

# **Continuing Education Procedures**

## **Where do I get the submittal form and how do I send my supporting documentation for my contact hour (CE) submissions?**

You can find the submittal form and address to send your documentation on the FEHA website: [www.feha.org](http://www.feha.org) After your continuing education documents are reviewed and approved, your hours will be posted on the FEHA website. Contact hours are posted every three to four weeks.

## **How many hours are required and when are they due?**

Thirty contact hours are due every two calendar years. They need to be submitted before the end of the renewal period.

## **What if my email address/street address/personal information changed?**

You can find the email address of the credentialing contact person on the FEHA website. Also, you can put the changes on the contact hour form when you submit your hours.

## **What is acceptable for continuing education credit with FEHA?**

Conferences, seminars, classes, lectures, online trainings, etc., are all acceptable forms of continuing education if they are related to the environmental health field – food, water, wastewater, air, vector and pest control, hazardous materials and/or waste management, radiation, recreation, housing and institutional health and safety, occupational health and safety, program planning and legal aspects, or general environmental health and scientific concepts, etc.

## **Are university courses acceptable for continuing education?**

Yes, university courses at the undergraduate and graduate level are acceptable if they address environmental health. FEHA grants 16 contact hours for each semester credit hour and 13 contact hours for each quarter hour.

## **Who decides the number of contact hours you would earn if the training facilitator does not provide that information?**

You would make that decision. One “contact hour” is one clock hour of learning time.

## **What is the difference between contact hours and CEUs? Which do I need to accrue for renewal of my registration?**

One “contact hour” is one clock hour of learning time. One CEU is equal to 10 contact hours. FEHA measures continuing education in contact hours. You need 30 contact hours every two calendar years.

## **If I have more than the required number of contact hours accrued within the renewal cycle, can I carry the difference into the next renewal period? Can I earn contact hours before I am registered?**

No. The term “continuing education” means that you are continually gaining new knowledge. It is FEHA’s goal to insure that the individuals that hold a FEHA credential are continually educating themselves within the environmental health field. Therefore, we do not carry over continuing education contact hours from one renewal cycle to the next or count hours earned prior to registration.