



Michigan Department of Licensing and Regulatory Affairs
Bureau of Health Care Services

Board of Sanitarians

PO Box 30670

Lansing MI 48909

(517) 335-0918

www.michigan.gov/healthlicense

**SANITARIAN
EXAMINATION APPLICATION PACKET**

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Michigan Department of Licensing and Regulatory Affairs
Bureau of Health Care Services
Advisory Committee on Sanitarians
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Lansing MI 48909
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SANITARIAN EXAMINATION INSTRUCTIONS

* Please read application instructions carefully and answer all questions completely.
Failure to do so may cause a delay in your application process.*

1. You must complete and submit the application for licensure with the appropriate fee, as well as arrange for supporting documents to be sent to the Michigan Advisory Committee on Sanitarians.
2. Applicants for a Michigan health professional license or registration are required to submit fingerprints and undergo a Criminal Background Check. Fingerprints must be taken using the Customer ID number and instructions provided in the Application Confirmation letter that will be sent when your license application and fee are processed. Do not have your fingerprints taken prior to receiving your Customer ID number.
3. You must pass the National Environmental Health Association (NEHA) Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) examination in order to become registered as a Sanitarian in Michigan. Eligibility to sit for this credentialing exam is determined by NEHA. Applications and fees must be submitted to NEHA for review. For applications and additional information about eligibility requirements, please contact: National Environmental Health Association, 720 S Colorado Blvd, Ste 1000-N, Denver, CO 80246, Phone: 303-756-9090, ext. 310. Email:credentialing@neha.org. Website www.neha.org.

If you have taken and passed the REHS/RS national examination, you must arrange to have your scores forwarded directly to this office. Scores may be obtained by contacting NEHA at (303) 756-9090 or by email at staff@neha.org.

4. If you currently hold the National Environmental Health Association (NEHA) REHS/RS credential, please contact NEHA at (303) 756-9090 ext. 339 or by e-mail at staff@neha.org to have verification of this credential sent to our office. This is the only documentation you will be required to provide regarding your education and examination history.
5. If you do not hold the REHS/RS credential from NEHA, authorize your educational institution to forward a final, official transcript directly to this office. The transcript must show the degree earned and date conferred.

If your degree program is accredited by the National Environmental Health Science and Protection Accreditation Council (EHAC) the transcript is the only education documentation needed. To find out if your degree program has been accredited by EHAC, please visit their website at: www.ehacoffice.org

The Transcript Translator form (included) must also be completed if your degree program is not accredited by EHAC. Copies of course descriptions must be submitted for each class listed on the Transcript Translator. In order for courses to be accepted, they must be offered through an accredited college or university. Continuing education courses and seminars are not accepted.

6. If you have a bachelor's degree in an environmental health field, you must have at least 2 years of experience in the field of environmental health. If you have a master's degree in an environmental health related field, you have at least 1 year of experience in the field of environmental health. Please have your employer verify in writing that you have the required work experience in planning, developing, or implementing systems to improve the quality of air, water, food, or other environmental factors which affect the health of the public.

Please Note:

- An application submitted with the appropriate fee is valid for two years from the date it is received. If an applicant fails to complete the requirements for licensure within the two year period following the date of application, the application will become invalid.

Michigan Department of Licensing and Regulatory Affairs
Bureau of Health Care Services
Health Professions Licensing Division
PO Box 30670
Lansing, MI 48909
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FOR BOARD USE ONLY

License Number:

Issue Date:

APPLICATION FOR EXAMINATION

Select the license type you are applying for from the list below:

Sanitarian by Examination Fee: \$80.00 [71-6701-01]

Your check or money order drawn on a U.S. financial institution and made payable to the **STATE OF MICHIGAN** must accompany this application. DO NOT SEND CASH. Fees are deposited upon receipt and can only be refunded under refund rules promulgated by the Department.

1. Demographic Information

First Name:	Middle Name:	Last Name:
U.S. Social Security #:		Birth Date:
Street Address:		Apt/Bldg #:
City:	State:	Zip Code:
Country:		
Phone Number:	Email Address:	
Have you ever held a health professional license in any profession in Michigan?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Health Professional Permanent I.D./License Number:		Expiration Date:
Have you ever been known under any other name? If yes, list name(s):		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will documents be received under any other name? If yes, list name(s):		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filed an application for this type of license in Michigan?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Full Name:

2. Personal Data Questions

1. Have you ever been convicted of a felony? Yes
 No

If yes, please explain

2. Have you ever been convicted of a misdemeanor punishable by imprisonment for a maximum term of 2 years? Yes
 No

If yes, please explain

3. Have you ever been convicted of a misdemeanor involving the illegal delivery, possession, or use of alcohol or a controlled substance (including motor vehicle violations)? Yes
 No

If yes, please explain

4. Have you had 3 or more malpractice settlements, awards, or judgments in any consecutive 5 year period? Yes
 No

If yes, please explain

5. Have you had one or more malpractice settlements, awards, or judgments totaling \$200,000 in any consecutive 5 year period? Yes
 No

If yes, please explain

6. Have you ever been fined, denied, revoked, suspended, reprimanded, placed on probation, otherwise disciplined, or the subject of a final adverse action by a licensure, registration, disciplinary or certification board as a holder of or applicant for, a license or registration regulated by this state, another state or territory of the United States, the United States military, the federal government, or another country? Yes
 No

If yes, please explain

7. Have you ever been censured, or requested to withdraw from a health care facility's staff or had your health care staff privileges involuntarily modified? Yes
 No

If yes, please explain

8. Have you ever been treated for substance abuse in the past 2 years? Yes
 No

If yes, please explain

Note: If you answered "yes" to any of the questions in Section 2 (questions 1-8), you must provide a detailed explanation with copies of all available official and/or court documents related to your explanation along with your application. If you do not provide the explanation, your application will be deemed incomplete and processing will be delayed.

Full Name: _____

Have you taken a National examination for another U.S. Jurisdiction? Yes
 Please list exam name and date taken (month & year) No

Have you taken a State Constructed examination for another U.S. Jurisdiction? Yes
 Please list state and date taken (month & year) No

3. Professional Education

Name of Institution	Address of Institution	Graduation Date	Certificate/Diploma/Degree Granted

4. License(s) in Other State(s) and/or Province(s)

Do you hold or have you held a permanent license or registration in any state or Canadian province, for the type of license for which you are applying? Yes
 No

Please list each state or province, the license or registration number, the date issued, the number of years you held the license, and how the license was obtained (either examination or endorsement). **DO NOT LIST TEMPORARY LICENSES.** (Attach additional sheets, if necessary.)

State/Country	Permanent License/Registration Number	Date of Issue	Number of Years Licensed	Expiration Date	How Obtained (Exam or Endorsement)

5. CERTIFICATION

I understand that it is the policy of this agency to secure a criminal conviction history as part of the pre-licensure screening process. I authorize this agency to use the information provided in this application to obtain a criminal conviction history file search from the Central Records Division of the Michigan Department of State Police, law enforcement, or judicial record-keeping organization.

I further consent to the release of information to this agency regarding any disciplinary investigations conducted by a similar licensure, registration, or specialty certification board of this or any other state, of the United States military, of the federal government, or of another country.

The statements in this application are true and correct. I have not withheld information that might affect the decision to be made on this application. In signing this application, I am aware that a false statement or dishonest answer may be grounds for denial of my application or revocation of my license and that such misrepresentation is punishable by law.

Signature of Applicant _____ Date _____

Michigan Department of Licensing and Regulatory Affairs
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TRANSCRIPT TRANSLATOR

Authority: Public Act 368 of 1978, as amended.
 If this form is not completed, certification will not be issued.

SECTION I - APPLICANT INFORMATION

Instructions: If you do not hold a NEHA certification and your degree is not accredited by the Environmental Health Science and Protection Accreditation Council (EHAC), you must complete this form in order to become registered in Michigan. Type or print your name exactly as it appears on your application.

First Name	Middle Name	Last Name
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Please indicate which courses fulfill the following requirements and submit photocopies of course descriptions for each course listed. You must have a total of 15 semester hours (or equivalent) in Chemistry, Physics, and Biology with at least 3 semester hours (or equivalent) in each.

CHEMISTRY: (Organic, inorganic, biochemistry, nuclear chemistry) Minimum of 3 semester hours (or equivalent)			
COURSE NUMBERS			
COURSE NUMBERS			
PHYSICS: (Mechanics, heat, light, sound, magnetism, electricity, modern physics) Minimum of 3 semester hours (or equivalent)			
COURSE NUMBERS			
COURSE NUMBERS			
BIOLOGY: (Zoology, human physiology, ecology) Minimum of 3 semester hours (or equivalent)			
COURSE NUMBERS			
COURSE NUMBERS			

ENTER COURSE NUMBERS: You must have a minimum of 40 semester hours (or equivalent) of academic credit in the following areas:

MICROBIOLOGY			
BIostatISTICS			
EPIDEMIOLOGY			
COMMUNITY HEALTH EDUCATION			
PUBLIC HEALTH ORGANIZATION AND ADMINISTRATION			
ENVIRONMENTAL HEALTH			
FIELD EXPERIENCE			

Please print out the Application (Pages 4-6) and the Transcript Translator (page 7, if applicable). Sign and date your application, and submit the application along with any supporting documentation and with your check or money order made payable to the "State of Michigan" to:

Michigan Department of Licensing and Regulatory Affairs
Bureau of Health Care Services
Advisory Committee on Sanitarians
PO Box 30670
Lansing MI 48909

APPLICATION CHECKLIST

Application Fee: Submit a check or money order drawn on a U.S. financial institution and made payable to the **STATE OF MICHIGAN**.

1. Demographic Information: Social Security Number: Please list only a United States Social Security number.

Name: List your full name: first, middle and last name. If your name changes after you apply, you must submit a name change to the Bureau of Health Care Services in writing along with legal documentation within 30 days.

Birth Date: Provide the month, day and year of your birth.

Address: List the address we should use to send any information about your license. Be sure to include the city, state, zip code, and country. This will be your permanent address with the Bureau of Health Care Services. If your address changes, you must notify us in writing within 30 days.

Phone: Enter a telephone number where you can be reached in case we have questions about your application.

E-mail: Enter your e-mail address. E-mail is a quick way our office can communicate with you about your application.

Other Name(s): Indicate whether you have been known by any other names.

2. Personal Data Questions: All applicants must answer the same personal data questions. If you answer "yes" to any questions in this section, you must submit a detailed explanation with your application. If you do not provide this information, your application will be deemed incomplete and processing will be delayed.

3. Professional Education: List your current or completed school. Indicate degree/certificate/diploma earned. List graduation and/or anticipated graduation date.

4. License in Other State(s) and/or Province(s): List all states/provinces where you have held a sanitarian license or registration. Indicate method of licensure - examination or endorsement.

5. Certification: You must sign and date your application for it to be valid. By signing the application you are indicating that you have read and understood the certification section.

TOP THINGS APPLICANTS SHOULD KNOW

1. **NOTE:** If you have ever been licensed in another state and you have a current disciplinary sanction on that license (even if the license is inactive), you are not eligible for licensure in Michigan according to the Public Health Code, PA 368, as amended, Section 333.16174 (2). Sanctions include probation, limitation, suspension, revocation, or fine. Upon resolution of the sanction and verification that the license is active with no disciplinary action in effect, you can proceed with the filing of an application for a Michigan license or registration.
2. Read the entire application before submitting it and DO NOT send the checklist to the Advisory Committee on Sanitarians office.
3. Applications and mail are processed as quickly as possible in date-received order.
4. Please allow time to process your application before you call or email our office to check on the status. Applications may take up to 2 weeks to reach our office. Applications with fees are first processed through our central mailroom then through our payment processing office.
5. Mail, including mail sent overnight, is first received by our central mailroom prior to reaching the Advisory Committee.
6. Supporting documentation will not be accepted if faxed into our office.
7. REFUND POLICY: If you wish to withdraw your application, you must notify the Advisory Committee in writing to request a partial refund.
8. If your name and/or address changes please notify the Advisory Committee on Sanitarians in writing within 30 days. To change a name or address, you can download the Data Change/Duplicate License Request Form from our website at www.michigan.gov/healthlicense and fax it to (517) 335-2044 ATTN: Applications Section or mail the form to: Licensing and Regulatory Affairs, Bureau of Health Care Services, Advisory Committee on Sanitarians, Applications Section, PO Box 30670, Lansing, MI 48909. Telephone calls are NOT accepted for these changes. After your license is issued, you can change your address online at www.michigan.gov/elicense.

GLOSSARY/DEFINITION OF TERMS

ENDORSEMENT	Application made by an individual who holds an active license in another state with licensure requirements substantially equivalent to Michigan requirements.
EXAMINATION	Application made by an individual who must take and pass an examination in order to become licensed in Michigan.
LAPSED LICENSE	A lapsed license is a license that is no longer active. A license becomes inactive when it is not renewed upon the expiration date printed on the license.
RECIPROCITY	Process by which an individual could possibly become licensed in Michigan through a reciprocity agreement with another state board. Michigan does not have a reciprocity agreement with any other state.
REINSTATEMENT	The process in which a disciplinary, suspended or revoked license has not lapsed is reactivated by the Board.
RELICENSURE	The application process in which a licensee must apply to reactivate a lapsed or lapsed suspended license.
RENEWAL	Process to maintain active licensure status at the end of each renewal cycle.

FREQUENTLY ASKED QUESTIONS

Q. How long will it take to process my application?

Applications and mail are processed as quickly as possible in date-received order. Applications with fees are first processed through are central mailroom then through our payment processing office.

Q. What do I do if I forgot to include my payment with my application?

Please submit the fee along with a copy of your application and a letter indicating that you failed to submit the required payment with your previous application. Mail to: Licensing and Regulatory Affairs, Bureau of Health Care Services, Advisory Committee on Sanitarians, PO Box 30670, Lansing, MI 48909.

Q. How do I check on the status of my application?

Within approximately three weeks of mailing your application to our office, you should receive an Application Confirmation letter containing your customer number. You may use your customer number to check the status of your application at www.michigan.gov/appstatus.

Q. If I have been convicted of a felony or misdemeanor will it stop me from being licensed?

We ask that you submit your application, fee and information regarding the occurrence. The Advisory Committee will review your file and make a decision at that time. Please keep in mind that we do take into consideration the type of conviction, the age that you were when the incident occurred and the time that has elapsed since the conviction.

Q. How long is my license valid?

The initial license is good for a partial licensure cycle and will expire on the upcoming November 30 renewal date. Each subsequent license will cover a full two-year cycle.

WEBSITES AND LINKS

WEBSITES:

Michigan Department of Licensing and Regulatory Affairs	www.michigan.gov/lara
Bureau of Health Care Services	www.michigan.gov/bhcs
Health Professions Division	www.michigan.gov/healthlicense
Michigan Board of Sanitarians Rules	www.michigan.gov/healthlicense
Michigan Public Health Code	www.michigan.gov/healthlicense
Application Status	www.michigan.gov/apstatus
Verify a Health Professional License	www.michigan.gov/verifylicense
Renewal Website	www.michigan.gov/elicense

LINKS:

National Environment Health Association (NEHA)	www.neha.org
National Environmental Health Science and Protection Accreditation Council (EHAC)	www.ehacoffice.org
Identogo	www.identogo.com