

## Chapter HFS 160

### REGISTRATION OF SANITARIANS

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**Note:** Chapter H 60 as it existed on December 31, 1981 was repealed and a new chapter HSS 160 was created effective January 1, 1982.

**Note:** Chapter HSS 160 was renumbered chapter HFS 160 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 6. and 7., Stats., Register, September, 1999, No. 525.

**HFS 160.01 Scope.** The provisions of this chapter as authorized by s. 440.98, Stats., shall apply to all persons trained and experienced in the field of sanitary science and technology who desire to be recognized as a "Registered Sanitarian" and carry out educational and inspectional duties or enforce the law in the field of environmental health services.

**History:** Cr. Register, December, 1981, No. 312, eff. 1-1-82; correction made under s. 13.93 (2m) (b) 7., Stats., Register, August, 1995, No. 476; **correction made under s. 13.93 (2m) (b) 7., Stats.**

**HFS 160.02 Purpose.** Sanitarian registration minimum qualifications are established:

- (1) To safeguard life, health and property.
- (2) To identify persons qualified in environmental health services.
- (3) To develop reciprocity agreements with states having equivalent registration requirements.
- (4) To promote the delivery of environmental health services by qualified individuals certified on the basis of recognized examination.

**History:** Cr. Register, December, 1981, No. 312, eff. 1-1-82.

**HFS 160.03 Definitions.** (1) "Department" means department of health and family services.

(2) "Accredited college or university" means an institution accredited by a nationally recognized accrediting agency for education in environmental health, or, if not so accredited, a nonprofit institution of higher education whose credits are accepted on transfer by not less than 3 institutions which are so accredited on the same basis as if transferred from an institution so accredited.

(3) "Certificate of registration" means a document issued as evidence of registration and qualification to practice as a registered sanitarian under this chapter, which shows the name of the person, date of issue, number, seal of the department, and signature of the secretary of the department.

(4) "Environmental health" means the science and art directed toward controlling environmental hazards to preserve and improve the health, safety and well being of people.

(5) "National professional examination" means a nationally recognized professional written examination for sanitarians or such other professional written examination approved by the department.

(6) "Registration committee" means the committee established by the department in this chapter.

(7) "Registered sanitarian" means a sanitarian registered in accordance with the provisions of this chapter.

**History:** Cr. Register, December, 1981, No. 312, eff. 1-1-82.

**HFS 160.04 Administration.** (1) **GENERAL.** The department shall appoint a registration committee.

(2) **REGISTRATION COMMITTEE.** The committee shall consist of 7 members. One member shall be a registered sanitarian employed by the department and shall serve as committee secretary. Two members shall be consumers and 4 shall be registered sanitarians representing varied fields of environmental sanitation. Commencing on July 1, 1981, the term of office of one registered sanitarian and one consumer shall be one year; the term of office of 2 registered sanitarians shall be 2 years; and the term of office of one consumer, one registered sanitarian and the secretary shall be 3 years. After the initial appointments, all terms shall be for 3 years.

(3) **LIMITATION.** Members, other than the secretary, shall not be appointed for more than 2 successive terms.

(4) **ORGANIZATION.** The committee shall elect from its membership, not including the secretary, a chairperson and vice-chairperson. Such election shall be held at the first meeting of each calendar year.

(5) **DUTIES.** The registration committee shall select, organize, conduct and grade a written examination designed to determine the applicants' knowledge of environmental sanitation and shall determine if applicants meet the education and experience qualifications set forth in s. HFS 160.05. The committee shall assist the department in administration of this chapter and make recommendations to the department concerning registration procedures and qualifications and updating of this chapter.

(6) **MEETINGS.** At least one meeting of the registration committee shall be held each year. The committee shall hold such other meetings as deemed necessary to fulfill its responsibilities.

(7) **REIMBURSEMENT.** Members of the registration committee shall be reimbursed by the department for their actual and necessary expenses incurred in the performance of their duties.

**History:** Cr. Register, December, 1981, No. 312, eff. 1-1-82.

#### **HFS 160.05 Minimum qualifications for examination.**

(1) **TRAINING AND EXPERIENCE.** Applicants for examination shall submit evidence of completion of one of the following combinations of training and experience:

(a) A baccalaureate or higher degree in environmental or public health sanitation from an accredited college or university with academic credits in physical, biological and environmental health areas and one year of employment in the field of environmental health.

(b) A baccalaureate or higher degree from an accredited college or university and 2 years of employment in the field of environmental health.

(c) Two years of training at an accredited community college or technical institute with major courses in the physical, biological or environmental health area and 3 years of employment in the field of environmental health.

(d) A high school diploma and 8 years of employment in the field of environmental health.

(2) **REFERENCES.** An applicant shall provide 2 letters of reference from persons other than relatives who have personal knowl-

edge of the applicant's education or experience in the field of environmental health.

**History:** Cr. Register, December, 1981, No. 312, eff. 1-1-82.

**HFS 160.06 Application and examination. (1) APPLICATION.** Any person seeking registration as a sanitarian shall submit a completed application for examination on a form or forms supplied by the department. A non-returnable base fee of \$15 shall accompany each application. The department may assess an additional fee as is necessary to cover the cost of the examination. The additional fee will be based on the cost to the department for participation in the national testing program. The base fee for application and initial registration may be increased by the department in \$5 increments each year to a maximum of \$30.

**(2) EXAMINATION.** All applicants for registration shall be required to pass a nationally recognized professional examination or such other professional examination approved by the department. Examinations shall be conducted at such frequency as the registration committee shall decide.

**(3) NOTICE OF EXAMINATION TO APPLICANTS.** Notice of the time and place of examination shall be sent by the department by first class mail to those who have completed and approved applications on file. At least 15 calendar days notice of examination shall be given to applicants. Such notice shall be mailed to the address given on the application blank and shall be presented by the applicant to gain admittance to the examination room. The applicant shall notify the department of any change of address.

**(4) NOTICE OF EXAMINATION RESULTS.** Each person taking the examination shall receive notice of their examination grade. This notice shall be sent by the department to the applicant by first class mail.

**History:** Cr. Register, December, 1981, No. 312, eff. 1-1-82.

**HFS 160.07 Issuance of certificate. (1) PASSING GRADE.** The department in consultation with the registration committee shall establish the passing examination grade which shall be within one standard deviation either plus or minus of the national mean.

**(2) CERTIFICATE.** A person receiving a passing examination grade shall be issued a certificate stating that he or she is a "Registered Sanitarian."

**(3) APPEAL.** Any applicant for registration may appeal from the examination findings of the registration committee by appearing in person before the committee. A request for appeal shall be filed in writing with the department within 30 days after the

department mails notification of the results of the examination. Unless appealed, any examination papers may be destroyed after the 30-day appeal period.

**History:** Cr. Register, December, 1981, No. 312, eff. 1-1-82.

**HFS 160.08 Renewal and reinstatement of certificate. (1) EXPIRATION OF CERTIFICATE.** Certificates shall expire on December 31 of each year unless renewed or unless extended for the duration of an appeal under s. 440.98 (8), Stats.

**(2) ANNUAL RENEWAL.** Renewal of the certificate is required by January 1 of each year. Notice for the renewal of certificate and the renewal application shall be sent to all registered sanitarians whose certificates were in force during the previous year. Such notice and application shall be sent by the department by first class mail to the address given on the latest renewal application on file unless written notice of another address has been given. Failure to receive the notice for renewal of certificate shall not be an excuse for failure to renew. A \$10 fee shall be charged for renewal of the certificate. If the renewal application and appropriate fee are not postmarked on or before January 1, the certificate shall expire automatically.

**(3) REINSTATEMENT AFTER EXPIRATION.** Within 24 months after expiration, the department shall reinstate an expired certificate upon receipt of a completed certification renewal application and payment of the \$10 renewal fee plus a late filing fee of \$5. A certificate which has lapsed for a period of more than 24 months shall be reinstated by the department only after a new application is filed, the examination fee is paid, and a written examination is passed.

**History:** Cr. Register, December, 1981, No. 312, eff. 1-1-82; correction in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, September, 1999, No. 525; **correction in (1) made under s. 13.93 (2m) (b) 7., Stats.**

**HFS 160.09 Reciprocity.** The department shall, upon application and payment of the appropriate application fee, issue a certificate of registration as a sanitarian to any person who holds a certificate of registration issued by the proper authority of any state, or territory, or possession of the United States, or any country, provided that the requirements for that registration are determined by the department not to vary significantly from the qualifications for registration set forth in this chapter. Passing a nationally recognized professional examination in any other state, territory or possession or another country is tantamount to passing the national examination recognized by the department if the score achieved is equivalent to or surpasses the passing score established by the department.

**History:** Cr. Register, December, 1981, No. 312, eff. 1-1-82.