

ARTICLE 4. REGISTRATION OF ENVIRONMENTAL HEALTH SANITARIANS

- R9-16-401. Definitions
- R9-16-402. Eligibility and Responsibilities for a Registered Environmental Health Sanitarian
- R9-16-403. Requirements for **an Environmental Health** Sanitarian Aide
- R9-16-404. Continuing Education Requirements; Continuing Education Deferral; and Renewal Extension
- R9-16-405. Application for Sanitarian Examination and Registration
- R9-16-406. Application for Renewal Registration
- R9-16-407. Time-frames
- Table 4.1 Time-frames (in calendar days)
- R9-16-408. Request for a Change
- R9-16-409. Denial, Suspension, or Revocation

R9-16-401. Definitions

The following definitions apply in this Article, unless otherwise specified:

1. "Accredited" means approved by the: an educational institution recognized by the U.S. Department of Education that provides standards necessary to meet acceptable levels of quality for its graduates to gain admission to other reputable institutions of higher learning or to achieve credentials for professional practice.
 - ~~a. New England Association of Schools and Colleges;~~
 - ~~b. Middle States Association of Colleges and Schools;~~
 - ~~c. Higher Learning Commission;~~
 - ~~d. Northwest Commission of Colleges and Universities;~~
 - ~~e. Southern Association of Colleges and Schools;~~
 - ~~f. Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities; or~~
 - ~~g. Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges.~~
2. "Administrative completeness review time-frame" has the same meaning as in A.R.S. § 41-1072.
3. "Applicant" means an individual who submits an application packet or renewal application packet for registration as an environmental health sanitarian.
4. "Application packet" means the information, documents, and fees required by the Department to apply for approval:
 - a. To take a sanitarian examination, and
 - b. To be registered as an environmental health sanitarian.
5. "Calendar day" means each day, not including the day of the act, event, or default from which a designated period of time begins to run and including the last day of the period unless it is a Saturday, Sunday, statewide furlough day, or legal holiday, in which case the period runs until the end of the next day that is not a Saturday, Sunday, statewide furlough day, or legal holiday.
6. "Continuing education" means a course that provides instruction and training that is designed to develop or improve a registered environmental health sanitarian's professional competence in disciplines directly related to the practice of a registered environmental health sanitarian.
7. "Continuing education hour" means 50 to 60 minutes of continuous course work.
8. "Course" means a workshop, seminar, lecture, or conference.

9. "Department" means the Arizona Department of Health Services established in A.R.S. § 36-104 and the Sanitarians Council established in A.R.S. § 36-136.01.
10. "Environmental health" means the science and practice of preventing human injury and illness and promoting well-being by identifying **environmental** sources that produce potential hazardous physical, chemical, and biological agents in air, water, soil, food, and other **environmental** conditions; and eliminating or minimizing exposure to the **environmental** sources that adversely affect or may adversely affect human health.
11. "**Environmental Health** Sanitarian aide" means an individual, under the supervision of an individual, who performs and assists with environmental health services as described in R9-16-403.
12. "**Hazardous environmental agent**" means a material regardless of form, whether liquid, solid, gas, or sludge, that contains properties that make the material (potentially) harmful to public health or the environment.
13. "Immediate family member" means an individual related by birth, marriage, or adoption.
14. "License or licensed" means a permit, certificate, or similar form of approval issued by a state agency according to state law that an individual may practice in the profession indicated by the approval.
15. "Natural science" means a branch of science that deals with the physical world, including life **sciences**, physical **sciences**, and health sciences.
16. "Overall time-frame" has the same meaning as in A.R.S. § 41-1072.
17. "Practice of a registered environmental health sanitarian" means acting under the authority of R9-16-402.
18. "Registered environmental health sanitarian" means the same as a "registered sanitarian" in A.R.S. § 36-130.01.
19. "Renewal application packet" means the information, documents, and fees required by the Department to apply for a renewal registration as an environmental health sanitarian.
20. "Sanitarian examination" means a test that consists of questions related to environmental health including natural sciences, facility and system inspections, investigations, compliance, responding to emergencies, and promoting environmental public health awareness.
21. "Semester credit" means one earned academic unit of study or equivalent, with a grade of "C" or better, at an accredited college or university by:
 - a. Attending a 50 to 60 minute class session each calendar week for at least 16 weeks, or

- b. Completing practical work for a class as determined by the accredited college or university.
- 22. "Substantive review time-frame" has the same meaning as in A.R.S. § 41-1072.
- 23. "Supervision" means being responsible for and providing direction to an individual who:
 - a. Performs and assists a registered environmental health sanitarian with environmental health services as described in R9-16-403, and
 - b. Is employed as an **environmental health** sanitarian aide in a position directly related to environmental health.

R9-16-402. Eligibility and Responsibilities for a Registered Environmental Health Sanitarian

A. An individual is eligible to be a registered environmental health sanitarian, if the individual meets at least one of the following:

- 1. Has completed at least 30 semester credits at an accredited college or university in the natural sciences or the equivalent credits from a college or university from outside the United States or its territories verified by a third party evaluation service **that is a member of the National Association of Credential Evaluation Services;**
- 2. Has completed at least five years of employment as an sanitarian aide in a position directly related to environmental health;
- 3. Has completed at least five years of active military service in the field of environmental health; or
- 4. Is currently licensed as a sanitarian in another jurisdiction, has passed an sanitarian examination that is equivalent to this state's examination with a score of 70% or more, and has completed at least one of the requirements identified in subsections (A)(1), (2), or (3) **as required in A.R.S. § 36.136.01(C).**
- 5. **Has received an official notice from a testing organization approved by the Department that contains the sanitarian examination test results with a score of 70% or more and has completed at least one of the requirements identified in subsections (A)(1), (2), or (3) as required in A.R.S. § 36.136.01(C).** **PREVIOUSLY R9-16-405(H)**

B. An individual who is eligible to be a registered environmental health sanitarian according to subsection (A)(1) through (3) shall pass a sanitarian examination administered by the Department or administered by a testing organization approved by the Department.

C. The practice of a registered environmental health sanitarian may include:

- 1. Investigate, sample, measure, and assess hazardous environmental agents;
- 2. Recommend and apply protective interventions that control hazards to health;

3. Develop, promote, and enforce guidelines, policies, rules, statutes, and regulations;
4. Perform system analysis;
5. Interpret research utilizing science and evidence to understand the relationship between health and environment; or
6. Interpret data and prepare technical summaries and reports.

D. A registered environmental health sanitarian shall:

1. Comply with A.R.S. § 41-1009;
2. Comply with A.A.C. Title 9, Chapter 8; and
3. Review and, as applicable, sign reports prepared by a sanitarian aide.

E. An individual who provides supervision to an environmental health sanitarian aide shall:

1. Ensure that the number of hours and type of supervision in providing environmental health services is consistent with:
 - a. The sanitarian aide's skills and experience,
 - b. The setting where the environmental health services are provided, and
 - c. The tasks assigned;
2. Establish a record for the environmental health sanitarian aide who receives supervision that includes:
 - a. The sanitarian aide's name, address, e-mail address, and telephone number;
 - b. A plan indicating the types of skills and the number of hours allocated to the development of each skill that the environmental health sanitarian aide is expected to complete;
 - c. Documentation of evaluations provided to the environmental health sanitarian aide during the time supervision was provided; and
 - d. Documentation of when supervision began and ended; and
3. Maintain a sanitarian aide's record throughout the period that the environmental health sanitarian aide received supervision.

R9-16-403. **Requirements for an Environmental Health Sanitarian Aide**

A. An environmental health sanitarian aide may perform and assist in any of the following environmental health services:

1. Inspections related to food establishments, food processing, food distribution, sewage and refuse disposal, water supplies, hotels, motels, campground, swimming pools, and other related public facilities regulated under A.A.C. Title 9, Chapter 8;
2. Investigations of complaints to ensure compliance with environmental regulations;

3. Routine samplings of water, sewage, food, and other samples for analysis; or
4. Knowledge and Application of ordinances, codes, rules, and regulations governing public health.

B. In addition to subsection (A), a An environmental health sanitarian aide shall:

1. Have reports reviewed by a registered environmental health sanitarian;
2. Not approve or disapprove the operation of an food establishment under A.A.C. Title 9, Chapter 8; and
3. Not sign on behalf of a registered environmental health sanitarian.

C. A sanitarian aide, who has completed at least five years of employment as an environmental health sanitarian aide in a position directly related to environmental health, may apply for registration as an environmental health sanitarian according to R9-16-405.

R9-16-404. Continuing Education Requirements; Continuing Education Deferral; and Renewal Extension

A. A registered environmental health sanitarian shall complete 12 continuing education hours during the 12 months prior to December 31 of each calendar year, unless the registered environmental health sanitarian:

1. Has been a registered environmental health sanitarian for less than 12 months;
2. Was prevented from completing continuing education according to subsection (A) due to a personal or immediate family member's illness during at least six continuous months of the preceding 12 months; or
3. Was called to active military service.

B. Except for a registered environmental health sanitarian in subsection (A)(1) and (3), by November 1st of each calendar year, a registered environmental health sanitarian may request to defer continuing education by submitting:

1. A request in a Department-provided format that contains:
 - a. The registered environmental health sanitarian's name, address, e-mail address, and telephone number;
 - b. The registered environmental health sanitarian's registration number;
 - c. A statement regarding the registered environmental health sanitarian's personal or immediate family member's illness;
 - d. Indicate the number of continuing education hours requesting to defer;
 - e. An attestation that:

- i. The Department is authorized to verify all information provided in the continuing education deferral request; and
 - ii. The registered environmental health sanitarian's signature, including date of signature; and
 - f. Documentation that verifies the duration of the registered environmental health sanitarian's personal or immediate family member's illness from the physician treating or who treated the registered environmental health sanitarian's personal or immediate family member's illness; and
 2. If a registered environmental health sanitarian has completed any continuing education hours, report the completed continuing education hours according to R9-16-406(D)(1)(h).
- C.** The Department shall review the request to defer continuing education submitted in subsection (B) for approval according to R9-16-407 and Table 4.1.
- D.** If the Department denies a registered environmental health sanitarian's request to defer continuing education, the registered environmental health sanitarian shall submit the required continuing education hours in subsection (A) according to R9-16-406(D)(1)(h).
- E.** A registered environmental health sanitarian that deferred continuing education in subsection (B) shall obtain:
1. The deferred continuing education by the end of the subsequent renewal year, and
 2. The continuing education required in subsection (A) for the current renewal year.
- F.** A registered environmental health sanitarian called to active military service:
1. Shall submit a written notice for renewal extension to the Department that includes:
 - a. The registered environmental health sanitarian's name, address, e-mail address, and telephone number;
 - b. The registered environmental health sanitarian's registration number;
 - c. A statement stating the reason for the notice of renewal extension;
 - d. The registered environmental health sanitarian's signature, including date of signature; and
 - e. A copy of the registered environmental health sanitarian's deployment documentation;
 2. ~~Remains certified~~ Retains registration as an environmental health sanitarian for the term of service or deployment plus 180 calendar days;
 3. Defers the requirement for completing the continuing education for the term of service or deployment plus 180 calendar days; and

4. Shall submit a renewal application packet according to R9-16-406 after the term of service or deployment plus 180 calendar days.

R9-16-405. Application for Sanitarian Examination and Registration

- A.** An individual may apply to take the sanitarian examination for registration as a sanitarian if the individual meets one of the eligibility requirements in R9-16-402(A).
- B.** At least seven calendar days before a Sanitarians Council meeting, an applicant for environmental health sanitarian registration shall submit an application packet to the Department containing:
 - 1.** The following information in a Department-provided format:
 - a.** The applicant's name, address, e-mail address, and telephone number;
 - b.** If applicable, applicant's former names;
 - c.** The applicant's social security number, required under A.R.S. §§ 25-320 and 25-502;
 - d.** If applicable, the applicant's current employment information:
 - i.** The employer's name, address, e-mail address, and telephone number;
 - ii.** The applicant's position title; and
 - iii.** The applicant's employment start date;
 - e.** If an applicant meets the eligibility requirement in R9-16-402(A)(1), the following for each college or university where the applicant completed semester credits or the equivalent credits from a college or university from outside the United States or its territories verified according to R9-16-402(A)(1):
 - i.** The college or university's name, address, e-mail address, and telephone number;
 - ii.** The number of natural science semester credits completed; and
 - iii.** If applicable, the degree obtained;
 - f.** If an applicant meets the eligibility requirement in R9-16-402(A)(2), the following for each employer during the five years the applicant was employed as a sanitarian aide:
 - i.** The employer's name, address, e-mail address, and telephone number;
 - ii.** The name, title, e-mail address, and telephone number of a contact individual for the employer;
 - iii.** The applicant's position and description of responsibilities; and
 - iv.** The months and years of employment;

- g. If an applicant meets the eligibility requirement in R9-16-402(A)(3), the following for each active military service assignment during the five years the applicant held a military job position in the field of environmental health:

 - i. The military branch name, address, e-mail address, and telephone number;
 - ii. The name, title, e-mail address, and telephone number of a contact individual from the military branch;
 - iii. The applicant's military job position and description of responsibilities; and
 - iv. The months and years of active military service assignments;
- h. If an applicant meets the eligibility requirement in R9-16-402(A)(4), the following for a sanitarian licensed in another state or jurisdiction:

 - i. The state, county, and city that issued the applicant's current license as a sanitarian;
 - ii. The testing organization that administered the sanitarian examination;
 - iii. The name of the sanitarian examination;
 - iv. The sanitarian examination administration date;
 - v. The number of sanitarian examination questions;
 - vi. The sanitarian examination score;
 - vii. The other eligibility requirement in R9-16-402(A)(1), (2), or (3) met by the applicant; and
 - viii. As applicable, the information required in **complete** subsection (B)(1)(e), (f), or (g) **as specified in subsection (h)(vii);**
- i. **If an applicant meets the eligibility requirement in R9-16-402(A)(5), the following for an official notice from a Department-approved testing organization that contains a sanitarian examination test results with a score of 70% or more:**

 - i. **The name of the testing organization;**
 - ii. **The date the sanitarian examination was completed;**
 - iii. **The sanitarian examination score; and**
 - iv. **As applicable, the information required in subsection (B)(1)(e), (f), or (g);**
- i.j. Whether the applicant is or has been licensed as a sanitarian in another state or jurisdiction;

- j-k. Whether the applicant has had an application for licensure as a sanitarian denied in a state or jurisdiction;
- k-l. If the applicant has had an application for licensure as a sanitarian denied, the:
- i. Reason for denial;
 - ii. Date of the denial; and
 - iii. Name, address, and telephone number of the licensing agency that denied the applicant's application;
- l-m. Whether the applicant has had a license as a sanitarian suspended or revoked by a state or jurisdiction or entered into a consent agreement with a state or jurisdiction;
- m-n. If the applicant has had a license as a sanitarian suspended or revoked or entered into a consent agreement, the:
- i. Reason for the suspension, revocation, or consent agreement;
 - ii. Date of the suspension, revocation, or consent agreement; and
 - iii. Name, address, and telephone number of the licensing agency that suspended, revoked, or entered into a consent agreement with the applicant;
- n-o. Whether the applicant has been convicted of a felony or a misdemeanor related to the functions of the applicant's employment or occupation as a sanitarian in this state or another state;
- o-p. If the applicant has been convicted of a felony or a misdemeanor in subsection ~~(n)(o)~~:
- i. The date of the conviction,
 - ii. The state or jurisdiction of the conviction,
 - iii. An explanation of the crime of which the applicant was convicted, and
 - iv. The disposition of the case;
- p-q. Whether the applicant agrees to allow the Department to submit supplemental requests for additional information or documentation in R9-16-407;
- q-r. An attestation that:
- i. The applicant authorizes the Department to verify all information provided in the application packet, and
 - ii. The information submitted as part of the application packet is true and accurate; and
- r-s. The applicant's signature and date of signature;

2. In addition to the application in subsection (B)(1), the following:
 - a. A copy of applicant's Social Security card;
 - b. Proof of U.S. citizenship or alien status according to A.R.S. § 41-1080;
 - c. If applicable, a copy of an applicant's sanitarian license issued by another state or jurisdiction;
 - d. If applicable, an official transcript issued by an accredited college or university that demonstrates an applicant's completion of the semester credits or equivalent credit hours from a college or university from outside the United States or its territories in subsection (B)(1)(e);
 - e. If an official transcript is issued by a college or university from outside of the United States or its territories, documentation from a third party evaluation service that is a member of the National Associations of Credential Evaluation Services verifying equivalent credits identified in subsection (d);
 - f. If applicable, a letter verifying an applicant's start and end dates of employment for each employer identified in subsection (B)(1)(f);
 - g. If applicable, a letter verifying an applicant's start and end dates of the military job position for each active military service assignment identified in subsection (B)(1)(g); and
 - h. If applicable, documentation of the completed sanitarian examination, including the sanitarian examination test results, from the testing organization or jurisdiction that administered the sanitarian examination required by another state or jurisdiction in subsection (B)(1)(h);
 - i. If applicable, a copy of the official notice from a Department-approved testing organization in subsection (B)(1)(i); and
 3. The nonrefundable \$25 application fee.
- C. If an official transcript documents natural science semester credit hours identified in subsections (B)(2)(d) and (e) subsection (B)(1)(e) is required, the college or university shall send the official transcript to the Department.
 - D. The Department shall review an application packet for an applicant to take a sanitarian examination according to R9-16-407 and Table 4.1.
 - E. The Department shall review a sanitarian examination for an applicant licensed by another state or jurisdiction for approval for the applicant to practice as a registered environmental health sanitarian according to R9-16-407 and Table 4.1.
 - F. The Department shall:

1. Administer the sanitarian examination at least four times each calendar year;
2. By January 1 of each calendar year, provide the annual sanitarian examination schedule;
3. If a scheduled sanitarian examination requires rescheduling, provide a notice:
 - a. At least 14 calendar days before a scheduled sanitarian examination date in subsection (2) occurs, and that includes
 - b. The information about the revised sanitarian examination; and
4. By January 1 of each calendar year, provide a Department approved list of sanitarian examinations administered by Department-approved testing organizations.

G. An applicant approved to take a sanitarian examination shall:

1. Determine whether the applicant will take a sanitarian examination administered by the Department or administered by a testing organization approved by the Department; and
 - a. If the applicant determines to take a sanitarian examination administered by the Department, the applicant shall:
 - i. Submit a nonrefundable \$140 sanitarian examination fee to the Department at least 30 calendar days before taking a scheduled sanitarian examination,
 - ii. Take a scheduled sanitarian examination administered by the Department, and
 - iii. Submit the completed sanitarian examination to the Department; or
 - b. If the applicant determines to take a sanitarian examination administered by a testing organization approved by the Department, the applicant shall:
 - i. Select a testing organization from the Department-approved list,
 - ii. Take a scheduled sanitarian examination administered by the testing organization, and
 - iii. Submit a copy of the official notice from the testing organization that contains the sanitarian examination test results to the Department.
2. Take the sanitarian examination within 6 months after the date the applicant received the notice of approval to take the sanitarian examination.
3. Pass the sanitarian examination with a score of 70% or more.

H. An applicant who has completed a sanitarian examination may submit a copy of the official notice from the testing organization that contains the sanitarian examination test results if:

1. The administering testing organization is a Department approved testing organization, and
2. The applicant passed the sanitarian examination with a score of 70% or more.

- K.H.** The Department shall review a sanitarian examination for approval for an applicant to practice as a registered environmental health sanitarian according to R9-16-407 and Table 4.1.
- I.** An applicant, who does not take submit a sanitarian examination or a copy of an official notice from a testing organization in subsection (G) within 6 months after the date that the applicant received the notice of approval to take the sanitarian examination, shall submit a new application packet according to R9-16-405(B).
- J.** An applicant, who takes submits a sanitarian examination or a copy of an official notice from a testing organization in subsection (G) within 6 months after the date that the applicant received the notice of approval to take the sanitarian examination and does not score 70% or more, shall:
1. Have 12 months from the date of the approval letter the applicant received a written comprehensive request from the Department to submit resubmit a sanitarian examination with a score of 70% or more or a copy of an official notice from a testing organization in subsection (G); and
 2. Comply with subsections (G)(1)(a) or (G)(1)(b) to retake the sanitarian examination.

R9-16-406. Application for Renewal Registration

- A.** Except as provided in R9-16-404(F), a registered environmental health sanitarian shall submit an application packet for registration renewal on or before December 31 of each calendar year.
- B.** A registered environmental health sanitarian who does not submit a renewal application packet by December 31 of the subsequent year has a grace period until February 15 to submit a renewal application packet.
- C.** A registered environmental health sanitarian, who does not submit a renewal application packet by February 15, shall not practice as a registered environmental health sanitarian.
- D.** By December 31 of each calendar year, an applicant shall submit to the Department a renewal application packet containing:
1. The following information in a Department-provided format:
 - a. The applicant's name, address, e-mail address, and telephone number;
 - b. The applicant's environmental health sanitarian registration number;
 - c. Whether the applicant, since the applicant last submitted an application packet or renewal application packet, has had a license as a sanitarian suspended or revoked by a state or jurisdiction or entered into a consent agreement with another jurisdiction;
 - d. If the applicant has had a license as a sanitarian suspended or revoked or entered into a consent agreement with another jurisdiction, the:

- i. Reason for the suspension, revocation, or consent agreement;
 - ii. Date of the suspension, revocation, or consent agreement; and
 - iii. Name, address, and telephone number of the licensing agency that suspended, revoked, or entered into a consent agreement;
- e. Whether the applicant, since the applicant last submitted a renewal application packet, has been convicted of a felony or a misdemeanor related to the applicant's employment or occupation as a sanitarian in this state or another jurisdiction;
- f. If the applicant has been convicted of a felony or a misdemeanor as stated according to subsection (e):
 - i. The date of the conviction,
 - ii. The state or jurisdiction of the conviction,
 - iii. An explanation of the crime of which the applicant was convicted, and
 - iv. The disposition of the case;
- g. Whether the applicant requested to defer continuing education due to a personal or immediate family member's illness;
- h. Except for a registered environmental health sanitarian in R9-16-404(A), for each continuing education course completed during the previous 12 months, the following:
 - i. The course title,
 - ii. A course description,
 - iii. The name of the individual providing the continuing education course,
 - iv. The date the continuing education course was completed, and
 - v. The total number of continuing education hours attended;
- i. An attestation that:
 - i. The applicant affirms that the continuing education courses specified according to subsection (h) are applicable and consistent with the Department's approved continuing education courses ~~and the applicant's employment as a sanitarian~~ or with the practice of a registered environmental sanitarian described in R9-16-402(C);
 - ii. The applicant authorizes the Department to verify all information provided in the renewal application packet; and
 - iii. The information submitted as part of the renewal application packet is true and accurate; and
- j. The applicant's signature and date of signature; and

2. If applicable, a copy of the approved request to defer continuing education, and
 3. The \$10 renewal application fee.
- E.** If a registered environmental health sanitarian does not submit a renewal application packet in subsection (D) by February 15:
1. The registered environmental health sanitarian's registration expires on February 16; and
 2. Before practicing as a registered environmental health sanitarian, a registered environmental health sanitarian whose environmental health sanitarian registration expired February 16 shall submit a new application packet according to R9-16-405.
- F.** The Department shall review the renewal application packet for approval of registration as an environmental health sanitarian according to R9-16-407 and Table 4.1.

R9-16-407. Time-frames

- A.** The overall time-frame begins, for:
1. A sanitarian examination approval, on the date the Department receives an application packet in R9-16-405;
 2. An environmental health sanitarian registration approval, on the date the Department receives an official notice for an applicant's sanitarian examination test result administered by:
 - a. A testing organization described in R9-16-405(B)(1)(i) or (G) or
 - b. A testing organization or jurisdiction that administered the sanitarian examination required by another state or jurisdiction described in R9-16-405(B)(1)(h);
 3. A continuing education deferral approval, on the date the Department receives the continuing education deferral request in R9-16-404; and
 4. A renewal registration approval, on the date the Department receives a renewal application packet in R9-16-406.
- B.** The applicant and the Department may agree in writing to extend the substantive review time-frame and the overall time-frame. The substantive review time-frame and the overall time-frame may not extended by more than 25% of the overall time-frame.
- B.C.** Within the administrative completeness review time-frame in Table 4.1, the Department shall:
1. Provide a notice of administrative completeness to an applicant; or
 2. Provide a notice of deficiencies to an applicant, including a list of the missing information or documents.
- C.D.** If the Department provides a notice of deficiencies to an applicant:

1. The administrative completeness review time-frame and the overall time-frame are suspended after the date of the notice of deficiencies until the date the Department receives the missing information or documents from the applicant;
2. If the applicant submits the missing information or documents to the Department within the time-frame in Table 4.1, the substantive review time-frame resumes on the date the Department receives the missing information or documents; and
3. If the applicant does not submit the missing information or documents to the Department within the time-frame in Table 4.1, the Department shall consider application or the request withdrawn.

D.E. If the Department issues a registration or notice of approval during the administrative completeness review time-frame, the Department may not issue a separate written notice of administrative completeness.

E.F. Within the substantive review time-frame specified in Table 4.1, the Department:

1. Shall approve an:
 - i. Applicant's request for registration as an environmental health sanitarian or
 - ii. Applicant, who did not score 70% or more on the sanitarian examination, to resubmit a sanitarian examination according to R9-16-405(J);
2. Shall deny an applicant's request for registration as an environmental health sanitarian;
- ~~2.3.~~ May make a written comprehensive request for additional information or documentation;
and
- ~~3.4.~~ May make supplemental requests for additional information and documentation if agreed to by the applicant.

F.G. If the Department provides a written comprehensive request for additional information or documentation or a supplemental request to the applicant:

1. The substantive review time-frame and overall time-frame are suspended from the date of the written comprehensive request or supplemental request until the date the Department receives the information and documents requested; and
2. Except for an applicant in subsection (F)(3), The applicant shall submit to the Department the information and documents listed in the written comprehensive request within 15 calendar days after the date of the written comprehensive request or supplemental request; and
3. The applicant submitting a sanitarian examination in subsection (A)(2)(a) shall submit to the Department the information and documents listed in a:

- i. Written comprehensive request within 12 months after the date of the written comprehensive request, or
- ii. Written supplemental request within the remaining 12 months prescribed in (i) after the date of the written comprehensive request.

G.H. The Department shall issue:

1. An approval to an applicant who submits:
 - a. An application packet to take a sanitarian examination that complies with the requirements in R9-16-405;
 - b. An application packet and a sanitarian examination with a score of 70% or more from a testing organization approved by the Department that complies with the requirements in R9-16-405;
 - c. A sanitarian examination test results from the testing organization or jurisdiction that administered the sanitarian examination that complies with the requirements in R9-16-405;
 - d. A continuing education deferral request that complies with the requirements in R9-16-404; and
 - e. An application for renewal registration that complies with the requirements R9-16-406; or
2. A denial to an applicant, including the reason for the denial and the appeal process in A.R.S. Title 41, Chapter 6, Article 10, if:
 - a. The applicant does not submit all of the information and documentation listed in a written comprehensive request or supplemental request for additional information or documentation; or
 - b. The applicant does not comply with A.R.S. § 36-136.01 and this Article.

Table 4.1 Time-frames (in calendar days)

<u>Type of Approval</u>	<u>Statutory Authority</u>	<u>Overall Time-frame</u>	<u>Administrative Completeness Review Time-frame</u>	<u>Time to Respond to Deficiency Notice</u>	<u>Substantive Review Time-frame</u>	<u>Time to Respond to Written Comprehensive Request</u>
<u>Sanitarian Examination (R9-16-405)</u>	<u>A.R.S. § 36-136.01(B)</u>	<u>150</u>	<u>30</u>	<u>30</u>	<u>120</u>	<u>30 15</u>
<u>Registration (R9-16-405)</u>	<u>A.R.S. § 36-136.01(B)</u>	<u>145 35</u>	<u>5</u>	<u>N/A 15</u>	<u>140 30</u>	<u>270 15</u>

<u>Registration by Reciprocity (R9-16-405)</u>	<u>A.R.S. § 36-136.01(C)</u>	<u>150</u>	<u>30</u>	<u>30</u>	<u>120</u>	<u>30 15</u>
<u>Deferred Continuing Education (R9-16-404)</u>	<u>A.R.S. § 36-136.01(E)</u>	<u>45</u>	<u>30</u>	<u>15</u>	<u>15</u>	<u>N/A 15</u>
<u>Renewal Registration (R9-16-406)</u>	<u>A.R.S. § 36-136.01(D)</u>	<u>75</u>	<u>60</u>	<u>15</u>	<u>15</u>	<u>N/A 15</u>

R9-16-408. Request a Change

A registered environmental health sanitarian requesting a change to personal information shall submit, in a Department-provided format:

1. A written notice stating the information being changed and indicating the new information within 30 calendar days after the effective date of the change; and
2. If the change is in the registered environmental health sanitarian's legal name, a copy of one of the following with the registered environmental health sanitarian's new name:
 - a. Marriage certificate,
 - b. Divorce decree,
 - c. Professional license, or
 - d. Other legal document establishing the registered environmental health sanitarian's legal name.

R9-16-409. Denial, Suspension, or Revocation

A. The Department may deny an application packet for approval for registration or renewal of registration if the Department determines that an applicant:

1. Intentionally provided false information or documents in an application packet or renewal application packet;
2. Had an application for a license related to the practice of a registered environmental health sanitarian denied by a state or jurisdiction;
3. Had a license related to the practice of a registered environmental health sanitarian suspended or revoked by a state or jurisdiction or entered into a consent agreement with a state or jurisdiction; or

4. Was convicted of or entered into a plea of no contest to a misdemeanor resulting from employment as a registered environmental health sanitarian or a felony.
- B.** The Department may suspend or revoke **an a registered** environmental health sanitarian's registration if the Department determines that a registered environmental health sanitarian:
1. Assisted an individual who is not a registered environmental health sanitarian to circumvent the requirements in this Article;
 2. Allowed an individual who is not a registered environmental health sanitarian to use the registered environmental health sanitarian's registration;
 3. Falsified records to interfere with or obstruct an investigation or regulatory process; or
 4. Failed to comply with any of the requirements in A.R.S. § 36-136.01 or this Article.
- C.** In determining whether to suspend or revoke **an a registered** environmental health sanitarian's registration, the Department shall consider the threat to public health based on:
1. Whether there is repeated non-compliance with statutes or rules,
 2. Type of non-compliance,
 3. Severity of non-compliance, and
 4. Number of non-compliance actions.
- D.** The Department's notice of suspension or revocation to the applicant or registered environmental health sanitarian shall comply with A.R.S. Title 41, Chapter 6, Article 10.