, limitation, suspension, revocation or any other history which would make the applicant ineligible for licensure as set forth in N.J.A.C. 8:7-5.3 and N.J.A.C. 8:7-5.4.

## SUBCHAPTER 10. CONTINUING EDUCATION

### 8:7-10.1 License Renewal: Continuing Professional Education Requirements

(a) Initial licenses granted by the Commissioner pursuant to the provisions of this chapter are exempt from the requirements of this section for the first year of licensure. Initial licensees shall only submit the required renewal fee in order to renew their licenses.

(b) A licensee applying for annual license renewal shall complete, during the preceding year, continuing education in accordance with the continuing education credits set forth at N.J.A.C. 8:7-10.2.

(c) Each licensee shall confirm on the annual license renewal form that he or she has completed the required number of continuing education credits as provided for at N.J.A.C. 8:7-10.2 and 10.3. Falsification of any information submitted with the renewal application shall result in penalties and/or suspension of the license pursuant to the provisions set forth at N.J.S.A. 26 and this chapter.

(d) Each licensee shall indicate his or her employer on the annual license renewal form.

(e) Each licensee shall be responsible for financing the cost of his or her continuing education.

#### 8:7-10.2 Credit-hour requirements

(a) An applicant for annual license renewal shall complete, during the preceding year, a minimum of 15 credits of continuing education.

1. To renew a Health Officer license, all continuing education credits must be for courses presenting material covering one or more of the Tier 2 or Tier 3 Core Competencies for Public Health Professionals found at Public Health Foundation

[http://www.phf.org/programs/corecompetencies/Pages/COL\\_CorePublicHealthCompetencies\\_Guidance\\_Definitions.aspx](http://www.phf.org/programs/corecompetencies/Pages/COL_CorePublicHealthCompetencies_Guidance_Definitions.aspx).

2. To renew a Registered Environmental Health Specialist license, all continuing education credits must be for courses presenting material covering one or more courses sponsored by the National Environmental Health Association (NEHA),

[https://www.neha.org/professional-development/education\\_and\\_training](https://www.neha.org/professional-development/education_and_training) and/or Core

Competencies for Public Health Professionals found at Public Health Foundation at any tier level.

[http://www.phf.org/programs/corecompetencies/Pages/COL\\_CorePublicHealthCompetencies\\_Guidance\\_Definitions.aspx](http://www.phf.org/programs/corecompetencies/Pages/COL_CorePublicHealthCompetencies_Guidance_Definitions.aspx).

(b) A licensee who acquires more than the minimum continuing education credits as set forth in (a) above in any licensing period may carry over a maximum of five of the additional credits into a succeeding licensing period.

(c) A licensee whose license has been inactive for two years or more shall complete approved credit hours of continuing education as set forth at N.J.A.C. 8:7-10.8 within one year prior to being eligible for reinstatement.

(d) A licensee shall not be eligible to work as a registered environmental health specialist or a health officer with a local health agency in New Jersey until his or her license is reinstated.

(e) A licensee who is required to complete continuing education pursuant to Board disciplinary action shall not receive credit for such Board-imposed continuing education toward the mandatory annual 15 credits of continuing education.

(f) The Board may also direct a licensee to complete continuing education credits to correct a deficiency in the licensee's continuing education requirement.

#### 8:7-10.3 Continuing education programs and courses

(a) A licensee shall register with the NJLMN. The NJLMN is the only recognized vehicle for scheduling and tracking continuing education credits.

(b) A licensee may obtain continuing education courses from the following:

1. Successful completion of continuing education programs, approved by the Department or its designees and posted on the NJLMN; site;

2. Participation, other than as a student, in education programs such as:

i. Teaching and research appointments;

ii. Program development; and

iii. Authorship of textbooks, articles, or manuals as they specifically relate to the practice of public health or environmental health and sanitation.

#### 8:7-10.4 Credit hour calculations

(a) Contact hours for continuing education shall be granted as follows for each annual licensing period:

1. Participation in continuing education programs, approved by the Department or its designees as follows:

i. One contact hour for each hour of instruction or training;

ii. One-half contact hour for each hour of field work or laboratory work; and

iii. Contact hours for courses required for the recertification of any professional license or certification other than New Jersey health officer and registered environmental health specialist license, such as pesticide control operator, lead inspector, swimming pool maintenance, and certified health education specialist licenses and certifications, shall be calculated according to the above criteria. However, no more than three contact hours may be assigned to these recertification courses. Courses required for initial certification in other professional licenses and certifications are not subject to the three-



credit limitation and contact hours for these initial certification courses shall be calculated according to the criteria outlined in i and ii, above.

2. Credit shall not be granted for continuing education programs that are less than one instructional hour long. Participants must complete the entire course or approved segment of course instruction to receive any continuing education credit;

3. Three credit hours per article, with a maximum of six credit hours per annual licensing period, shall be granted for publication in a professional peer-reviewed journal of an article related to the practice of public health or environmental health and sanitation of not less than 500 words;

4. Five credits per annual licensing period may be granted for authorship of a textbook or manual of not less than 7,500 words related to the practice of public health or environmental health and sanitation; and

5. Five credits may be granted for each new course developed, researched, and taught by the licensee.

“New” means a course developed by the licensee that is substantially different from other courses taught by the licensee and that has not previously taught in a formal educational setting.

#### 8:7-10.5 Reporting of continuing professional education credit hours

(a) Licensees shall maintain documentation, as set forth in (c) below, of completion of continuing education requirements for a period of five years after the end of the renewal period and shall submit such documentation to the Department upon request.

(b) The Department shall audit licensees on a random basis to determine compliance with the continuing education requirements of this subchapter.

(c) Licensees shall maintain the following as documentation of completed continuing education:

1. For continuing education programs approved by the Department or its designees and posted to the NJLMN, the licensee's NJLMN transcript;
2. For articles published in a professional journal, the published article;
3. For authored textbooks or manuals, the published textbook or manual; and
4. For teaching and course development, a statement from a school authority verifying that the licensee developed and taught the course as well as a syllabus documenting course content and structure.

#### 8:7-10.6 Criteria for continuing professional education courses

(a) Any course of study which addresses the content areas set forth at (b), below and, which is offered by Department-approved providers of New Jersey public health continuing education programs, shall be accredited with contact hours, for New Jersey health officers and New Jersey registered environmental health specialists.

(b) To be eligible for contact hours, the continuing education program must relate to one or more or the following topical areas and subjects:

1. Professional ethics, legal aspects of the practice of public health, environmental health, and sanitation;
2. Health care, health education, environmental science, health planning, epidemiology;
3. Public health administration, environmental health, communicable diseases, population health, maternal and child health, and chronic diseases;
4. Updates, new techniques, new policies, and developments relating to public health policy, public health law, environmental health, and sanitation;

5. Health problems of older adults and disabled persons, and the promotion of wellness and health in older adults;

6. Environmental and occupational health hazard evaluation, epidemiology, risk communication and remediation, and public health issues concerning air, water, pesticides, noise, public health pest control, soils, wastes, food, radiation, chemicals, particulates, microbiology and microbiological agents;

7. Emergency preparedness, emergency response and public information warning, community preparedness and recovery, crisis management, incident command, disaster control, and disaster sanitation;

8. Historical, current, or future perspectives on the structure, function and roles of national, state and local boards of health, councils, Departments and public health professionals such as health officers, public health nurses, registered environmental health specialists, and public health educators.

9. Public health leadership and management, including policy development, financial planning, advanced communication skills, supervision, policy and data analysis and assessment, programmatic and organizational planning, systems thinking, ethics, diversity and cultural competence and linguistic proficiencies.

(c) Any course, seminar or program which does not fall within the topic areas and subjects set forth in (b), above may be approved by the Department if the course provider can demonstrate to the satisfaction of the Department that the course for which approval is sought is directly related to the practice of public health.

(d) Continuing education credit will not be allowed for the following:

1. Regular work activities, administrative staff meetings, or case report writing;

2. Membership in, holding office in, or participation on boards or committees, business meetings of professional organizations, or banquet speeches;

3. Independent unstructured or self-structured learning such as home study programs or college courses;

4. Courses and educational programs for which the content is not in accordance with (b) or (c), above; and

5. Training specifically related to internal policies and procedures of an agency.

#### 8:7-10.7 Waiver of continuing education requirements

(a) The Board may waive all or part of the continuing education requirements on an individual basis for reasons of hardship, such as severe or long-term illness or incapacity, disability, active service in the military, or other good cause.

(b) The licensee seeking the waiver shall apply to the Board in writing and set forth with specificity the reasons for requesting the waiver.

1. All requests shall be accompanied by written documentation which supports the request.

2. The written documentation may be, for example, physician's notes or copies of military orders.

3. The Board may require additional information or documentation in support of the request.

(c) Waivers shall be granted for one licensure period at a time.

1. If the situation for which the waiver is granted continues, the licensee shall reapply each year in writing to the Board.

(d) No more than three consecutive requests for a waiver, regardless of the reason, shall be eligible for approval.

1. After the third waiver, unless renewed, the license shall automatically revert to inactive status.

#### 8:7-10.8 Change of license status; inactive to active

(a) A licensee, upon application to the Department, may change from inactive to active status upon payment of the renewal fee of \$75.00 and submission of evidence of having completed the following:

1. Fifteen hours of approved continuing education within the one-year period immediately preceding the application for reinstatement if the license has been inactive for a period of one year or less;

2. Twenty-five hours of approved continuing education within the two-year period immediately preceding the application for reinstatement if the license has been inactive for a period of more than two years and less than five years; or

3. If the license has been inactive for more than five years and the licensee wishes to return to practice one shall reapply for certification pursuant to N.J.A.C. 8:7-4 and N.J.A.C. 8:7-

5. The applicant shall fulfill all the initial licensure requirements, including retaking the examination required by N.J.A.C. 8:7-6.

(b) The continuing education hours must have been begun and successfully completed within twelve months immediately preceding the date of the requested reinstatement.

(c) No person's license which has become inactive for failure to comply with continuing education or nonpayment of renewal fees shall be reinstated until continuing education documentation and payment of all required fees is received by the Department.

(d) A licensee shall not be permitted to work as a health officer or as a registered environmental health specialist until an active license is issued by the Department.

## SUBCHAPTER 11. CONTINUING PROFESSIONAL EDUCATION COURSE

### APPLICATION

#### 8:7-11.1 Purpose and goals

(a) The purposes and goals of the New Jersey Public Health Continuing Education Providership Program are to:

1. Promote the professional development of health officers, registered environmental health specialists, public health nurses, health educators, and other public health staff throughout New Jersey by ensuring access to quality educational programs that address the needs of the public health workforce;

2. Identify and respond to the continuing education needs and interests of the public health workforce; and

3. Ensure that educational programs meet current planning, development, implementation, and evaluation criteria recognized by the Department for public health continuing education.

#### 8:7-11.2 Policy and procedures

(a) The Department is responsible for maintaining standards in programming and for implementing changes necessary to provide effective and high-quality educational programs.

(b) Under the Providership Program, approved provider organizations are authorized by the Department to assign New Jersey Public Health Continuing Education contact hours (CE credits)

to their educational programs when those programs are planned, developed, implemented, and evaluated.

(c) Any and all mention of “educational programs” in this chapter shall refer to CE-accredited programs developed and offered through New Jersey Public Health Continuing Education Providership Program.

(d) A provider organization agrees to comply with all policies of the Providership Program, including the following:

1. Approved provider organizations shall use the NJLMN and course sponsor/Course Provider on-line tools as the primary mechanism for recording registration and attendance for educational programs;

2. Continuing education programs shall be developed in response to and with consideration for the unique educational needs of the target audience;

3. Each educational program shall have an identified purpose and educational objectives for the participant;

4. The content of each educational program shall be aligned with its purpose and educational objectives;

5. Educational strategies shall be aligned with the educational program’s objectives and content;

6. Contact hours shall be determined in a logical and defensible manner, consistent with the criteria for awarding credit as described in this chapter;

7. The method for evaluating the educational program shall be clearly defined and includes the collection of participant input; and

8. Ongoing educational programs shall be revised based on evaluation data and participant input.

(e) The Department may audit any educational program offered by an approved provider organization. Audits may include on-site and/or electronic program evaluation and monitoring, review of past programs, and examination of related records.

#### 8:7-11.3 Process to become an approved provider organization

(a) All course sponsors offering at least one educational program per calendar year shall become approved provider organizations through the following procedure:

1. The course sponsor shall submit the signed and completed Providership Program Agreement (Agreement) in the form provided at Chapter Appendix A and incorporated herein by reference to the Department.

2. By signing the Agreement, the Organization agrees to comply with all the standards, policies, and procedures of the Providership Program, as described in this chapter.

3. The Department shall review all Agreements.

- i. The Department's signature on the Organization's Agreement shall denote approval of the course sponsor Organization as an approved provider organization.

4. The Department shall notify the course sponsor Organization and NJLMN staff of the Organization's Providership Program status within three (3) calendar days of this review.

5. The Department shall reply with a copy of the approved provider organization's Department-signed Agreement to the Organization's Approved Provider Primary Administrator and shall update the Organization's Providership Program status on the NJLMN.



6. All approved provider organizations shall be given Providership Program privileges and shall use the NJLMN to offer educational programs and to manage their administrative responsibilities under the Providership Program.

7. The Department shall monitor, evaluate, and audit approved provider organizations' educational programs and records to ensure compliance with Providership Program policies and procedures. Non-compliance shall result in loss of approved provider organization status and loss of access to related NJLMN privileges.

#### 8:7-11.4 Approved provider organization administration

(a) An approved provider organization's designated approved provider primary administrator is that organization's primary point of contact regarding Providership Program activities.

1. The primary administrator shall be responsible and fully liable for all the organization's Providership Program activities and records in the event of an audit by the Department.

(b) The primary administrator shall be responsible for ensuring compliance with the policies, procedures, and requirements of the Providership Program.

(c) The primary administrator shall ensure:

1. Completion of all required forms;
2. Maintenance of all required records;
3. Entry of all required information into the NJLMN;
4. The number of courses given during a calendar year shall be more than two or the approval is revoked; and

5. The approved provider organization's educational programs comply with this chapter.

(d) Approved provider organizations shall designate, at minimum, one staff member as planning and education coordinator.

1. The planning and education coordinator shall be responsible for and involved in the planning, development, implementation, and evaluation of the educational programs offered by the approved provider organization.

2. The planning and education coordinator shall have access to the NJLMN course sponsor/course provider tool and may post educational programs and assigns CE credit via the NJLMN.

3. The primary administrator serves as a planning and education coordinator for his or her approved provider organization.

(e) The approved provider primary administrator and all planning and education coordinators shall be trained in the administrative use of the NJLMN.

#### 8:7-11.5 Planning education programs by approved provider organizations

(a) Approved provider organizations shall record:

1. The persons who participated in the planning of the education program, and subject matter experts and presenters who assisted in the development and review of content;

2. The purpose and learning objectives of the educational program;

3. The educational strategies to be used in the educational program, including resources, materials, delivery methods, and participant feedback;

4. The total number of CE credits awarded, with justification by means of supporting documentation such as a copy of the educational program's agenda with contact hours noted for each individual program component.

i. If an approved provider organization wishes to assign credit to individual program components it shall submit a separate application for each program component.

5. The process by which the approved provider organization will verify participant completion of the educational program, and record how participants will be informed of the requirements for completion; and

6. The method used to evaluate the educational program, that is, the evaluation form used.

(b) When an educational program receives commercial support, the approved provider organization shall record how it maintains the integrity of the educational program.

(c) All records shall be maintained in accordance with the provisions set forth at N.J.A.C. 8:7-11.12, below.

#### 8:7-11.6 Verification of attendance

(a) The approved provider organization shall verify participant attendance and successful completion of all educational programs which it offers. Participants shall be informed of the requirements for successful completion prior to the educational program. All participants who successfully complete an educational program shall have access to written or electronic verification of attendance.

(b) In order to verify attendance at an educational program, participants must complete an attendance form at the beginning of the educational program which includes, at a minimum:

1. The date and time of the educational program;
2. The title of the educational program; and

3. The participant's name, NJLMN username (email), and, if a classroom-based training, the signature of the participant.

(c) Approved provider organization shall assign public health CE credit(s) for educational programs offered under the Providership Program in accordance with the policy and procedures for awarding credit outlined in this chapter.

(d) The approved provider organization shall inform participants prior to the start of the educational activities regarding the requirements for successful completion of the educational program.

(e) The approved provider organization shall maintain accurate and complete records of attendance and shall update electronic registration and attendance records on the NJLMN within 10 calendar days of the educational program's completion date.

(f) Participants who successfully complete an educational program shall have electronic verification of attendance.

(g) Participants shall be provided a written verification of attendance upon request.

(h) Failure to comply with these requirements or to make reasonable effort to correct any inaccurate attendance records shall jeopardize an approved provider organization's Providership Program approved status.

(i) Any participant who misses more than 15 minutes of any class session, for any reason, such as late arrival, leaving early, late return from breaks or lunch, shall be denied credit for the class.

1. Any make-up sessions must be fully attended and meet the same time and content requirements as the session missed.

2. Any make-up sessions shall be fully documented, as would any other scheduled class session, including separate attendance sheets.

3. Approved providers shall not be obligated to provide make-up sessions due to a participant's incomplete attendance.

#### 8:7-11.7 Awarding credit

(a) Approved provider organizations are authorized by the Department to assign New Jersey public health continuing education contact hours to educational programs.

1. One "contact hour" means the one 60-minute hour of organized learning experience with no less than 50 consecutive minutes of instructional content within the hour excluding coffee breaks, registration, meals (with or without speaker), or other social activities.

2. Meetings, in which two or more people come together to discuss business, related activities, etc., do not constitute organized learning and are not eligible for CE credits.

(b) Approved provider organizations shall accredit educational programs according to the following criteria:

1. No credit shall be assigned to the welcome period, program introduction, participant evaluation or examination period, periods related to organizational business, or to periods for viewing exhibits and poster sessions;

2. Full credit, to the nearest quarter hour, shall be assigned to instructional content, that is, one 55-minute period may earn one CE;

3. Half-credit shall be assigned to laboratory work, that is hands-on practice of didactic training in a laboratory setting that is designed to enhance skills, as well as field work, that is learning that occurs in the field as opposed to the classroom, laboratory, etc. that allows the student to develop, coordinate, and integrate knowledge and skills taught in the academic setting. In the case of laboratory and fieldwork, one 50-minute period may earn 0.5 CEs;

4. Credit for courses specifically required for either a refresher of a recertification course, that is, pesticide control operator, lead inspector, swimming pool maintenance, etc. shall be calculated according to the above criteria. However, no more than three CEs may be assigned to refresher or recertification courses. *See* N.J.A.C. 8:7-1.15(d)3;

5. No credit shall be assigned for meetings, as noted above;

5. The approved provider organization shall assign credit(s) to educational programs in accordance with the above policy;

7. All marketing materials for CE-accredited educational programs shall note the total number of contact hours awarded and shall include the following statement: “Participants who successfully complete this educational program will be awarded [specify number] New Jersey Public Health Continuing Education Contact Hours (CEs)”;

8. The approved provider organization shall maintain records that justify the determination of contact hours for the educational program. The record shall include supporting documentation, such as a copy of the educational program’s agenda with contact hours noted for each individual program component. If an approved provider organization wishes to assign credit to individual program components, it shall submit a separate application for each program component.

(c) The following statements shall appear on all communications, marketing materials, and certificates of attendance made available to participants by the approved provider organization:

1. “Participants who successfully complete this educational program will be awarded [specify number] NJ Public Health Continuing Education Contact Hours (CEs).”

2. “[Name of approved provider organization] has been approved by the New Jersey Department of Health and Senior Services as a provider of New Jersey Public Health Continuing Education Contact Hours (CEs).”

#### 8:7-11.8 Disclosure

(a) All educational programs provided by the approved provider organization shall be presented by speakers having relevant subject matter expertise.

(b) All educational programs shall be free from bias. All presenters and subject matter experts shall formally disclose all real and potential conflicts of interest.

(c) All subject matter speakers for educational programs shall submit a Curriculum Vitae (CV) or resume outlining relevant expertise pertaining to the educational objectives or complete and submit the Speaker Biographical Data form, which is provided at chapter Appendix B, incorporated herein by reference.

(d) All speakers and subject matter experts shall complete and sign a Speaker Disclosure Form which is provided at chapter Appendix B, incorporated herein by reference.

(e) If a speaker or subject matter expert discloses a real or potential conflict of interest in an educational program, information regarding the potential bias shall be communicated to participants prior to the beginning of the educational program. This information shall also be provided within the handouts or participant materials for the educational program.

(f) If an educational program is supported by an unrestricted educational grant, information regarding this financial support shall be included in all marketing materials for the educational program, shall be communicated to participants prior to the beginning of the educational

program, and shall be provided within the handouts or participant materials for the educational program.

(g) If a speaker or subject matter expert discloses a real or potential conflict of interest in an educational program, the approved provider organization shall ensure that the educational program is free from bias.

#### 8:7-11.9 Commercial Support

(a) An approved provider organization which receives commercial support in any form, that is, support or sponsorship provided by an entity for an event, activity, person, or organization either financially or through the provision or donation of products or in-kind services, for an educational program, the approved provider organization shall maintain control of the educational content and shall inform participants of all financial relationships or lack thereof between the commercial supporter(s) and the approved provider organization or presenters.

(b) If an approved provider organization receives funds from a commercial source, the funds shall be in the form of an unrestricted educational grant to the approved provider organization, and the funding source shall be acknowledged in all marketing materials for the educational program.

(c) Arrangements for commercial exhibits shall not influence the planning of or interfere with the presentation or content of the educational program.

(d) Participants shall be informed of the nature of all commercial support for the educational program. Information regarding this financial support shall be communicated to participants prior to the beginning of the educational program and shall be provided within the handouts or participant materials for the educational program.



(e) Educational activities shall be distinguished as separate from the endorsement of commercial products. When commercial products are displayed, participants shall be advised that the Department-approved status of the approved provider organization refers only to its continuing education activities and does not include approved provider organization endorsement of any commercial product.

(f) If a presentation is about the off-label use of a product, that is, the practice of prescribing pharmaceuticals for an unapproved indication or in an unapproved age group, unapproved dose or unapproved form of administration, participants shall be informed of who is sponsoring the off-label use of the product.

#### 8:7-11.10 Co-Providership

(a) An approved provider organization may partner with another organization or another approved provider organization to deliver an educational program. When two or more organizations collaborate on a CE-accredited educational program, the organizations may use the Co-Providership Agreement provided at chapter Appendix C, incorporated herein by reference, and may work together on the planning, development, implementation, and evaluation of the educational program.

(b) When an approved provider organization collaborates on an educational program with an organization that is not an approved provider organization, the approved provider organization shall be fully responsible and fully liable for the educational program in case of Department audit.

(c) When two or more approved provider organizations collaborate on an educational program, only one of the approved provider organizations shall post the educational program on the

NJLMN Catalog and assign CE credit through that approved provider organization's approved provider virtual office and on-line course sponsor/course provider tool, but both approved provider organizations shall be fully responsible for ensuring compliance with the requirements of the Providership Program and fully liable for the educational program in the event of a Department audit.

#### 8:7-11.11 Recordkeeping

(a) Each approved provider organization's designated Approved Provider Primary Administrator is responsible for ensuring accurate and complete record keeping for all the Organization's CE-accredited educational programs.

(b) Records for educational programs must be maintained electronically or in hard copy by the approved provider organization for a minimum of five (5) years. Hardcopy records relating to the Providership Program shall be filed separately from other files kept by the approved provider organization.

(c) Records shall be processed and stored in a manner that ensures participant confidentiality. Insofar as Provider's records contain private and confidential information about learners, records containing personal identifiers shall be handled securely and destroyed in a manner which renders the records unidentifiable.

(d) All educational program records are subject to review, evaluation, and audit by the Department.

(e) For educational programs which are offered jointly by approved provider organizations under a Co-Providership Agreement, the Organization that posted the education program to the

NJLMN Catalog through its Approved Provider Virtual Office is fully responsible for maintaining complete records for the educational program.

(f) The approved provider organization shall maintain files for all educational programs being planned or developed.

(g) The approved provider organization shall maintain separate files containing the complete record for each educational program the Organization has offered. Records for educational programs shall be maintained for a minimum of five (5) years after the completion of that educational program.

(h) For each educational program, records shall include the following information:

1. Registration records for each student (demographics);
2. Class attendance records;
3. Original sign-in and sign-out sheets for each session;
4. Module and final written examination scores;
5. Class rosters;
6. Class schedule and syllabus/course outline;
7. Records of any progress reports or documentation of remediation; and
8. Skill sheets or other documentation of field or clinical practice sessions.

#### 8:7-11.12 Communication with the Department

(a) Approved provider organizations shall communicate the following information to the Department within 30 calendar days:

1. A change in name, ownership, or structure of the approved provider organization;

2. A change in the name or contact information of Approved Provider Primary Administrator and/or the Planning and Education Coordinator(s);
3. The termination of the approved provider organization and its Providership Program activities; and
4. Anything related to the Providership Program as requested by the Department.

(b) An approved provider organization shall submit written communications via email to the Providership Program contact listed on the NJLMN contact page (at <https://njlmn.njlincs.net>) or via United States mail to the following address:

New Jersey Department of Health  
Office of Local Public Health  
NJ Public Health Continuing Education Providership Program  
55 North Willow Street, 5<sup>th</sup> Floor  
P.O. Box 360  
Trenton, NJ 08625-0360  
Telephone: (609) 292-4993  
Fax: (609) 292-4997

#### 8:7-11.13 Inspections and Audits of Continuing Education Approved Providers

- (a) Authorized representatives of the Department may conduct periodic inspections and agency audits as necessary to determine compliance with this chapter.
- (b) The scope of an inspection and/or audit shall be determined by the representative conducting the inspection and/or audit and may include, but is not limited to, an examination of all documents and records including, but not limited to, student records and transcripts, government

issued photo identification, attendance records, licenses and/or certifications, staff licenses and training credentials, etc., an inspection of all educational facilities, equipment and/or materials, and interviews with students and staff.

(c) The agency and its employees shall afford Department representatives unhindered access to the agency's premises and records during such inspections and audits and shall produce all documents and credentials requested by Department staff upon demand.

(d) The Department shall notify the agency in writing of any deficiencies found in any provider audit.

(e) To ensure that approved provider organizations comply with the Providership Program, the Department reserves the right to monitor, evaluate, and periodically audit approved provider organizations' educational programs and related records.

(f) The Department's monitoring and evaluation of approved provider organizations shall be ongoing and consistent with the following procedures:

1. The Department may, at any time, review all Providership Program records and documents that are electronically stored on the NJLMN. If a discrepancy is noted in the approved provider organization's use of the NJLMN or within its records or documents, the Department shall provide the Approved Provider Primary Administrator with a written summary of the findings within 30 calendar days of the review. The approved provider organization shall take corrective action within the time period prescribed by the Department.

2. The Department may conduct on-site reviews of approved provider organizations' Providership Program records. The Department shall provide two weeks advance written notice to the approved provider organization's Approved Provider Primary Administrator of its intent to conduct an on-site review of the Organization's Providership Program records. Within 30

calendar days of the audit, the Department shall provide the Approved Provider Primary Administrator with a written summary of the Department's findings. The approved provider organization shall take any required corrective action within the time period prescribed by the Department.

3. The Department may at any time, with or without advance notice, conduct an on-site review of an educational program on the day(s) that the educational program is conducted. The on-site approved provider organization representative shall be notified upon arrival of Department staff and shall provide this staff with access to the educational program for the purpose of reviewing onsite procedures, records, and the educational program as conducted. Within 30 calendar days of the audit, the Department shall provide the Approved Provider Primary Administrator with a written summary of the Department's findings. The approved provider organization shall take any required corrective action within the time period prescribed by the Department.

(g) If an approved provider organization is non-compliant with any of the above referenced requirements, the Department maintains the right and authority to revoke the approved provider organization's agreement with the Department.

## SUBCHAPTER 12. PROFESSIONAL CONDUCT

### 8:7-12.1 Grounds for discipline

(a) A licensee shall at all times recognize the primary obligation to protect the health, safety, and welfare of the public in the performance of professional duties, shall act with reasonable care and competence, and shall apply the technical knowledge and skill which are ordinarily applied by licensees of good standing, practicing in the same locality.

(b) The Board may take disciplinary action against any individual licensed as a health officer or a registered environmental health specialist under the provisions of N.J.S.A. 26:1A-38 et seq. and this Chapter.

(c) Disciplinary action may be taken in response to anyone or a combination of the following:

1. Harassment;
2. Negligent practice or professional incompetence;
3. Failure to comply with or make reasonable provision to comply with New Jersey statutes and rules governing the practice and duties subject to the scope of the licensee's license classification;
4. Aiding or assisting another person in violating any provisions of the New Jersey Statutes Annotated or its rules;
5. Willful or grossly negligent failure to comply with provisions of federal, State, or local laws, rules, or regulations governing the practice of duties subject to the scope of the licensee's license classification;
6. Acting dishonestly or fraudulently in the performance of professional duties as a health officer or registered environmental health specialist;
7. Loaning or illegally using a New Jersey health officer or registered environmental health specialist license;
8. Practicing or attempting to practice under a name other than the full name as shown on the license or any other legally authorized name;
9. Willfully impeding or obstructing another person from filing a report in the performance of professional duties as a health officer or registered environmental health specialist;

10. Willfully preparing or filing false reports, or inducing others to do so, in the performance of professional duties as health officer or registered environmental health specialist;

11. Making materially false, misleading, deceptive, fraudulent representations to the Board or Department, including but not limited to misrepresenting qualifications, education, experience, credentials, or professional affiliations in an application for a license or license renewal;

12. Failure to cooperate in a timely manner with investigators acting under the provisions of N.J.S.A. 26:1A-38 et seq. or this Chapter, including but not limited to failure to supply investigators with requested documents or information within 30 calendar days of the request;

13. A finding by the Board that the licensee, after having his or her license placed on probationary status, has violated the terms of probation;

14. Accepting compensation in any form, other than normal pay, for the performance of professional duties as a health officer or registered environmental health specialist, including but not limited to accepting gifts from any individual, firm, company, or group that is subject to inspection, review, or other regulatory or statutory oversight by the local health agency at which the licensee is employed;

15. Soliciting compensation for the licensee's professional services by means of false or misleading advertising, including but not limited to soliciting bribes;

16. Habitual or excessive use or addiction to alcohol, narcotics, stimulants, or any other chemical agent or drug that results in a health officer's or registered environmental health specialist's inability to practice with reasonable judgment, skill, and safety;

17. Having been convicted of any felony under the laws of any jurisdiction of the United States that, if convicted in this State, would be considered a felony;



18. Having been convicted under the laws of any jurisdiction of the United States, of any misdemeanor of which an essential element is dishonesty or of any crime that is directly related to the professional practice of New Jersey health officers or registered environmental health specialists;

19. Failure to notify the Board of any criminal conviction within 30 calendar days after the date of conviction or failing to provide a copy of the judgment of conviction to the Board;

20. Any sanction, suspension, or disciplinary action taken against the licensee in this State or another jurisdiction arising out of any occupational or professional misconduct;

21. Discipline by another jurisdiction of the United States or of a foreign nation, if at least one of the grounds for the discipline is the same or substantially equivalent to those set forth in these rules.

(d) The Board shall deny any application for a license or license renewal under the New Jersey Statutes Annotated without hearing, to a person who has defaulted on an education loan guaranteed by the New Jersey Higher Education Student Assistance Authority (HESAA). However, the Board may issue a license or license renewal if the person in default has established a satisfactory repayment record.

## SUBCHAPTER 13. DISCIPLINARY ACTION

### 8:7-13.1 General provisions

(a) The Department may order any person who violates provisions of N.J.S.A. 26:1A-38 et seq. or this Chapter to cease and desist for future violations thereof or to take such affirmative corrective action as may be necessary with regard to any act or practice found unlawful by the Department.

(b) The Department may issue a letter of warning, reprimand, or censure regarding any act, conduct, or practice that in the judgment of the Department, upon consideration of all relevant facts and circumstances, does not warrant the initiation of formal action.

(c) In the instance that any act, conduct, or practice that, upon consideration of all relevant facts and circumstances, and in the judgment of the Department, preemptive measures would be more appropriate, or does not warrant the immediate initiation of formal action, the Department may choose to place a licensee on probation and/or require remediation for skills or knowledge, prior to initiation of formal action.

#### 8:7-13.2 Grounds for suspension and revocation

(a) The Department may suspend or revoke the licenses of a health officer or a registered environmental health specialist for cause after notice and hearing by an Administrative Law Judge pursuant to the provisions of N.J.S.A. 52:14B-10 and N.J.A.C. 1:1 et seq.

(b) A license may be suspended or revoked for the following:

1. A violation of any of the provisions of P.L. 1947, c.177 or any laws relating to public health;

2. A violation of any provision of the State Sanitary Code;

3. A violation of any applicable local health regulation or ordinance;

4. Any act occurring after making application for a license which would prevent the issuance of the license; or

5. A conviction, in a court of competent jurisdiction, either inside or outside the State, of a crime involving moral turpitude.

### 8:7-13.3 Impersonation of a health officer or registered environmental health specialist

(a) Consistent with N.J.A.C. 8:7-4.1(a) and 8.1(a), no person shall impersonate, refer to himself or herself as, act in the capacity of or perform the duties of a health officer or registered environmental health specialist unless he or she is licensed by the Department in accordance with the standards set forth in this chapter.

(b) Individuals whose licenses have lapsed or are inactive shall not wear any patch, badge or name tag that indicates that the individual is currently licensed as a New Jersey health officer or registered environmental health specialist.

1. Failure to comply with (b) above shall constitute impersonation as described at (a) above.

(c) Upon notice or discovery that a person is impersonating, referring to himself or herself as, or acting in the capacity of a health officer or registered environmental health specialist without having first obtained the required health officer or registered environmental health specialist license or after expiration or revocation of a health officer or registered environmental health specialist license previously issued by the Department, the Commissioner or his or her designee may issue an order directing that person to immediately cease and desist.

(d) A person against whom the Commissioner issues a cease and desist order pursuant to this section may request a hearing to appeal the order.

(e) The hearing procedure shall be in accordance with N.J.A.C. 8:7-14.3.

(f) Orders to cease and desist shall be considered public information.

(g) The Department shall provide a copy of any order to cease and desist issued pursuant to this section to the Local Board of Health in the jurisdiction where the act of impersonation took place

and/or where the individual impersonating was employed as a health officer or registered environmental health specialist.

i. A copy of the order shall also be sent to the municipal authorities such as the mayor or county commissioners.

(h) In addition to the issuance of an order to cease and desist, the Commissioner or his or her designee may:

i. Impose additional educational requirements and/or place additional conditions or restrictions on any subsequent health officer or registered environmental health specialist license issued to the impersonator;

ii. Refuse to issue or renew any subsequent health officer or registered environmental health specialist license to the impersonator; and/or

iii. Refer the case to the case to the Attorney General or county prosecutor in the appropriate jurisdiction for further criminal investigation.

## SUBCHAPTER 14. PROCEDURE FOR COMPLAINTS, BOARD HEARINGS AND APPEALS

### 8:7-14.1 Filing of complaint

(a) Any person, firm, corporation, or public officer may file a complaint with the Department charging a licensee with a violation of provisions of N.J.S.A. 26, this Chapter, or any other public health rules administered by this Department.

(b) The complainant shall file the complaint in writing and shall include the following in the complaint:

1. The name and address of the licensee against whom the complaint is filed;

2. The date of the complaint;

3. The dates, time, place, and detailed substance of each alleged offense, act, or failure to act and the exact provision of the statutes and/or rules violated; and

4. The name, address, phone number, and email address of the complainant.

(b) Complainants shall forward complaints to New Jersey Department of Health, DEPARTMENT, Public Health Licensing and Examination Board, PO Box 360, Trenton, NJ 08625-0360.

(c) The Board shall not disclose identifying information regarding the source of the complaint to the person or organization against whom the complaint is filed, unless such information is required to resolve the complaint, or the Board is otherwise legally compelled to do so.

#### 8:7-14.2 Notice of board hearing

(a) Upon determination by the Board that sufficient evidence exists to believe that the complaint is justified and has merit or, if the Board determines that the circumstances warrant, in advance of any preliminary investigation or conciliation endeavors, the Board shall issue and cause to be served upon all parties thereto, by registered or certified mail, a complaint containing a notice of hearing before the Board.

(b) The notice of hearing will contain a hearing date which shall not be less than ten (10) calendar days after the service of such complaint and notice. A hearing shall not be deemed instituted until convened and commenced before the Board.

(c) Within 30 calendar days of receipt of a complaint, the Board shall send the respondent a written notice of hearing.

### 8:7-14.3 Appeal of board decision

(a) If it is the decision of the Board to render a formal written warning, impose a probationary period and/or remediation, or to suspend, revoke or refuse to issue or renew a health officer or registered environmental health specialist license, the person affected shall be afforded an opportunity for a hearing to contest the proposed action.

1. All warnings, probationary periods, remediation, suspensions (excluding summary suspensions) and revocations shall become effective 30 calendar days after mailing of a notice of the proposed action unless the person affected, within such 30- day period, gives written notice to the Department of his or her desire for a hearing. Failure to submit such written notice shall result in the person forfeiting all rights to such a hearing.

i. Upon the filing of such written notice, the warning, probationary period, remediation, suspension (excluding summary suspensions) or revocation shall be held in abeyance until such time as the hearing has been concluded and a final decision has been rendered.

2. Refusals to issue or renew a health officer or registered environmental health specialist license shall become effective immediately. If a person desires to contest the Department's refusal to issue or renew a license, the person shall give written notice to the Department within the 30-day period immediately following that refusal of his or her desire for a hearing. Failure to submit such written notice shall result in the person forfeiting all rights to such a hearing. If a person requests a hearing, the license shall not be issued or shall remain invalid, as applicable, until such time as the hearing has been concluded and a final decision has been rendered.

(b) The procedures governing all hearings shall be conducted in accordance with the New Jersey Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq. and the New Jersey Uniform

Administrative Procedure Rules, N.J.A.C. 1:1, incorporated herein by reference, as amended and supplemented.

(c) All enforcement shall be considered public information and shall be posted as deemed appropriate by the Department, as a public notice.

APPENDICES:

- A. Registered Environmental Health Specialist Examination Application
- B. Health Officer Examination Application
- C. New Jersey Public Health Continuing Education Providership Program Agreement
- D. New Jersey Public Health Continuing Education Providership Program Agreement  
Speaker Disclosure Form
- E. New Jersey Universal Fingerprint Form
- F. Note to Examination Applicants Regarding Fingerprinting Process



## **APPENDIX A: Registered Environmental Health Specialist Examination Application**

**New Jersey Department of Health  
PUBLIC HEALTH LICENSING AND EXAMINATION BOARD  
P.O. Box 360  
Trenton, New Jersey 08625-0360**

### **INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR REGISTERED ENVIRONMENTAL HEALTH SPECIALIST EXAMINATION**

Please enclose an application filing fee of \$50.00 in the form of a check or money order made payable to “*Treasurer, State of New Jersey.*” Applicants should understand that if the fees are paid with a personal check, and the check is returned by the bank for insufficient funds, the next step in the process will be delayed until the fees are paid.

The Public Health Licensing and Examination Board maintains, as part of its responsibilities, a record of your home address, business address and mailing address. You may choose which of these addresses will be considered as your “address of record.” If you do not indicate (by putting a check in the appropriate box) which address should be used as your address of record, your mailing address will be your address of record. A post office box may be used as your address of record, but only if you provide another address which includes a street, city, state and ZIP code.

If the application process is not completed within one calendar year, your application will be discarded, and you will need to reapply with full payment.

Licensure requirements are subject to change as a result of new legislation or rules, or due to new policies and procedures that may be adopted by the Board. Applicants must meet current requirements.

Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA).

Please print clearly. You must answer all the questions on this application.

New Jersey Department of Health  
**PUBLIC HEALTH LICENSING AND EXAMINATION BOARD**  
P.O. Box 360  
Trenton, New Jersey 08625-0360

DO NOT WRITE IN THIS SPACE

**APPLICATION FOR  
REGISTERED ENVIRONMENTAL HEALTH SPECIALIST  
EXAMINATION**

*Before filling out application familiarize yourself with the qualifications for admission to this examination in N.J.A.C. 8:7.*

*Please print clearly. You must answer all the questions on this application.*

**CHECK THE EXAMINATION DATE FOR WHICH YOU ARE APPLYING:**

**May**                       **November**

1. **Name:** \_\_\_\_\_  
*(Last Name)*                      *(First Name)*                      *(Middle Initial)*                      *(Maiden Name)*

2. **Address:**

**Home:** \_\_\_\_\_  
*(Street Address or PO Box)*                      *(County)*

\_\_\_\_\_ *(City)*                      \_\_\_\_\_ *(State)*                      \_\_\_\_\_ *(ZIP + Four)*

\_\_\_\_\_ *(Telephone Number (Including Area Code))*                      \_\_\_\_\_ *(Email Address)*

**Business:** \_\_\_\_\_  
*(Street Address or PO Box)*                      *(County)*

\_\_\_\_\_ *(City)*                      \_\_\_\_\_ *(State)*                      \_\_\_\_\_ *(ZIP + Four)*

**Mailing:** \_\_\_\_\_  
*(Street Address or PO Box)*                      *(County)*

\_\_\_\_\_ *(City)*                      \_\_\_\_\_ *(State)*                      \_\_\_\_\_ *(ZIP + Four)*

3. **Date of Birth:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_  
*(Month/Day/Year)*                      *(City)*                      *(State)*

4. **\*Social Security Number:** \_\_\_\_\_

You **must** disclose your Social Security number for the reasons stated below. Failure to do so may result in a denial of licensure.

\*Pursuant to N.J.S.A. 2A:17-56.44e of the New Jersey Child Support Enforcement Law and N.J.S.A. 54:50-25 of the New Jersey taxation law, the Department is required to obtain your Social Security number. Pursuant to these authorities, the Department is also obligated to provide your Social Security number to: (a) the Director of Taxation to assist in the administration and enforcement of any tax law, including for the purpose of reviewing compliance with State tax law and updating and correcting tax records; and (b) the Probation Division or any other agency responsible for child support enforcement, upon request. If you do not have a Social Security number, the Board must ascertain the reason that you do not have one.

1. **Name:** \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial) (Maiden Name)

5. **Citizenship/Immigration Status:**

Federal law limits the issuance or renewal of professional or occupational licenses or certificates to U.S. citizens or qualified aliens. To comply with this federal law, check the appropriate box below which indicates your citizenship/immigration status. If you are not a U.S. citizen, attach a copy of your alien registration card (front and back) or other documentation issued by the office of the U.S. Citizenship and Immigration Service (USCIS).

- U.S. Citizen
- Alien lawfully admitted for permanent residence in the U.S.
- Other immigration status

**OFFICIAL USE ONLY**

Questions about your immigration status and whether it is a qualifying status under federal law should be directed to the USCIS at 1-800-375-5283.

6. **Student Loan:**

Are you in default regarding any student loan obligation(s)? .....  Yes  No

If "Yes," you must obtain documentary evidence that you have reached an arrangement with the bank or with the entity that issued your student loan, for the eventual payment of the loan. You will not be able to obtain a license unless you provide the required documents concerning the plan for payment of your student loan.

7. **Child Support:**

Please certify, under penalty of perjury, the following:

- a. Do you currently have a child-support obligation? .....  Yes  No
  - (1) If "YES," are you in arrears in payment of said obligation? .....  Yes  No
  - (2) If "YES," does the arrearage match or exceed the total amount payable for the past six months? .....  Yes  No
- b. Have you failed to provide any court-ordered health insurance coverage during the past six months? .....  Yes  No
- c. Have you failed to respond to a subpoena relating to either a paternity or child-support proceeding? .....  Yes  No
- d. Are you the subject of a child-support-related arrest warrant? .....  Yes  No

In accordance with N.J.S.A. 2A:17—56.44d, an answer of "Yes" to any of the questions a (1) through d will result in a denial of licensure. Furthermore, any false certification of the above may subject you to a penalty, including, but not limited to, immediate revocation or suspension of licensure.

\_\_\_\_\_  
(Name of Applicant) (Print) (Signature of Applicant) (Date)

8. Have you ever changed your name? .....  Yes  No

If "Yes," please submit a copy of the marriage certificate, divorce decree or court order with this application.

9. Have you ever been summoned; arrested; taken into custody; indicted; tried; charged with; admitted into pre-trial intervention (PTI); or pled guilty to any violation of law, ordinance, felony, misdemeanor or disorderly persons offense, in New Jersey, any other state, the District of Columbia or in any other jurisdiction? (Parking or speeding violations need not be disclosed, but motor vehicle violations such as driving while impaired or intoxicated must be). .....  Yes  No

10. Have you ever been convicted of any crime or offense under any circumstances? (This includes, but is not limited to, a plea of guilty, *non vult*, *nolo contendere*, no contest, or a finding of guilt by a judge or jury.) .....  Yes  No







1. **Name:** \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial) (Maiden Name)

**RECORD OF TRAINING REQUIRED BY LICENSING BOARD**

If you have failed the Registered Environmental Health Specialist examination two times, list below the dates on which you previously took the examination, the area(s) in which you were deficient and the formal training and/or supervised experience that was required by the Board in order for you to be eligible to make the reapplication. If you were required to take formal classroom training, you must submit proof of attendance in the form of an official transcript for a college course or a certificate of attendance from a short course. If you received additional supervised experience, you must submit a letter from your supervisor detailing the nature of the experience, the duties, and any staff supervised.

A. Dates on which you previously took the examination: \_\_\_\_\_

B. Area(s) in which you were deficient: \_\_\_\_\_

C. Formal Training / Course:  Yes  No

Name of Course(s): \_\_\_\_\_

Where Obtained: \_\_\_\_\_

Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

D. Supervised Experience:  Yes  No

Name of Supervisor: \_\_\_\_\_

Location: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

**REFERENCES**

Please give the names of three persons who are familiar with your work that may be contacted by the Board if inquiries are necessary:

1. \_\_\_\_\_ (Name) \_\_\_\_\_ (Affiliation)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Telephone Number (Including Area Code)) \_\_\_\_\_ (Email Address)

2. \_\_\_\_\_ (Name) \_\_\_\_\_ (Affiliation)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Telephone Number (Including Area Code)) \_\_\_\_\_ (Email Address)

3. \_\_\_\_\_ (Name) \_\_\_\_\_ (Affiliation)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Telephone Number (Including Area Code)) \_\_\_\_\_ (Email Address)

1. Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial) (Maiden Name)

**REGISTERED ENVIRONMENTAL HEALTH SPECIALIST APPLICANT: SUPPLEMENTAL DATA**

**PLEASE NOTE:** All applications must be accompanied by (1) an official transcript issued by the Registrar of a college or university and delivered under seal and (2) a copy of the college or university catalogue description of the courses required pursuant to the provisions set forth at *Licensure of Persons for Public Health Professions, N.J.A.C. 8:7*. Failure to include this documentation shall necessitate your application being returned to you.

**EDUCATION**

- A. Have you completed a Baccalaureate Degree: .....  Yes  No
- B. Do you hold a Baccalaureate Degree from an accredited college or university in a program which is accredited by the National Environmental Health Science and Protection Accreditation Council? .....  Yes  No

If YES, Name of Institution: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

- C. List below the 32 credit hours in the biology, chemistry, physics and/or environmental sciences and mathematics. Only up to six (6) of the 32 credit hours may be in college-level mathematics. At least one (1) of the courses must be a laboratory course. Courses with grades less than 2.0 ("C") shall not be considered.

Course Name	Catalogue Number	Grade	Number of Credit Hours



1. **Name:** \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial) (Maiden Name)

**EDUCATION, Continued**

D. Have you satisfactorily completed a course in the environment and public health which is approved by the New Jersey Department of Health? .....  Yes  No

If YES:

Dates of Attendance: \_\_\_\_\_

Name of the Health Department where you completed your internship: \_\_\_\_\_

**If YES, and you have provided the requested information, you do not need to complete the following Experience section.**

**If NO, you must complete the following Experience section.**

**Be advised that currently there is only one program that has been so approved by the Department: "Environment and Public Health" which is offered by Rutgers University, Office of Continuing Professional Education.**

**EXPERIENCE**

**If you answered "YES" to Section D under EDUCATION, you do not need to complete EXPERIENCE.**

**If you answered "NO," you must complete both Sections A and B under EXPERIENCE.**

A. Have you satisfactorily completed one (1) year of post-graduate, full-time employment with a local health agency as defined pursuant to *Public Health Practice Standards of Performance for Local Boards of Health in New Jersey*, N.J.A.C. 8:52? This employment shall have been under the supervision of a New Jersey licensed Health Officer or New Jersey licensed Registered Environmental Health Specialist. The duties which you performed during this time must include the activities as set forth on the attached guidance document entitled *Field Training Outline – Registered Environmental Health Specialist*. .....  Yes  No

If Yes, provide the name(s) of the local health agency(ies) where the training was obtained and the dates of training:

\_\_\_\_\_  
\_\_\_\_\_

**A letter of verification from your supervisor, i.e., either the Health Officer or Registered Environmental Health Specialist, outlining your experience in the various activities as set forth in the guidance document entitled *Field Training Outline – Registered Environmental Health Specialist* and as defined in *Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52*, must be included.**

**OR**

B. If you do not have the experience with a local health agency, have you satisfactorily completed an additional five (5) undergraduate or graduate level courses in the following:

- (1) Environment and Health (including food safety) .....  Yes  No
- (2) Epidemiology .....  Yes  No
- (3) Public Health Practice and Administration .....  Yes  No
- (4) Microbiology or Communicable Diseases .....  Yes  No
- (5) Soils .....  Yes  No

1. **Name:** \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial) (Maiden Name)

List the name of the course(s) taken, the college/university where taken and when they were taken. Include a copy of the course outline. Official transcripts must also be included with this application.

---

---

---

---

---

**AND**

Have you satisfactorily completed 200 hours of field training with a local health agency as defined pursuant to *Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52?* The training must include the activities as set forth on the attached guidance document entitled *Field Training Outline – Registered Environmental Health Specialist*. This training must also include five (5) days of training with a Registered Environmental Health Specialist who is an employee of the New Jersey Department of Health. ....  Yes  No

If YES, provide the name(s) of the local health agency(ies) where the training was obtained and the dates of training. Also include the name and phone number of the Registered Environmental Health Specialist who is an employee of the New Jersey Department of Health.

---

---

---

---

---

**A letter of verification from your supervisor(s), i.e., either the Health Officer or Registered Environmental Health Specialist and the Registered Environmental Health Specialist who is an employee of the New Jersey Department of Health, outlining your experience in the various activities must be included.**

**DECLARATION**

I certify, under the penalty of perjury under the laws of the State of New Jersey, that this application contains no willful misrepresentations of falsifications and that the information given by me in connection with this application for licensure as a Registered Environmental Health Specialist is true, correct and complete. I am aware that if an investigation discloses any misrepresentation to any answer to questions on this form, the application will be rejected. I further understand that any false statement knowingly made by me is grounds for denial of licensure or revocation of a license issued in reliance upon false information.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Maiden Name, if applicable)

1. Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial) (Maiden Name)

**IMPORTANT:**

Admission to the Registered Environmental Health Specialist examination is dependent upon the information furnished in this application. The application must be accompanied by documentary evidence which supports your training, education, and experience. All letters verifying your experience must list in detail all the duties, responsibilities, number of staff supervised if any, and length of time you served in a particular field. An official transcript under seal must be submitted from your college(s) or university(ies). Student copies will not be accepted. An application is not deemed complete and ready for review by the Board unless and until all required documentary evidence is received prior to the published application deadline. The deadline shall be enforced according to the postmark on the packet and on any supplemental material. Photostatic copies of certificates, awards, or other similar documents are appropriate documentation in support of your training qualifications.

It is the responsibility of the applicant to arrange for submission of all required documentation for timely completion of the application. The Board does NOT notify applicants of incomplete documentation.

Licensure requirements are subject to change as a result of new legislation, rules, or due to new policies and procedures that may be adopted by the Board. Applicants must meet current requirements.

***BEFORE SUBMITTING THIS APPLICATION:***

- Have you answered all questions completely and carefully?
- Have you signed the application?
- Have you included or arranged for official transcripts to be submitted?
- Have you included or arranged for letters of verification from your supervisor(s) to be submitted?
- Have you included all necessary documentary evidence in support of your training?
- Have you included a non-refundable \$50.00 application fee in the form of a check or money order made payable to "Treasurer, State of New Jersey"?

**APPENDIX B: Health Officer Examination Application**

**New Jersey Department of Health  
PUBLIC HEALTH LICENSING AND EXAMINATION BOARD  
P.O. Box 360  
Trenton, New Jersey 08625-0360**

**DO NOT WRITE IN THIS SPACE**

**APPLICATION FOR HEALTH OFFICER EXAMINATION**

*Before filling out application familiarize yourself with the qualifications for admission to this examination in N.J.A.C. 8:7. Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA).*

*Please print clearly. You must answer all the questions on this application.*

**CHECK THE EXAMINATION DATE FOR WHICH YOU ARE APPLYING:**  
 **May**                       **November**

1. **Name:** \_\_\_\_\_  
*(Last Name) (First Name) (Middle Initial) (Maiden Name)*

2. **Address:**  
 **Home:** \_\_\_\_\_  
*(Street Address or PO Box) (County)*  
\_\_\_\_\_  
*(City) (State) (ZIP + Four)*  
\_\_\_\_\_  
*(Telephone Number (Including Area Code) (Email Address)*

**Business:** \_\_\_\_\_  
*(Street Address or PO Box) (County)*  
\_\_\_\_\_  
*(City) (State) (ZIP + Four)*

**Mailing:** \_\_\_\_\_  
*(Street Address or PO Box) (County)*  
\_\_\_\_\_  
*(City) (State) (ZIP + Four)*

3. **Date of Birth:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_  
*(Month/Day/Year) (City) (State)*

4. **\*Social Security Number:** \_\_\_\_\_

You **must** disclose your Social Security number for the reasons stated below. Failure to do so may result in a denial of licensure.

\*Pursuant to N.J.S.A. 2A:17-56.44e of the New Jersey Child Support Enforcement Law and N.J.S.A. 54:50-25 of the New Jersey taxation law, the Department is required to obtain your Social Security number. Pursuant to these authorities, the Department is also obligated to provide your Social Security number to: (a) the Director of Taxation to assist in the administration and enforcement of any tax law, including for the purpose of reviewing compliance with State tax law and updating and correcting tax records; and (b) the Probation Division or any other agency responsible for child support enforcement, upon request. If you do not have a Social Security number, the Board must ascertain the reason that you do not have one.

1. **Name:** \_\_\_\_\_  
*(Last Name) (First Name) (Middle Initial) (Maiden Name)*

5. **Citizenship/Immigration Status:**

Federal law limits the issuance or renewal of professional or occupational licenses or certificates to U.S. citizens or qualified aliens. To comply with this federal law, check the appropriate box below which indicates your citizenship/immigration status. If you are not a U.S. citizen, attach a copy of your alien registration card (front and back) or other documentation issued by the office of the U.S. Citizenship and Immigration Service (USCIS).

- U.S. Citizen
- Alien lawfully admitted for permanent residence in the U.S.
- Other immigration status

Questions about your immigration status and whether it is a qualifying status under federal law should be directed to the USCIS at 1-800-375-5283.

6. **Student Loan:**

Are you in default regarding any student loan obligation(s)? .....  Yes  No

If "Yes," you must obtain documentary evidence that you have reached an arrangement with the bank or with the entity that issued your student loan, for the eventual payment of the loan. You will not be able to obtain a license unless you provide the required documents concerning the plan for payment of your student loan.

7. **Child Support:**

Please certify, under penalty of perjury, the following:

- a. Do you currently have a child-support obligation? .....  Yes  No
  - (1) If "yes," are you in arrears in payment of said obligation? .....  Yes  No
  - (2) If "Yes," does the arrearage match or exceed the total amount payable for the past six months? .....  Yes  No
- b. Have you failed to provide any court-ordered health insurance coverage during the past six months? .....  Yes  No
- c. Have you failed to respond to a subpoena relating to either a paternity or child-support proceeding? .....  Yes  No
- d. Are you the subject of a child-support-related arrest warrant? .....  Yes  No

In accordance with N.J.S.A. 2A:17—56.44d, an answer of "Yes" to any of the questions a (1) through d will result in a denial of licensure. Furthermore, any false certification of the above may subject you to a penalty, including, but not limited to, immediate revocation or suspension of licensure.

\_\_\_\_\_  
*(Name of Applicant) (Print) (Signature of Applicant) (Date)*

8. Have you ever changed your name? .....  Yes  No

If "Yes," please submit a copy of the marriage certificate, divorce decree or court order with this application.

9. Have you ever been summoned; arrested; taken into custody; indicted; tried; charged with; admitted into pre-trial intervention (PTI); or pled guilty to any violation of law, ordinance, felony, misdemeanor or disorderly persons offense, in New Jersey, any other state, the District of Columbia or in any other jurisdiction? (Parking or speeding violations need not be disclosed, but motor vehicle violations such as driving while impaired or intoxicated must be). .....  Yes  No

10. Have you ever been convicted of any crime or offense under any circumstances? (This includes, but is not limited to, a plea of guilty, non vult, nolo contendere, no contest, or a finding of guilt by a judge or jury.) .....  Yes  No

1. **Name:** \_\_\_\_\_  
*(Last Name) (First Name) (Middle Initial) (Maiden Name)*

11. Do you currently hold, or have you ever held, a professional license or certificate of **any** kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction? .....  Yes  No

If "Yes," for each professional license or certificate held, provide the date(s) held and the number(s). If the license or certificate was issued under a different name, please provide that name.

<i>(Last Name)</i>	<i>(First Name)</i>	<i>(Middle Initial)</i>	
<i>(Type of License or Certificate)</i>	<i>(Number)</i>	<i>(Issued By: State or Jurisdiction)</i>	<i>(Date Issued/Expired)</i>
<i>(Type of License or Certificate)</i>	<i>(Number)</i>	<i>(Issued By: State or Jurisdiction)</i>	<i>(Date Issued/Expired)</i>
<i>(Type of License or Certificate)</i>	<i>(Number)</i>	<i>(Issued By: State or Jurisdiction)</i>	<i>(Date Issued/Expired)</i>
<i>(Type of License or Certificate)</i>	<i>(Number)</i>	<i>(Issued By: State or Jurisdiction)</i>	<i>(Date Issued/Expired)</i>

12. Have you ever applied for a Health Officer licensing examination and been determined ineligible by the Public Health Licensing and Examination Board? .....  Yes  No

13. Have you ever applied for a Health Officer licensing examination and been found eligible by the Public Health Licensing and Examination Board but failed the examination? .....  Yes  No

14. Have you ever been disciplined or denied a Health Officer license or any other professional license or certificate in New Jersey, any other state, the District of Columbia or in any other jurisdiction? .....  Yes  No

15. Have you ever had a professional license or certificate suspended, revoked, or surrendered in New Jersey, any other state, the District of Columbia or in any other jurisdiction? .....  Yes  No

16. Are you aware of any investigation pending against a professional license or certificate issued to you by a professional board in New Jersey, any other state, the District of Columbia or in any other jurisdiction? .....  Yes  No

17. Are there any criminal charges now pending against you in New Jersey, any other state, the District of Columbia or in any other jurisdiction? .....  Yes  No

18. Have you ever been sanctioned by or is any action pending before any employer, association, society, or other professional group related to any professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction? .....  Yes  No

If the answer to any of the above questions, numbers 9 through 18, is "Yes," provide a complete explanation of the circumstances leading to the action, and any supporting documentation, on separate sheets of paper.

**EDUCATION RECORD**

1. **Name:** \_\_\_\_\_  
                                 *(Last Name)*                                  *(First Name)*                                  *(Middle Initial)*                                  *(Maiden Name)*

Beginning with the most recent, list all undergraduate and graduate institutions which you attended.

**Attach ORIGINAL official transcript(s) of your College, University, and Post-graduate work. Copies of student-issued transcripts will not be accepted.**

Name and Location of Schools	Dates Attended		Major	Minor	Credit Hours		Degree and Date
	From	To			Semester	Quarter	

**EMPLOYMENT RECORD**

Beginning with your present position and working back, list and describe, as indicated, every position in which you have been employed, including military service. In describing your work be as specific as possible regarding your duties, responsibilities, and number of persons you supervised.

(IF ADDITIONAL SPACE IS NEEDED, ATTACH SUPPLEMENTAL SHEETS)

Name and Address of Employer		Description of Your Work
Title of Present or Last Position		
Dates of Employment (Month/Year) From: _____ To: _____	Total Time Employed _____ Years _____ Months	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	If Part Time, Give Number of Hours Worked per Week:	

Name and Address of Employer		Description of Your Work
Title of Present or Last Position		
Dates of Employment (Month/Year) From: _____ To: _____	Total Time Employed _____ Years _____ Months	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	If Part Time, Give Number of Hours Worked per Week:	

1. Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial) (Maiden Name)

<b>EMPLOYMENT RECORD (Continued)</b>		
Name and Address of Employer	Description of Your Work	
Title of Present or Last Position		
Dates of Employment (Month/Year) From: _____ To: _____		Total Time Employed _____ Years _____ Months
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		If Part Time, Give Number of Hours Worked per Week:
Name and Address of Employer	Description of Your Work	
Title of Present or Last Position		
Dates of Employment (Month/Year) From: _____ To: _____		Total Time Employed _____ Years _____ Months
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		If Part Time, Give Number of Hours Worked per Week:
Name and Address of Employer	Description of Your Work	
Title of Present or Last Position		
Dates of Employment (Month/Year) From: _____ To: _____		Total Time Employed _____ Years _____ Months
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		If Part Time, Give Number of Hours Worked per Week:

<b>ADDITIONAL EXPERIENCE AND TRAINING</b>
Describe any other experience or training in addition to the foregoing which you believe will support your qualifications for the Health Officer examination. <b>Do not repeat experience or training which you have already listed in another section of this application.</b> <p>(IF ADDITIONAL SPACE IS NEEDED, ATTACH SUPPLEMENTAL SHEETS)</p>



1. **Name:** \_\_\_\_\_  
*(Last Name) (First Name) (Middle Initial) (Maiden Name)*

**TRAINING REQUIRED BY BOARD**

If you have failed the Health Officer examination two times, list below the area(s) in which you were deficient and the formal training and/or supervised experience that was required by the Board in order for you to be eligible to make the reapplication. If you were required to take formal classroom training, you must submit proof of attendance in the form of an official transcript for a college course or a certificate of attendance from a short course. If you received additional supervised experience, you must submit a letter from your supervisor detailing the nature of the experience, the duties, and any staff supervised.

- A. Deficient Area(s): \_\_\_\_\_
- B. Formal Training / Course:     Yes     No  
Name of Course(s): \_\_\_\_\_  
Where Obtained: \_\_\_\_\_  
Dates Attended:    From: \_\_\_\_\_    To: \_\_\_\_\_
- C. Supervised Experience:     Yes     No  
Name of Supervisor: \_\_\_\_\_  
Location: \_\_\_\_\_  
From: \_\_\_\_\_    To: \_\_\_\_\_

**REFERENCES**

Please give the names of three persons who are familiar with your work that may be contacted by the Board if inquiries are necessary:

1. \_\_\_\_\_    \_\_\_\_\_  
*(Name) (Affiliation)*
- \_\_\_\_\_
- (Address)*
- \_\_\_\_\_
- (Telephone Number (Including Area Code) (Email Address)*
2. \_\_\_\_\_    \_\_\_\_\_  
*(Name) (Affiliation)*
- \_\_\_\_\_
- (Address)*
- \_\_\_\_\_
- (Telephone Number (Including Area Code) (Email Address)*
3. \_\_\_\_\_    \_\_\_\_\_  
*(Name) (Affiliation)*
- \_\_\_\_\_
- (Address)*
- \_\_\_\_\_
- (Telephone Number (Including Area Code) (Email Address)*

1. **Name:** \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial) (Maiden Name)

**HEALTH OFFICER APPLICANT: SUPPLEMENTAL DATA**

**PLEASE NOTE:** All applications must be accompanied by (1) an official transcript issued by the Registrar of a college or university and delivered under seal and (2) a copy of the college or university catalogue description of the courses required pursuant to the provisions set forth at *Licensure of Persons for Public Health Professions, N.J.A.C. 8:7*. Applications filed without transcript and/or catalogue description will be delayed until they are received. Course with grades less than 2.0 ("C") shall not be considered.

**EDUCATION**

- A. Degree(s) Earned and Date(s): \_\_\_\_\_
- B. Name of Institution Granting Degree: \_\_\_\_\_
- C. Name of Major/Health-Related Field: \_\_\_\_\_

The above Degree must include or be supplemented by at least three graduate or upper-level undergraduate credit hours in the following subject areas		List the course name and course number which satisfies the listed requirement. Include a copy of the college catalogue description for the course(s).	
1. Planning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ _____ _____
2. Administration	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ _____ _____
3. Environmental Science	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ _____ _____
4. Social Science	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ _____ _____
5. Epidemiology	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ _____ _____
6. Biostatistics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ _____ _____

1. **Name:** \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial) (Maiden Name)

### EXPERIENCE

You must have a **minimum** of two (2) years of full-time employment in a position which provides administrative experience<sup>1</sup> in at least three of the five existing recognized public health activities listed below. Check the areas in which you are claiming you have the requisite experience.

- |  |  |
|--|--|
| <input type="checkbox"/> Administration and Support Services | <input type="checkbox"/> Maternal and Child Health |
| <input type="checkbox"/> Environmental Health                | <input type="checkbox"/> Chronic Illness           |
| <input type="checkbox"/> Communicable Diseases               |  |

**NOTE: Official** documentation from your supervisor verifying in detail your employment experience must be submitted with your application. Failure to do so will delay review of your application.

### DECLARATION

I certify, under the penalty of perjury under the laws of the State of New Jersey, that this application contains no willful misrepresentations of falsifications and that the information given by me in connection with this application for licensure as a Health Officer is true, correct and complete. I am aware that if an investigation discloses any misrepresentation to any answer to questions on this form, the application will be rejected. I further understand that any false statement knowingly made by me is grounds for denial of licensure or revocation of a license issued in reliance upon false information.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Maiden Name, if applicable)

### IMPORTANT:

Admission to the Health Officer examination is dependent upon the information furnished in this application. The application must be accompanied by documentary evidence which supports your training, education, and experience. All letters verifying your experience must list in detail all the duties, responsibilities, number of staff supervised if any, and length of time you served in a particular field. An official transcript under seal must be submitted from your college(s) or university(ies). Student copies will not be accepted. An application is not deemed complete and ready for review by the Board unless and until all required documentary evidence is received prior to the published application deadline. The deadline shall be enforced according to the postmark on the packet and on any supplemental material. Photostatic copies of certificates, awards, or other similar documents are appropriate documentation in support of your training qualifications.

It is the responsibility of the applicant to arrange for submission of all required documentation for timely completion of the application. The Board does **NOT** notify applicants of incomplete documentation.

Licensure requirements are subject to change as a result of new legislation, rules, or due to new policies and procedures that may be adopted by the Board. Applicants must meet current requirements.

### ***BEFORE SUBMITTING THIS APPLICATION:***

- Have you answered all questions completely and carefully?
- Have you signed the application?
- Have you included or arranged for official transcripts to be submitted?
- Have you included all necessary documentary evidence in support of your training?
- Have you included a non-refundable \$50.00 application fee in the form of a check or money order made payable to "Treasurer, State of New Jersey"?

<sup>1</sup> "Administrative experience" means work performed under minimal supervision requiring initiative, decision making, and independent judgment.

# APPENDIX C: NJLMN Approved Providership Program Agreement

## NJDOH CONTINUING EDUCATION PROVIDERSHIP PROGRAM

### NEW JERSEY PUBLIC HEALTH CONTINUING EDUCATION PROVIDERSHIP PROGRAM AGREEMENT

By signing this Agreement, the Organization listed below agrees to become a provider of New Jersey Public Health Continuing Education Contact Hours (CEs) and agrees to comply with all policies and procedures of the Providership Program as outlined in the **New Jersey Public Health Continuing Education Providership Program Policy and Procedures Manual**.

#### Provider Organization Information

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

#### Designated Primary Administrator

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ NJLMN Email: \_\_\_\_\_

#### Chief Officer of the Provider Organization

#### New Jersey Department of Health

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Submit two (2) original copies of the signed Agreement to (certified mail recommended):

New Jersey Department of Health  
Office of Local Public Health, 5<sup>th</sup> floor  
Public Health Continuing Education Providership Program  
PO Box 360  
Trenton, NJ 08625-0360

Phone: (609) 292-4993

Attn: Victoria Buhl

An original copy of the fully executed Agreement will be returned to the Provider Organization for its records.

NJDOH CONTINUING EDUCATION PROVIDERSHIP PROGRAM

**Planning and Education Coordinators:**

List any additional Planning and Education Coordinators who should have access to this Approved Provider Office (attach additional sheets as needed).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

NJLMN Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

NJLMN Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

NJLMN Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

NJLMN Email: \_\_\_\_\_

Revised 5/4/2021

APPENDIX D: NJLMN Providership Speaker Disclosure Form

NEW JERSEY PUBLIC HEALTH CONTINUING EDUCATION PROVIDERSHIP PROGRAM

**SPEAKER DISCLOSURE FORM**

1. Name of Speaker \_\_\_\_\_

2. Program Date \_\_\_\_\_

3. Program Title \_\_\_\_\_

4. Describe any financial interest(s) with the commercial supporter of this educational program and any product or device related to your presentation.

\_\_\_ Research \_\_\_\_\_

\_\_\_ Consultant \_\_\_\_\_

\_\_\_ Shareholder \_\_\_\_\_

\_\_\_ Speaker / Speaker Bureau \_\_\_\_\_

\_\_\_ Other Financial Support \_\_\_\_\_

\_\_\_ I have nothing to disclose.

5. Unlabeled and Unapproved Uses of Products:

\_\_\_ Not Applicable

\_\_\_ I intend to discuss either non-FDA approved or investigational use of the following products or devices \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Speaker's Signature

\_\_\_\_\_  
Date

## APPENDIX E: New Jersey Universal Fingerprint Form



### New Jersey Universal Fingerprint Form

[www.bioapplicant.com/nj](http://www.bioapplicant.com/nj)

(1) Originating Agency Number (ORI #) <b>NJPRR0000</b>		(2) Category <b>PRX</b>	(3) Statute Number <b>13:59-1</b>		
(4) Reason for Fingerprinting <b>PERSONAL RECORD REQUEST</b>			(5) Document Type <b>S1</b>	(6) Payment Information <b>\$40.66</b>	
(7) Contributor's Case # (Unique Identifier) <b>PRR</b>			(8) Miscellaneous <b>FORM "A"</b>		
(9) First Name		(10) MI	(11) Last Name		
(12) Daytime Phone Number (   ) -   -   -   -   -   -		(13) Social Security Number (Optional)	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address					
Address		City	State	Zip	
(21) Gender (Select one) [   ] Female [   ] Male [   ] Both		(22) Hair Color	(23) Eye Color	(24) Race (Select One) [ A ] Asian/ Pacific Islander (Includes Asian Indian) [ B ] Black [ I ] American Indian / Alaska Native [ W ] White ( Includes Hispanic/ Spanish Origin) [ U ] Unknown	
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement)			
		Employer Address		State	Zip
		City			
<p><b>Identification Requirement</b> - Acceptable identification must be presented at the <u>time of printing</u>. Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name, Address (home/employer), Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).</p>					

**Please READ This Form Carefully:**

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** that you **present** this completed Universal Fingerprint Form, IDG\_NJAPP\_020115\_V2, at your scheduled appointment.

**Appointment Scheduling:**

Scheduling is available anytime at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at 1-877-503-5981, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

**Payment:**

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, American Express, Discover, and prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

**Cancel/ Reschedule:**

Appointments may be canceled or rescheduled via the website or the call center before the deadline of 5PM EST the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 plus tax (\$10.66) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

**Unable to be Fingerprinted:**

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form IDG\_NJAPP\_020115\_V2, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 plus tax (\$10.66) appointment fee. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

**PCN and Receipts:**

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. MorphoTrust will not provide duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information:		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

**APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM**

IDG\_NJAPP\_020115\_V2

## APPENDIX F: Note to Examination Applicants Regarding Fingerprinting Process

### Statewide Non-Criminal Justice Fingerprint (Live Scan) Through Private Vendor

The State of New Jersey contracted MorphoTrak to process fingerprinting of applicants for employment and licensing purposes throughout the state. Effective July 1, 2002, all applicants requiring fingerprinting for school employment will utilize the Live Scan Fingerprinting Service to meet the statutory requirements. The Applicant Authorization and Certification Form (AA&C) must first be submitted online before scheduling a fingerprint appointment. (*See instructions for completing an online criminal history application*)

You also must complete the attached **Public-School Employment** fingerprinting application form prior to scheduling your appointment. When you schedule your appointment for fingerprinting, you will be asked to provide information from this form.

You may contact MorphoTrak to schedule a time and place to be fingerprinted using either their toll-free call center at (877) 503-5981 or via the web at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). When you arrive for your fingerprint appointment, you will be required to provide current photo identification. No fingerprints will be taken if you cannot produce a photo ID. Acceptable forms of identification include:

- Federal / state / county / municipal photo identification cards
- Driver's license with a photograph
- Passport

Once fingerprinted, you will receive a receipt approved by the New Jersey State Police as evidence of successful completion of the fingerprint process. The PCN# from this receipt should be recorded on your form before returning this form to the school district. In those cases where the State Bureau of Investigation or the Federal Bureau of Investigation rejects an electronic fingerprint card as unclassifiable, MorphoTrak will notify you to schedule an appointment to be re-fingerprinted at no additional cost. When completing the MorphoTrak form, please use one of the following literals for Occupation (Box #25) to describe the position you are seeking:

Health Officer

Registered Environmental Health Specialist