

**8:7-1.14 Waiver of continuing education contact hours**

(a) The Public Health Council, may, for good cause, such as serious illness or accident involving self or family and determined by the Council to have prevented a health officer's completion of continuing education, waive all or part of the rule for the licensing period. All such requests to the Public Health Council by the health officer shall be in writing and shall be accompanied by written documentation supporting the reasons for the request.

(b) Waivers shall be granted for one licensure period at a time. If the situation for which the waiver is granted continues, the health officer shall reapply in writing to the Public Health Council.

New Rule, R.1997 d.515, effective December 1, 1997.  
See: 29 N.J.R. 3789(a), 29 N.J.R. 5076(a).

**8:7-1.15 Continuing education course criteria**

(a) Continuing education courses eligible for contact hours under this subchapter shall include:

1. Courses, seminars, or programs focusing on professional competency and ethics, as well as legal aspects relating to the practice of public health, environmental health, and sanitation;
2. Courses, seminars, or programs in public health, health care, health education, environmental science, health planning, epidemiology;
3. Courses, seminars, or programs in public health administration, environmental health, communicable diseases, maternal and child health, and chronic diseases; and
4. Courses, seminars, or programs designed to acquaint health officers with the utilization and application of new techniques, policy, and developments relating to public health, environmental health, and sanitation.

(b) Any course, seminar, or program shall seek approval under the rule by the Public Health Council pursuant to the procedures set forth at N.J.A.C. 8:7-1.16 for assignment of health officer continuing education contact hours, regardless of accreditation by other professional associations, societies, and/or organizations.

New Rule, R.1997 d.515, effective December 1, 1997.  
See: 29 N.J.R. 3789(a), 29 N.J.R. 5076(a).

**8:7-1.16 Course, seminar, or program approval**

(a) Any course of study that addresses the content areas specified at N.J.A.C. 8:7-1.15(a) offered by an educational institution, association, professional society, person, or organization and used by applicants for the purpose of continuing education and licensure in this State as health officers and/or for license renewal may be approved by the Public Health Council, in accordance with this chapter.

1. Any course, seminar, or program sponsored by the New Jersey Department of Health and Senior Services, the New Jersey Department of Environmental Protection, or a school or program accredited by the Council on Education for Public Health which fulfills the requirements as set forth at N.J.A.C. 8:7-1.15 shall be exempted from securing approval from the Public Health Council. The Public Health Council shall, however, determine the number of continuing education contact hours which will be assigned to the course, seminar, or program.

2. The annual meeting of the New Jersey Health Officers Association, upon approval of the Public Health Council, may be used in partial fulfillment of the requirement for continuing education.

(b) Any person or organization desiring approval of a health or health-related course, seminar, or program offered shall apply to the Public Health Council through written application. Each application shall be submitted at least 60 days prior to the first session in the name of the person or organization by a person authorized to do so. The application shall contain the following minimum information:

1. The name of the course, seminar, or program and its primary learning objectives;
2. The time, date, and place of the course, seminar, or program;
3. Name of the lecturer(s) and his or her credentials;
4. An outline showing the course, seminar, or program content broken down by session and time schedule;
5. A description of any written materials to be used;
6. A projected schedule for the times the course, seminar, or program will be offered in a year and the dates of the presentation;
7. A statement that the institution shall notify the Public Health Council if the course, seminar, or program is withdrawn or changed;
8. A statement that the sponsor shall provide attendance verification documents for all attendees who request them. Each sponsor shall have a proctor who shall attest to the attendance of each attendee;
9. A statement that the institution shall maintain such records as are required by this section; and
10. A description of the method of evaluation.

(c) The Public Health Council reserves the right to undertake such reviews as may be necessary to verify the accuracy of an application or conformity with this chapter. The sponsor, by submitting the application, expressly agrees to cooperate in such reviews.

(d) Continuing education contact hours may be awarded by the Public Health Council upon review of the application and any supporting materials pursuant to the following schedule:

1. One hour of lecture or small group exercises equals one contact hour;

2. One hour of field or laboratory work equals one-half contact hour; and

3. All recertification courses of three or more hours shall equal three contact hours; all recertification courses which equal less than three hours shall equal the actual time of the course.

(e) All sponsors shall secure approval of the Public Health Council prior to representing that the course, seminar, or program fulfills the requirements of this subsection. The sponsor may include the statement "This course (seminar or program) is approved by the Public Health Council for—continuing education contact hours toward the renewal of a New Jersey health officers license."

(f) Approval by the Public Health Council of a course, seminar, or program shall be considered valid for one year from the date of approval, provided that the items identified at and N.J.A.C. 8:7-1.16(b) remain unchanged during the one-year time period.

(g) The Public Health Council shall review all courses, seminars, or programs. Upon evidence that the courses, seminars, or programs fail to meet the criteria set forth in N.J.A.C. 8:7-1.15(a) and/or in the sponsor's application as required in N.J.A.C. 8:7-1.16(b), the course shall not be granted approved status and the sponsor shall be required to reapply for approval.

(h) A list of approved courses shall be available upon request from the Public Health Council.

New Rule, R.1997 d.515, effective December 1, 1997.  
See: 29 N.J.R. 3789(a), 29 N.J.R. 5076(a).

#### **8:7-1.17 Record of continuing education contact hours**

(a) A health officer shall maintain documentation of course, seminar, or program attendance.

(b) A health officer shall submit to the Public Health Council verification of accumulated continuing education contact hours. Verification material shall include evidence of the successful completion of an approved course, seminar, or program, in the form of a certificate or similar formal record of attendance certified by the sponsor.

(c) A health officer shall complete the license renewal forms by including continuing education information for all the approved courses, seminars, or programs which the applicant completed, as well as the number of continuing education contact hours earned, for the licensure renewal period in question.

New Rule, R.1997 d.515, effective December 1, 1997.  
See: 29 N.J.R. 3789(a), 29 N.J.R. 5076(a).