



SANITARIAN REGISTRATION GUIDE

REGISTRATION REQUIREMENTS CHECKLIST
(Listed below are the minimum requirements needed to obtain a Sanitarian Registration.)

APPLICATION AND FEES

- Submit paper Sanitarian Registration Application - Complete all fields, answer all questions, and include any supporting documentation.
- Paper applications and other forms can be found by visiting www.michigan.gov/sanitarian.
- Application Fee (must be paid by check or money order payable to The State of Michigan):
Registered Sanitarian: \$86.45
Registered Sanitarian Re-Registration: \$106.45
- Your application fee is valid for two years, and your initial registration will be valid for a year or less to get you into the renewal cycle for your profession.

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)

- Criminal Background Check – Once the application is received, you will be mailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking re-registration if the registration expired within the last three years).
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a registration.
- Human Trafficking – Beginning January 6, 2021, individuals seeking registration must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.3901a prior to being issued a registration. The training must only be completed one time.
- Social Security Number – An individual applying for registration is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, a statement in writing is required at the time the application is submitted.
- Verification of Licensure – If you hold a current license/registration or have ever held a license/registration as a sanitarian, verification of licensure will be required to be submitted directly to this office by the licensing agency of any state of the United States in which you hold or ever held a license. Verification can be emailed

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to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- Professional Education – You must provide proof of completing one of the following:
 - If you have a bachelor’s degree in an environmental health education program, you are required to have been employed for not less than 4,000 hours of work experience in planning, development, or implementing systems improve the quality of air, water, food, or other environmental factors which affect the health of the public.
 - If you have a master’s or doctoral degree in an environmental health education program, you are required to have been employed for not less than 2,000 hours of work experience in planning, development, or implementing systems improve the quality of air, water, food, or other environmental factors which affect the health of the public.
 - If you do not have a qualifying bachelor’s or graduate-level degree, you must provide proof of completing an educational and experiential training program that is substantially equivalent to an undergraduate or graduate level degree by providing the Department with the following information:
 - (i) course syllabi and length of educational program;
 - (ii) educational program’s accreditation; and
 - (iii) professional experience obtained after completing your educational program including, but not limited to, the length, quality, and comprehensiveness of the experience.

ADDITIONAL INFORMATION FOR SANITARIAN REGISTRATION BY EXAMINATION

- Pass the NEHA REHS/RS Examination.

ADDITIONAL INFORMATION FOR SANITARIAN REGISTRATION BY ENDORSEMENT

- Verify that you are currently registered in another state, and that you have been registered for at least 3 of the last 4 years.
- To provide this verification, you can provide the following documentation:
 - (i) Proof of employment in another state as a sanitarian for at last 3 of the last 4 years; or
 - (ii) Verification of all sanitarian licenses or registrations that you currently and have ever hold including proof of never having a record of final or pending disciplinary action in any other state.
- Proof that you passed the NEHA REHS/RS Examination.
- If you completed the registration of sanitarians environmental health proficiency exam developed by PES before January 1, 2005, you must have passed the examination with a converted score of not less than 75.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RE-REGISTRATION

- If your registration has been lapsed for 3 years or more, you must retake and pass the NEHA REHS/RS Examination.

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RENEWAL REQUIREMENTS CHECKLIST

- Online Application For Sanitarian Renewal – Can be completed by visiting www.michigan.gov/elicense
- Renewal Application Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card, or by electronic check): \$118.90
- Renewal Cycle: 2 years
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking registration renewal.
- Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- Human Trafficking – Beginning in 2019, and all renewals thereafter, registrants seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.3901a prior to renewing their registration. The training must only be completed one time.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the Sanitarian link you can access the following helpful resources and forms:

Resources:

- Public Health Code
- Administrative Rules for Sanitarians

Forms:

- Sanitarian Application and Re-registration