



***The National Environmental
Health Science & Protection
Accreditation Council (EHAC)***

Policy & Procedures Manual

August, 2006

*National Environmental Health Science & Protection Accreditation
Council*

POLICY & PROCEDURES MANUAL

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Proposed:	N/A	Proposal No.:	N/A
Adopted:		Adopted By:	Vote of the Executive Committee

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Title:	EHAC Constitution		
Policy No.	1.01	Chapter:	Governance
Proposed:		Proposal No.:	
Adopted:		Adopted By:	Vote of the Council

*Constitution of the
National Environmental Health Science and
Protection Accreditation Council*

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Article I. Title

The organization will be known as the National Environmental Health Science and Protection Accreditation Council.

Article II. Role

The primary responsibility of the Council is the review and accreditation of environmental health programs in accordance with criteria developed to assure the excellence of graduates of those programs. The Council shall establish by-laws and such guidance and policy documents as may be required to fulfill its role.

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Article III. Functions

The Council, in discharge of its responsibility, and as established in its by-laws, shall have responsibility for all functions, related records, and correspondence pertaining to accreditation of environmental health programs, render advice and counsel to institutions in the development of curricula and the conduct of educational programs in the environmental health sciences. The Council shall be the source of reports and information pertaining to the accreditation process, and shall file with the National Environmental Health Association such annual or periodic reports as the Council deems pertinent.

The Council may organize and delegate activities essential to discharging its responsibility for accrediting environmental health programs leading to baccalaureate degrees and graduate degrees.

Article IV. Membership

The Council shall consist of elected and appointed members. The membership shall number no less than fifteen, but not more than twenty-one.

Section I. Elected Members

The Council shall consist of persons elected to the Council by sitting members. A nomination slate shall be prepared according to the by-laws. The terms of elected members shall be three years. No member may serve more than two consecutive terms. At least one-half, but not more than two-thirds, of the membership shall be environmental health faculty. The non-academic membership should be practicing environmental health professionals from both the public and the private sectors.

Section II. Appointed Members

Two public representatives may be appointed for three year terms as provided in the bylaws. The representative(s) will not be environmental health science and protection professional(s). The representative(s) is/(are) selected on the basis of personal credentials and interest in higher education and the accreditation process.

Article V. Officers

Officers of the Council will be Chair, Vice-Chair for Undergraduate Programs, Vice-Chair for Graduate Programs, Secretary and Treasurer. These will be elected from the Council members by the Council members as specified in the by-laws. The Council may authorize the employment of additional persons to assist in the Council activities.

Article VI. Meetings.

The Council shall meet annually during the National Environmental Health Association annual education conference. Additional meetings may be called by the Chair.

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Article VII. Quorum

For the purpose of official business a quorum shall consist of a simple majority of the Council membership.

Article VIII. Amendments

This constitution may be amended by a vote of two-thirds of the elected Council members.

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POLICY & PROCEDURES MANUAL

Title:	EHAC Bylaws		
Policy No.	1.02.00	Chapter:	Governance
Proposed:		Proposal No.:	
Adopted:		Adopted By:	Vote of the Council

**Bylaws
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Article I. Membership

1.0 Elected Members

Any person qualified by academic training and/or professional experience in environmental health may become a member of the Council upon being elected by the general Council membership. Elected Council members must have a minimum of ten years experience, except that a master's degree in an appropriate discipline may substitute for two years experience, and a doctorate in an appropriate discipline may substitute for an additional three years. All elected Council members must have a minimum of five years of experience at a supervisory or academic level.

2.0 Election of Council Members

2.1 A three (3) person Nominations Committee will be appointed by the General Chair from the membership of the Council. The General Chair will designate the Nominations Committee Chair.

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2.2 The Nominations Committee Chair will canvas Council members, accredited program directors and stakeholder organizations for the name of potential candidates who have knowledge of undergraduate and/or graduate education in environmental health and/or the educational needs of personnel employed by environmental (public) health agencies, science agencies, organizations, or industry. All persons nominated must be willing to serve a three-year term on the Council and to make a commitment to attend all sessions of the Council and to participate on a site visitation team.

2.3 The Nominations Committee will review all names submitted, including names of individuals the committee has identified, and develop a slate of candidates and a ballot which will assure a Council membership with:

A. Geographic representation and balance;

B. A balance (the required ratio) of academicians and practitioners;

C. A balance of graduate and undergraduate faculty to assure that the Council may effectively relate to undergraduate and graduate environment health academic programs; and,

D. The rotation of membership so as to maintain a balance of experienced and lesser experienced members.

The Nominations Committee will consider diversity in membership regarding gender and minorities.

2.4 The Nominations Committee will conduct the election by mail or electronic ballot so that the election will be completed 60 days prior to the annual meeting of the Council.

2.5 A person may serve only two consecutive terms as a Council member; however, one may be eligible for re-election to the Council after a one-year period.

3.0 **Appointed Members**

3.1 One or more public representatives may be appointed. The representatives will not be environmental health science and protection professionals. The representatives will be selected on the basis of personal credentials and interest in higher education and the accreditation process.

3.2 The General Chair shall appoint the public representatives for three year terms. Public representatives may be appointed for shorter terms if a three year appointment would result in the two representatives completing their terms simultaneously.

3.3 Any Council Member may submit nominations for Appointed Member positions to the Nomination Committee. The Nominations Committee will prepare a list of candidates nominated for Appointed Members and submit the list to the General Chair for selection.

3.4 Appointed Members may vote on all matters except those affecting the Council constitution and bylaws.

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4.0 Resignations

4.1 Resignations must be submitted to the General Chair in writing and must state the effective date of such resignation.

4.2 Members resigning from the Council may not be reinstated; however, they may be considered for election to the Council provided that the resignation did not occur during the last year of their second consecutive term. If a resignation occurs during the last year of a second term, at least one year must elapse before that individual can be considered for election to the Council.

5.0 Term of Office

5.1 The term of office for newly elected members of the council shall begin at the close of the annual meeting immediately following their election.

5.2 A member who fails to attend in two consecutive meetings of the Council will normally be considered to have resigned from the Council and will be replaced in accordance with these bylaws.

Article. II Officers and Executive Director

6.0 Officers of the Council

The officers of the Council shall be the General Chair, Vice-Chair for Undergraduate Programs, Vice-Chair for Graduate Programs, Secretary and Treasurer. An Executive Director shall administer the Council's affairs.

6.1 Officers of the Council and the Executive Director shall perform the duties prescribed by these Bylaws and the adopted parliamentary authority.

7.0 Selection of Officers and Executive Director

7.1 All officers are elected by secret ballot by the voting membership at the annual meeting of the Council. All officers shall be elected for one year. The chair may serve no more than two consecutive terms.

7.2 The Nominations Committee will submit a slate of nominees for each position to the General Chair prior to the annual meeting. The General Chair will also take nominations from the floor.

7.3 In developing the slate of nominees the Nominations Committee will consider maintaining a continuity in the operations and function of the Council.

7.4 The General Chair will prepare the final ballot for vote and issue the ballot to all members present for voting. The General Chair and the Nominations Committee Chair will tally the votes and immediately announce the results. At the conclusion of the annual meeting the newly elected officers will immediately assume their positions.

7.5 The Executive Director shall be engaged by the Board of Directors.

8.0 Duties of Officers and Executive Director

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8.1 General Chair

8.1.1 The General Chair carries out all of the normal functions of the Chair and is the presiding officer of all meetings of the Council. The General Chair shall be an ex-officio member of all committees except the Nominating Committee, have the authority to act as the official representative of the Council between meetings of the Council Membership and the Board of Directors, appoint with the approval of the Membership, ex-officio members of the Council, and appoint Chairpersons and members of committees, and have other such duties as are determined by the Council.

8.1.2 It is the duty of the General Chair to call all meetings to order at the appointed time, to preside at all meetings, to announce the business before the Council in its proper order, to state and put all questions properly brought before the Council, to preserve order and decorum, and to decide all questions of order (subject to appeal). The General Chair will be responsible for notifying the school of the Council's action regarding the accreditation of the school.

8.1.3 The General Chair appoints Council members to various tasks and assignments during the year.

8.1.4 The General Chair can initiate Council action between regularly scheduled meetings.

8.2 Vice-Chair for Undergraduate Programs

8.2.1 The Vice-Chair for Undergraduate Programs shall serve as General Chair in his/her absence and shall assist the General Chair.

8.2.2 The Vice-Chair is responsible for coordinating all Council matters regarding undergraduate programs.

8.3 Vice-Chair for Graduate Programs

8.3.1 The Vice-Chair for Graduate Programs shall serve as General Chair in the absence of the General Chair and the Vice-Chair for Undergraduate Programs.

8.3.2 The Vice-Chair for Graduate Programs is responsible for coordinating all Council matters regarding graduate programs.

8.4 Secretary

8.4.1 The Secretary shall act as secretary of the Council, and the Board of Directors, shall keep a list of members of the Council with dates of their election and the expiration date of the term on the Council, shall keep a list of committee chairpersons and the members of committees and dates of appointment, and shall keep a file of committee meeting minutes provided by committee chairpersons. The Secretary shall prepare minutes of all Council meetings and distribute copies of minutes to all Council members in a timely manner.

8.4.2 The Secretary shall be responsible for maintaining all files, records, equipment and memorabilia of the Council. The Secretary shall maintain an inventory of all Council equipment.

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8.4.3 The Secretary shall conduct such a part of the correspondence of the Council as is usually conducted by the Secretary of similar organizations.

8.5 Treasurer

8.5.1 The Treasurer shall ensure that all funds collected and distributed are properly accounted for and all orders on said funds shall be approved by the treasurer and by any one of the following persons: General Chair, Vice-Chair for Undergraduate Programs, or Vice-Chair for Graduate Programs.

8.5.2 The Treasurer will furnish a financial statement of the Council at each annual meeting and at such times as called on by the Council or Board of Directors. The Treasurer will review the contract for administrative services on a yearly basis and make any recommendations for changes to the Council at the annual meeting. The General Chair shall sign any administrative support contracts after Council approval.

8.6 Executive Director

8.6.1 The Executive Director shall maintain the corporate registration, and keep and preserve the minutes and records of the Association.

8.6.2 The Executive Director shall handle financial transactions as directed by the Treasurer in accordance with the budget approved by the Board of Directors. The Executive Director shall prepare regular financial statements as requested by the Treasurer and prepare a financial report for the annual meeting.

8.6.3 The Executive Director shall be an ex-officio member of all committees without vote.

8.6.4 The Executive Director shall serve as a member of the Board of Directors without vote.

8.6.5 The Executive Director reports to the General Chair of EHAC.

Article III. The Board of Directors

9.0 Composition

9.1 The General Chair, Vice-Chair(s) for Undergraduate Programs, Vice-Chair(s) for Graduate Programs, Treasurer, Secretary and Executive Director shall constitute the Board of Directors .

9.2 **General Powers.** The business and affairs of the Council will be managed by its Board of Directors. The Directors shall, in all cases, act as a Board and may adopt such rules and regulations for the conduct of their meetings and the management of the Council, as they deem proper, not inconsistent with these Bylaws and the laws of the State of Oregon.

9.3 **Removal of A Director.** A Director may be removed from an office by an affirmative vote of a majority of the Council taken at a meeting for that purpose.

9.4 **Notice.** Notice of any Special Meeting of the Board of Directors shall be given to each Director not less than seventy-two (72) hours prior to such meeting either:

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- 9.4.1 By written notice delivered personally or mailed or emailed or faxed or given by telegram, cable or radiogram to such Director at his business address or at such other address as said Director shall have designated in writing and filed with the Secretary of the Council; or by word of mouth, telephone or radiophone personally to such Director in each case. If mailed, the notice shall be deemed delivered when the notice is given to the transmitting company.
- 9.4.2 Whenever any notice is required to be given to any Director of the Council under the Articles of Incorporation or these Bylaws, or provision of any law, a waiver thereof, in writing, signed at any time, either before or after the time of meeting, by a Director entitled to such notice, shall be deemed equivalent to the giving of such notice. The attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting and objects to the transaction of business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of any annual, regular or Special Meeting of the Board of Directors need be specified in the notice of waiver nor the notice of such meeting, except as other provided for in these Bylaws.
- 9.5 Quorum. At any meeting of the Directors, a majority of the total number of elected Directors shall constitute a quorum for the transaction of business at such meeting, but a majority of the Directors present (though less than such quorum) may adjourn the meeting without further notice.
- 9.6 Manner of Acting. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by the Articles of Incorporation or by these Bylaws.
- 9.7 Compensation. No compensation shall be paid to the Directors, as such, for their services, with the exception of the Executive Director, but, by resolution of the Board of Directors. Directors may receive reimbursement for their expenses incurred for actual attendance at each regular meeting or Special Meeting of the Board of Directors and/or other expenses incurred by said Director in the course of duties on behalf of the Council. Nothing herein contained shall be construed to preclude any Director from serving the Council in any other capacity and receiving compensation there for, provided such action does not violate the provisions of the Oregon Nonprofit Code.
- 9.8 Resumption of Assent. A Director of the Council who is present at a meeting of the Board of Directors or a committee thereof of which the Director is a member in which any action on any corporate matter is taken shall be presumed to have assented to the action taken, unless that Director's dissent shall be entered in the minutes of the meeting or unless the Director files written dissent of such action with the person acting as the Secretary of the meeting before adjournment thereof or forward such dissent by registered mail to the Secretary of the Council immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.
- 9.8.1 Executive and Other Committees. The Board, by resolution, may designate from among its Members a special committee and such other committees, each consisting of two or more Directors. Each such committee shall serve at the pleasure of the Board of Directors.

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9.8.2 Unanimous Consent without Meeting. Any action required or permitted by the Articles of Incorporation or Bylaws or any provision of law, to be taken by the Board of Directors or any committee thereof, at a meeting by resolution, may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the Directors entitled to vote with respect to such action.

10.0 Vacancies and/or Resignations

10.1 If a vacancy and/or resignation to the Board of Directors occurs before the expiration of a term, the Board of Directors shall have the power to fill the vacancy for the remainder of the term.

11.0 Duties

11.1 The Board of Directors shall meet upon call of the General-Chair or upon written request of two members of the Board of Directors. The Board of Directors shall function to the extent of the direction and authority given them by the Council.

11.2 The Board of Directors can take action on the accreditation status of programs if an immediate decision is vital and if there is an unanimous vote of the Directors.

Article IV. Meetings

12.0 When practical, the Council shall meet annually in conjunction with the National Environmental Health Association's Annual Educational Symposium. This meeting shall be the annual meeting of the Council. The meeting shall include in its agenda the election of officers and the annual reports of officers and standing committees.

13.0 The Board of Directors may call special meetings as needed to properly conduct Council business. At least forty-five (45) days notice is required for special meetings. Only business as specified in the call of the meeting may be transacted, unless the Board of Directors declares that specific additional business is an emergency requiring immediate action of the Council.

14.0 Quorum.

A simple majority of the Council membership shall constitute a quorum.

15.0 Voting. Unless the matter being voted upon requires, under the Constitution and these bylaws, the vote of two-thirds or greater of the Council, the simple majority of Council voting in person or by proxy shall be required for adoption of any motion.

15.1 Proxies. Members unable to attend a meeting may vote by proxy on any matter specified in the meeting notice. Proxies shall be submitted to the Secretary prior to the meeting in writing or by facsimile.

16.0 Voting between meetings. The Chairman may instruct the Secretary to conduct a mail, e-mail, web or facsimile vote of the Council, when in his/her opinion, a pending matter requires immediate Council action. Each ballot shall carry a return date not less than 10 days after the mailing date. The total ballots timely returned shall constitute the quorum for the purpose of mail, electronic or facsimile voting provided that at least one-half of the Council membership responds.

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Article V. Committees

17.0 The Council shall have a Bylaws standing committee. Additional standing committees may be authorized by the Board of Directors and appointments to the standing committees are made by the General Chair. This committee is responsible to ensure that Bylaws are reviewed at a minimum on a six year basis.

Article VI. Parliamentary Procedure

18.0 Meetings of the Council and all other business shall be conducted in accordance with the Bylaws and any special rules of order the Council may adopt. Meetings and business not covered by the Bylaws shall be conducted in accordance with Robert's Rules of Order, Revised.

Article VII. Amendments

19.0 These Bylaws may be amended by 2/3 vote of voting members present at any annual meeting or by 2/3 vote (e-mail, mail or facsimile) of all members between annual meetings. Suggested changes to the bylaws must be presented in the form of proposed amendment(s) and given in writing to the Secretary. The Board of Directors will review the proposed amendment(s) and determine whether to call for discussion and vote before the Annual Meeting. The Secretary shall send by mail, e-mail or facsimile any proposed amendments to these Bylaws to all Council Members. All Council members will have time to review/discuss proposed amendments via e-mail with the ability to discuss for fifteen days prior to call for vote, with fifteen days time to cast the vote via e-mail or 2) receive proposed amendments at least 30 days prior to the annual meeting with discussion at the Annual Meeting prior to a call for vote.

Article VIII. Indemnification

20.0 Every member of the Council may be indemnified by the Council against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Council in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Council, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. In the event of a settlement the indemnification herein shall apply only when the Council approves such settlement and reimbursement as being in the best interest of the Council. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which the member of the Council is entitled.

Article IX. Use of Name

21.0 The policies and program of the Council shall be binding on all members. No member of the Council shall use the name of the Council without its authorization to obligate the Council or to oppose the Council's policies and procedures. Established channels may be used to change policy or program.

Article X. Property

22.0 The title to all property, funds, and assets of the Council, shall at all times be vested in the Council for the joint use of members, and no member or group of members shall have any severable right to all or any part of such property. The Council shall have complete control over

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the acquisition, administration, and disposition of its property. In the event of the dissolution of the Council, all assets shall be transferred and delivered to American Academy of Sanitarians. In the event that this occurs, these funds shall be used for scholarships.

Article XI. Financial Practices

23.0 Any member authorized by the Council or the General Chair to conduct a site visit, examination, or other business or representation of the Council may receive reimbursement for travel and reasonable subsistence incurred in the performance of such authorized duties. Where appropriate in order to provide training, a third site visit member may be appointed. Finances for this individual will be funded by the Council.

24.0 Fiscal Year. The fiscal year shall begin on October 1 of each year.

25.0 Budget. The General Chair and the Treasurer shall prepare an annual budget for the Council. The budget shall be presented to the Council membership for approval at the annual meeting.

26.0 No indebtedness, except those in accordance with the budget or those incurred in the conduct of a site visit, in excess of \$ 200 shall be incurred by an member except on approval of the Board of Directors.

Article XII. Reporting Requirements

27.0 The Council will ensure that its decisions will be made available to the appropriate individuals or institutions through a timely reporting process.

28.0 A report will be prepared annually specifying the decisions made at the Councils annual meeting.

Article XIII. Consultants and Employees

29.0 The Council may hire consultants and employees, as needed, to carry out the responsibilities of the Council.

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POLICY & PROCEDURES MANUAL

Title:	Code of Ethics		
Policy No.	2.01.01	Chapter:	Internal Operations
Proposed:	February 15, 2005	Proposal No.:	2005-03
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

The National Environmental Health Science and Protection Accreditation Council (EHAC) requires ethical conduct by each volunteer and staff member engaged in fulfilling the mission of EHAC. The organization requires that every volunteer and staff member exhibit the highest standards of professionalism, honesty, and integrity. The services provided by EHAC require impartiality, fairness, and equity. All persons involved with EHAC activities must perform their duties under the highest standards of ethical behavior. It is the purpose of this document to detail the ethical standards under which we agree to operate.

Policy:

All members of the National Environmental Health Science & Protection Accreditation Council shall adhere the Code of Ethics detailed on page 2 of this policy document.

Procedures:

Each Council Member, upon election to the Council, shall be provided with a copy of the Code of Ethics, which he or she will sign and return an original to the Council office.

*National Environmental Health Science & Protection Accreditation
Council*
Code of Ethics

We, the elected members of the National Environmental Health Protection and Accreditation Council, in recognition of the importance of the work of environmental health education and practice, do hereby commit ourselves to the highest ethical and professional conduct and agree:

1. To accept responsibility in making accreditation decisions consistent with the bylaws, policies, accreditation guidelines and best interest of the schools that EHAC represents;
2. To avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;
3. To maintain and improve our competence in the field of environmental health;
4. To treat fairly all persons regardless of such factors as race, religion, gender, disability, age, or national origin;
5. To assist colleagues and co-workers in their professional development and to support them in following this code of ethics;
6. To not use EHAC nor our service on the Council for our own personal advantage or for the individual advantage of friends, colleagues or supporters;
7. To perform our duties to the best of our abilities and expertise;
8. To keep all confidential information confidential;
9. To not engage in personal attacks or offer ill treatment to anyone;
10. To approach all Council agenda items and issues with an open mind, prepared to make the best decision for the whole organization and for environmental health as a profession;
11. To do nothing to violate the trust of those who elected us to the Council or of those academic programs whom EHAC represents;
12. To focus our efforts on the mission of EHAC and not on our personal goals;
13. To never exercise their authority as an EHAC Council except when acting with the full Council or as delegated by the Council; and
14. To conduct ourselves honorably, responsibly, ethically, and lawfully so as to enhance the reputation and effectiveness of EHAC.

Council Member

Date

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Title:	Elections Policy		
Policy No.	2.01.02	Chapter:	Internal Operations
Proposed:	May 5, 2005	Proposal No.:	2005-10
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance for the elections process for both General Members and Members of the Board.

Policy: Each year, the Council will select an “Elections Chair” at the Annual Meeting. This person shall be responsible for holding elections for council members for the coming year.

This position involves the following.

1. Chairing the Elections Committee;
2. Reviewing, with the assistance of the EHAC Office, the Council Member Terms. (Council Members whose first terms are up should be contacted and asked if they wish to run for re-election. Council Members whose second terms are up must then leave the Council, and at least one year must pass in between terms.)
3. The Election’s Committee Chair will then create a list of possible open positions, including whether the open seats are for practitioners or academics. According to the EHAC Bylaws, no more than 50% of the Council may be Practitioner Members, and no more than 66% of the Council may be Academic Members. The Chair should solicit for candidates with this in mind.
4. On or Before January 1, the Elections Chair should send out a call for nominations. A sample Call for Nominations can be obtained on the website. The Call for Nominations should be sent to all current Council Members, all EHAC and AEHAP Program Directors, and Stakeholder Organizations such as NEHA, NACCHO and APHA. Potential Candidates must be nominated by a current council member or program director.
5. Three weeks after the call for nominations, the nominations shall close.

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6. Nominees must submit a no more than 250 word biosketch which includes information indicating their interest and ability to serve as a council member, and contact information, including mailing address, email, and telephone number.
7. The Nominations Committee will then certify nominations and will develop a slate of candidates.
8. To develop a slate of candidates, the committee may include and exclude members to develop a balanced slate. Considerations include:
 - 8.1. Potential nominees have verified their interest and willingness to meet responsibilities of Council membership,
 - 8.2. The Committee has reviewed all appropriate and necessary credentials, and
 - 8.3. The candidate pool has met all of the specifications in the Bylaws Sections 2.2, and 2.3, which can be found at: http://ehacoffice.org/about/ps_bylaws.php#I.
9. The slate of candidates shall be presented to the Board and voted on for approval.
10. No less than 90 days prior to the Annual Meeting, the Elections Chair will send out a slate of candidates and their biosketches to all council members for vote;
11. Campaigning for positions shall be allowed;
12. No less than 60 days prior to the Annual Meeting, the ballots shall be returned and the ballots shall be certified by the Secretary.
13. The Chair of the Council will validate the election of candidates. The Chair of the elections committee will contact all nominees. The term for the newly elected Council members will start immediately following the next annual meeting.
14. The Elections Chair shall also conduct elections for Chair, Undergraduate Chair (or Co-Chairs if needed), Graduate Chair, Treasurer and Secretary of the Council by conducting a call for nominations both prior to and at the Annual Meeting of the Council. The election shall take place by secret ballot at the Annual Meeting of the Council.

*National Environmental Health Science & Protection Accreditation
Council*

POLICY & PROCEDURES MANUAL

Title:	Communications Policy		
Policy No.	2.03.01	Chapter:	Internal Operations
Proposed:	May 24, 2006	Proposal No.:	2006-06
Adopted:	June 22, 2006	Adopted By:	Vote of the Board

Purpose:

The purpose of this policy is provide guidance for the Board of Directors in informing the entire Council of decisions and information in between meetings of the Council.

Policy:

It is the policy of the Accreditation Council to be as open and transparent as possible in conducting the affairs of the Council between meetings of the membership. This means that information regarding the nature of the discussions and decisions made by the Board, shall be readily available to the other Council members, consistent with legal and ethical restrictions on divulging private or personnel information.

Procedures:

The EHAC Council is comprised of an up-to twenty-one member Council, and a Board of Directors. The Board of Directors includes a Chair, Secretary, Treasurer, Undergraduate Chair(s) and Graduate Chair. The Board is responsible for leading the Council and making decisions in the interim between Annual Meetings of the Council.

In the interim, the Board of Directors is responsible for making decisions and communicating those decisions to the Council. Below are outlined several types of decisions and Board actions, and the resulting communication to the Council.

- Decisions Affecting Accreditation Status
 - Any decision made by the Board of Directors affecting the accreditation status of a program must be made in accordance with the guidelines. The Council will be informed immediately following the decision is made via e-mail. Council will also be asked to ratify the decision of the Board at the next Annual Meeting.

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Policy No. 2.03.01	Communications Policy	Page 2 of 2

- Comments or questions regarding these decisions should be made directly to both the Chair of the Board and either the Undergraduate or Graduate Chair(s).
- Policy Decisions
 - Policies approved by the Board shall be presented to the Council at the next Annual Meeting for their information and review.
 - Policies shall be placed in the EHAC policy manual (online) after approval by the Board of Directors, and an announcement shall be made via e-mail.
 - Comments should be directed to the Chair of the Board.
- Fiscal & Financial Decisions
 - Decisions made on fiscal and financial matters in accordance with the yearly budget approved by the Council do not require any special consideration. Decisions made that are outside of the yearly budget approved by the Council will be approved by the Board of Directors, and the Council shall be apprised at the Annual Meeting.
- Meetings of the Board of Directors
 - The Board of Directors meets via conference call at least once and as often as necessary between annual meetings of the Council.
 - The Council shall be notified, via e-mail, of any upcoming conference calls of the Board of Directors with ten days notice. At that time, they may submit agenda items or requests to address the Board through the EHAC Office.
 - The minutes of the Board of Directors shall be posted to the password protected area of the website after approval by the Board. Council Members will be notified via e-mail of their availability.
 - Questions or comments should be directed to the Chair of the Board.

*National Environmental Health Science & Protection Accreditation
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POLICY & PROCEDURES MANUAL

Title:	Annual Meeting Minutes		
Policy No.	2.05.01	Chapter:	Internal Operations
Proposed:	February 15, 2005	Proposal No.:	2005-01
Adopted:		Adopted By:	Vote of the Executive Committee

Policy:

The annual meeting minutes are the official record of decisions of EHAC. As such, they should contain only critical information. The minutes are not to be a comprehensive summary of the meeting.

Procedures:

1. Notes taken during the meeting should be retained for a period of 6 years.
2. EHAC staff will prepare annual meeting minutes so that they are available in draft form for the Secretary to review within 21 days of the annual meeting.
3. Content
 - a. Follows the approved agenda
 - b. Brief summaries of discussion
 - c. Record of motions
 - d. Record of votes
4. The Secretary shall review the draft minutes and disseminate them to the entire council for review and approval.
5. The goal of approval of the minutes from the annual meeting is no later than 45 days after the end of the meeting.

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POLICY & PROCEDURES MANUAL

Title:	Expense Reimbursement Policy		
Policy No.	2.06.01	Chapter:	Internal Operations
Proposed:	May 5, 2005	Proposal No.:	2005-11
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance for the reimbursement of expenses incurred by Council Members in the course of service to the Council.

Policy:

1. Travel

- a. All travel for EHAC other than site visits will be pre-approved by Council Treasurer to ensure that the expense is in the budget and that it has been assigned an appropriate budget line.
- b. Travelers should not make airline or hotel reservations until travel has been approved.
- c. Travelers are strongly encouraged to make travel arrangements well in advance (30 days if possible) of travel so that costs may be minimized.
- d. Travelers should purchase the least expensive airline tickets available even if they are non refundable. Do so only after travel dates are locked in.
Note: Some airlines will allow changes to travel dates for \$50 to \$100 per change.
- e. Travelers may submit a request for reimbursement for expenses incurred prior to travel (non refundable airline tickets, advanced payment for hotel, etc.) and then upon completion of travel can submit a supplemental reimbursement request for additional travel expenses.
- f. Receipts for travel related expenses \$25.00 or more needs to accompany reimbursement requests.
- g. Allowable expenses include: mileage (at IRS allowable rate), rental cars, hotel, taxi, parking, airline tickets, baggage handling, meals, and business related telecommunications and postage.
- h. Travelers should submit a final expense report to the EHAC office within 10 business days upon completing travel.

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Policy No. 2.06.01	Expense Reimbursement Policy	Page 2 of 2
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- i. Expense reports must be submitted on the standard form and may be submitted by email, fax or U.S. Mail. Receipts may be submitted either by mail or fax.
- j. Expenses will be forwarded by the EHAC office to the Treasurer for review.

2. Emergent or Incidental

- a. Council members may incur incidental expenses in the course of fulfilling their council responsibilities.
- b. Council members may spend up to \$50 dollars at a time without prior approval from the Executive Committee.
- c. Expenses may include but are not limited to office supplies, telecommunication expenses, mailing, copying or other reasonable expenses.
- d. These expenses may be reimbursed by submitting an expense report accompanied by receipts to the EHAC office.
- e. The EHAC office will request approval for reimbursement from the Treasurer.
- f. The Treasurer will assign the appropriate budget line for each expense.

3. Other Expenses

- a. Expenses incurred on behalf of the Council by its members for amounts greater than \$50 must be pre-approved by the Council Chair and the Treasurer.
- b. The Treasurer will ensure that all such expenses are contained within the budget and assigned to an appropriate budget line.
- c. Reimbursement will be made after a request for reimbursement accompanied by receipts is submitted to the EHAC office.
- d. The EHAC office will request approval for reimbursement from the Treasurer.

4. Reimbursement

- a. Expenses incurred on behalf of the Council are a financial burden to its members and should be avoided or minimized.
- b. It is the responsibility of EHAC to ensure timely reimbursement. Receipt of reimbursement checks should occur within ten days of the EHAC office receiving all reimbursement documentation.
- c. In the event the Treasurer does not review and approve reimbursement requests promptly, the EHAC Executive Director can authorize provisional payment.

*National Environmental Health Science & Protection Accreditation
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POLICY & PROCEDURES MANUAL

Title:	Annual Report Policy		
Policy No.	2.06.02	Chapter:	Internal Operations
Proposed:	May 5, 2005	Proposal No.:	2005-09
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance for the drafting, approval and distribution of the Annual Report.

Policy:

The National Environmental Health Science and Protection Accreditation Council sends an Annual Report to its members each year.

- A. The Annual Report must be sent to all Council Members and Program directors no later than October 1 of each year.
- B. The Annual Report must contain:
 - i. The Annual Meeting Minutes of that year,
 - ii. The summary of the Annual Update of Programs, and
 - iii. A letter from the Chair.
- C. The Annual Report will be distributed either by mail, e-mail or facsimile.

The Annual Report will be distributed by the EHAC office, in conjunction with the current Chair.

*National Environmental Health Science & Protection Accreditation
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POLICY & PROCEDURES MANUAL

Title:	Records Retention Policy		
Policy No.	2.06.03	Chapter:	Internal Operations
Proposed:	May 24, 2006	Proposal No.:	2006-12
Adopted:	June 22, 2006	Adopted By:	Vote of the Council

Purpose:

To provide guidance to the Council, its Board of Directors, Members and Employees in the retention of records and documentation with respect to the business of the Council.

Policy:

The Council shall retain all official records and documentation as outlined below in the procedures. All official records shall be kept by the EHAC Office. Duplicate copies may be kept with each Chair or Board of Directors as appropriate. All records shall be stored electronically, with off-site electronic backup required and paper copies serving as back up where available.

Procedures:

Records pertaining to the Accreditation of Programs

All records pertaining to the Accreditation of programs, including, but not limited to:

- Self-Study Documents;
- Site Visitor Reports;
- Site Visitor Evaluations;
- Closed Session Minutes;
- Outcome Assessment Results and Analysis;
- Final Accreditation Decision Letters; and
- Any appeals made regarding accreditation decisions,

shall be kept permanently by the EHAC Office. These records shall be available to the Board of Directors and Council Members upon request.

Administrative Records

All records pertaining to the administrative and annual activity of EHAC, including, but not limited to:

- Administrative Activity;
- Contracts,
- Goals and Objectives;
- Fiscal Status;
- Status with the Internal Revenue Service and State Agencies;

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Policy No. 2.06.03	Records Retention Policy	Page 2 of 4

- Project Work Performed;
- Personnel Activity and Accomplishments;
- Annual Reports;
- Meeting Minutes;
- Legal correspondence, and
- Related documentation and correspondence,

shall be kept by the EHAC office until superseded or obsolete. Meeting Minutes and Annual Reports shall be kept permanently by the EHAC Office.

Financial Records

All records pertaining to the financial activity of EHAC, including, but not limited to:

- Yearly Budget;
- Yearly Tax Returns and Reporting Requirements;
- Check Register;
- Record of Accounts Payable and Receivable;
- Financial Audits;
- Signature Authorizations; and
- Any other financial records

Shall be kept by the EHAC Office for a period of time as specified below.

The yearly budget and budget activity records, including, but not limited to: Operating Budget, Expenses by Category, Profit and Loss Statements, Grant Records, Contract Records, Financial Account records, and related documentation and correspondence shall be kept by the EHAC Office. The Yearly Operating Budget shall be kept as part of the permanent record. All other documentation shall be kept for a minimum of ten (10) years. Budget activity Reports, which may include but are not limited to information on fiscal activity, working papers, memoranda, summary reports, and related documentation and correspondence shall be kept for a minimum of one (1) year, with the exception of final, year end reports, which shall be kept for a minimum of ten (10) years.

The Check Register and any documentation regarding contracts for employee services or payroll services shall be kept for a minimum of six (6) years.

Yearly tax returns and reporting requirements, including the Internal Revenue Service and any state agency reporting requirements, shall be kept in permanent hard copy by the EHAC Office.

Financial Audits, which document EHAC's internal and independent management, operations and fiscal audit, and which include audit reports, written responses showing how recommended changes will be implemented and related documentation and correspondence, shall be kept for a minimum of twenty years (20) by the EHAC Office.

Signature authorizations, which are documents signed by EHAC's employees and Council members who are authorized to sign, and include fiscal and contractual documents. These documents shall be kept for a minimum of six (6) years after authorization expired by the EHAC Office in hard copy.

Policy and Procedural Records

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Policy No. 2.06.03	Records Retention Policy	Page 3 of 4

All records pertaining to the policies and procedures of EHAC, including, but not limited to:

- Mission and policy statements;
- Guidelines for Accreditation;
- Planning documents outlining responsibilities and goals;
- Organizational charts;
- Publications preparation guidelines;
- Emergency procedures;
- Job descriptions;
- Requests for and Contracts for Services;
- Guides for office procedures which often include completed samples of all forms;
- Handbooks;
- Policy Manuals;
- Desk manuals;
- And any related documentation and correspondence

Shall be kept by the EHAC Office. These documents provide a record of internal development and documents guidelines for consistency and continuity in the operation of EHAC.

All final copies of the document shall be kept permanently, even if superseded or canceled.

Correspondence

All records pertaining to the correspondence of EHAC, including, but not limited to:

- Administrative Correspondence;
 - Letters sent and received;
 - Memoranda;
 - Notes;
 - Enclosures; and
 - Attachments.
- Executive Correspondence;
 - Letters sent and received;
 - Notes;
 - Directives;
 - Acknowledgements; and
 - Memoranda.
- General Correspondence (not to include informal e-mail correspondence);
 - Letters sent and received;
 - Memoranda;
 - Notes
 - Transmittals;
 - Acknowledgements;
 - Routine requests for Information or publications;
 - Enclosures; and
 - Attachments,

Shall be kept by the EHAC Office.

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Administrative Correspondence shall be kept in electronic copy for a minimum of five (5) years. Executive Correspondence shall be kept permanently, as these documents record and reflect significant events, the development of administrative structure, policies and procedures. General correspondence shall be kept for a minimum of one (1) year after the matter pertaining to the correspondence has been closed.

Council Records

All records pertaining to the EHAC Council Members, including, but not limited to:

- Election Records;
- Listing of each yearly Council;
- Records pertaining to Site Visit Teams;
- Records of Committees; and
- Records of each Board of Directors,

Shall be kept by the EHAC Office.

Election records, including ballots, tabulations and related documentation shall be kept for a minimum of four (4) months after the newly elected or re-elected Council Members have taken their places on the Council.

A listing of each Council, including term, position and title held, will be kept permanently by the EHAC Office.

A listing of each site visit team, including school visited, will be kept by the EHAC Office for a minimum of eight (8) years.

Records of the Board of Directors and records of Committees, including steering, ad-hoc, activities, standing, planning and other committees, including, but not limited to agendas, meeting minutes, reports, notes, working paper and related documentation and correspondence shall be kept by the EHAC Office. Minutes, agendas, reports and correspondence shall be kept permanently. All other records shall be kept for a minimum of two (2) years.

Employment Records

All records pertaining to the correspondence of EHAC, including, but not limited to:

- Contracts regarding employment or contract for services;
- Affirmative Action and Equal Opportunity Records; and
- Unemployment Compensation Claim Records,

Shall be kept by the EHAC Office.

Records pertaining to the contracts regarding employment or for services shall include the yearly contract for services with employees. These records shall be kept permanently in hard copy.

Records pertaining to EHAC's compliance with the regulations of the U.S. Equal Employment Opportunity Commission, including affirmative action, shall be kept permanently.

Records pertaining to unemployment compensation claim records, including claim records, notices, reports, records, and related documentation and correspondence shall be kept for a minimum of two (2) years.

POLICY & PROCEDURES MANUAL

Title:	Organizational Conflict of Interest		
Policy No.	2.07.01	Chapter:	Internal Operations
Proposed:	June 6, 2005	Proposal No.:	2005-15
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Policy:

Definitions

1. **Interested Person** - Any director, principal officer, or member of a committee with board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. **Financial Interest** - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,

 - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under **Procedures**, Section 2, a person who has a financial interest may have a conflict of interest only if the board decides that a conflict of interest exists.

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to

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Policy No. 2.07.01	Organizational Conflict of Interest Policy	Page 2 of 3

the directors and members of committees with board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the board shall, if appropriate, appoint a disinterested person to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the board shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

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- a. A voting member of the board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Annual Statements

Each director, principal officer and member of a committee with board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy, and
- b. Has read and understands the policy, and
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible private benefit or in an excess benefit transaction.

Use of Outside Experts

When conducting the periodic reviews, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring periodic reviews are conducted.

National Environmental Health Science & Protection Accreditation Council

POLICY & PROCEDURES MANUAL

Title:	Undergraduate Program Accreditation Guidelines		
Policy No.	3.01.01	Chapter:	External Operations
Proposed:		Proposal No.:	
Adopted:		Adopted By:	Vote of the Council

*National Environmental Health
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Undergraduate Guidelines

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- III. Aims and Objectives of the Council
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- IX. Information For Applicants
- X. Program Evaluation Report -- A Self-Study
- XI. Schedule of Fees -- Baccalaureate Program
- XII. Fair Practices in Education

I. Goals and Criteria Statement

The goal of accreditation of undergraduate environmental health science and protection programs in the U.S. or abroad is to enhance the education and training of students who intend to become environmental health science and protection practitioners/ professionals. The criteria used in the evaluation of programs has been developed through the joint efforts of environmental health science and protection academicians and practitioners.

II. Background of the Accreditation Council

The National Accreditation Council for Environmental Health Curricula was established in 1967. The charge to this Council was to develop criteria and to implement a program accrediting undergraduate and graduate programs in the field of environmental health. The name of the Council was changed to the National Environmental Health Science and Protection Accreditation Council in 1991 to better reflect the entire discipline considered by the Council.

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Membership of the Accreditation Council consists of qualified professionals elected to the Council by members of the Council, and two public members appointed by the Council chair. At least one-half, but not more than two-thirds of the elected Council members are associated with education and training in environmental health science and protection. The remainder of the elected membership includes individuals experienced with agencies and companies employing environmental health science and protection personnel. The Council is composed of at least fifteen but not more than twenty-one members. The Council general chair may appoint ex-officio members and consultants to the Council for special assignments.

The Council is an autonomous organization which relates to and works closely with the National Environmental Health Association from which it evolved.

III. Aims and Objectives of the Council

- A. Promote a high quality education for persons studying environmental health science and protection in the U.S. or abroad.
- B. Assist and support universities and colleges developing or offering a curriculum in environmental health science and protection, advising them on curriculum content and faculty qualifications.
- C. Promote commonality in coverage of basic concepts of environmental health science and protection education.
- D. Promote undergraduate curricula of a quality and content compatible with admission prerequisites of graduate programs in environmental health science and protection.
- E. Evaluate academic programs in environmental health science and protection using criteria established by the Council.
- F. Publish a list of the institutions with programs accredited by the Council.

IV. Accreditation Process

The Council provides advice or assistance through correspondence, telephone conferences, or on-site consultation to faculty who have developed or are considering the development of an environmental health science and protection curriculum. It has developed guidelines for faculty to use in preparing a Program Evaluation Report--a self-study of their programs. The Council will consider accreditation of a domestic or foreign environmental health science and protection program upon request by the program administrators, provided that the institution is accredited by a regional accrediting association for institutions of higher learning (post-secondary education) and have graduated one or more classes. After an institution seeking accreditation has submitted to the Council the Program Evaluation Report, with supporting materials, a survey team (also referred to as the site visit team) will conduct a site visit at that institution.

The survey team is normally composed of an environmental health science and protection academician and a practitioner. The purpose of this visit is to verify information submitted to the Council and to supplement that material with information as required by members of the Council. (See Table 1 for the suggested schedule for the site visit.) The survey is to establish a clear understanding and comprehensive knowledge of the environmental health science and protection

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curriculum and the organization and administration of the program. The survey team is to explore relationships established by the environmental health science and protection faculty with the faculty in related programs, students, and the community. Before leaving the institution, the survey team will meet with the dean or other appropriate administrators to report on its observations and on the general tenor of the information and details which will be emphasized in the survey team's report.

The survey team will prepare a written report containing comments on its observations and its recommendations for the enhancement of the program in reference to subject matter covered by the accreditation guidelines. The environmental health science and protection program administrator will have an opportunity to review the survey team report for accuracy before it is submitted to the Council. The survey team will report its findings to the Council at its next meeting. A representative of the institution will participate in the discussion. Discussions of the Council relevant to a specific program are treated as confidential information by the Council. Self-study reports will be public documents available for review.

**Table 1
Suggested Schedule for Site Visit Team**

Conferences	Approximate Time Needed
First Day	
1. Responsible administrative personnel	1 hour
2. Curriculum Director	2 hours
3. President, Provost, Dean or other (a protocol visit) 1/4 hour	1/4 hour
4. Faculty members in Environmental Health Science and Protection and related courses	3 hours
5. Tour of facilities and campus	1 hour
Second Day	
1. Environmental health science and protection class or laboratory in session	1 hour
2. Review of student and program records	1 hour
3. Student and alumni interviews	1 hour
4. Public/private environmental health science and protection practitioners	1 hour
5. Survey team private conference	2 hours
6. Final conference with administrative personnel	1 hour
7. Exit interview	1 hour

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V. Accreditation and Pre-accreditation Actions

The Council may grant one of six statuses to environmental health science and protection programs.

1. **Pre-accreditation.** Granted to a program which demonstrates reasonable assurance that it will be able to meet the criteria for full accreditation within two years. An acceptable, amended self-study must be submitted within two years of the Council's decisions to grant pre-accreditation. At the end of the period of pre-accreditation, the program must apply for full accreditation, or its pre-accreditation will be withdrawn.

2. **Full Accreditation:** Granted to a program when the institution and environmental health science and protection accreditation program are in compliance with the Council's accreditation criteria and policies, and the program has graduated at least one class. Full accreditation is granted for a period of two to a maximum of six years. Full accreditation status may be granted to programs with non-substantial deficiencies that can be easily corrected and documented within one year.

3. **Conditional Accreditation:** The conditional accreditation status is a form of probation. It is granted when deficiencies in the environmental health science and protection program have been identified through the self-study document, the site visit process, the complaint process, or the annual review process. "Deficiencies" are defined as areas of noncompliance with Council accreditation criteria or policies that are serious enough to require a full two years to correct. Conditional accreditation may be granted at the time of initial recognition, during accreditation renewal or during a term of full accreditation when the deficiencies have been identified through annual reports or student complaints. Failure to correct the deficiencies in the program within the agreed upon time frame, will cause the accreditation of the program to be withdrawn, unless the program can satisfy the requirements for an "extension of accredited status."

Conditional accreditation will be granted for no more than two years. When the program corrects the deficiencies, its accreditation status will be upgraded to full accreditation for the completion of the original term of accreditation (in the case of programs whose status was downgraded to "conditional" during a term of full accreditation) or will be upgraded to full accreditation for a period of up to four years (in the case of programs granted "conditional" status at the time of renewal of their accreditation status).

4. **Accreditation Withdrawn:** Accreditation will be withdrawn from fully accredited, preaccredited, and conditionally accredited programs in the following situations: (1) when major problems of compliance with Council accreditation criteria and policies have been identified through the annual report and follow up investigation or through the complaint procedure and follow up investigation; (2) when preaccredited programs fail to correct deficiencies identified during their two-year period; or (3) when conditionally accredited programs fail to correct the deficiencies identified by the Council within the agreed upon time period. "Major problems of compliance" are defined as: loss of institutional accreditation; loss of program funding; suspension or closing of a program by the institution; problems requiring more than two years to correct. An institution or program may appeal any decision of the Council. A copy of the appeal procedure is available from the Council upon request. A program that has had its accreditation withdrawn may reapply when the problems have been corrected.

5. **Accreditation Denied:** Accreditation will be denied in the cases of programs seeking initial accreditation, pre-accreditation, or renewal of full accreditation that prove to have major problems

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of compliance with Council accreditation criteria and policies. "Major problems of compliance" are defined as: loss of institutional accreditation; loss of program funding; suspension or closing of a program by the institution; problems requiring more than two years to correct. An institution or program may appeal any decision of the Council. A copy of the appeal procedure is available from the Council upon request. A program that has been denied accreditation may reapply when the problems have been corrected.

6. Extension of Accredited Status: Granted to fully accredited programs for a period of one year when circumstances beyond the control of the environmental health science and protection program prevent the completion of the self-study document and scheduling of the site visit, or the correction of identified compliance problems within the agreed upon time frame. An extension on the due date of the self-study document must be requested no later than thirty (30) days after receipt of notice from EHAC of the self-study due date. This notice typically occurs in August in the year prior to the end of the current period of accreditation. If a program requests an extension prior to the Annual Meeting of the year before accreditation expires, the Council will vote on the extension at the meeting. If a program requests an extension after the Annual Meeting, the Board of Directors will vote on the matter, and respond within thirty (30) days.

In addition to the above, programs housed outside the United States may affiliate with EHAC provided that they meet standards effectively equivalent to those required of programs within the United States. It is the responsibility of the program seeking affiliate status to demonstrate equivalency. It is recognized that demonstrating equivalency does not require meeting identical requirements. For example, EHAC accreditation requires that the program's institution is accredited by a regional accrediting association for institutions of higher learning (post-secondary education). Programs seeking international affiliate accreditation typically could not meet this specific standard, but must demonstrate equivalent status of the institution within its home country.

VI. Reporting Obligations of Accredited and Pre-accredited Programs

A. Notification of Council Regarding Major Changes in Accredited Programs

Replacement of Program Faculty: Each program is required in its annual report to identify any changes to its faculty. If program leadership is changed, the Council must be notified immediately. Each program must have an individual identified responsible for program leadership, which includes overseeing daily activities and providing long-term program planning.

Curriculum Changes: When a major change in the program or a major revision of curriculum is planned, such as substantial reduction of teaching staff or reemphasis of an environmental health science and protection course or courses, this information should be sent to the Chair of the Accreditation Council. This information may be forwarded to all members of the Council for their review.

Suspension or Closing of a Program: A college or university which establishes a program by the Council incurs an obligation to the students to conduct the program as planned. If circumstances require closure of an educational program, a minimum of one year's notice to the Council is required. This will permit the Council's informational literature containing names of accredited schools to be amended. Such notice is not merely a courtesy, but is required for the benefit of the general public, the professional associations concerned, and the school.

B. Annual Report

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All programs shall be reviewed annually. Each accredited program is required to submit an annual report to the Council, by a date specified by the Council, providing information on current student enrollment; number of graduates during the year, and significant curriculum, program, or budget changes and all faculty changes. Lacking a report or if there are significant changes in the program, accreditation status may be reconsidered. For programs seeking reaccreditation, failure to comply with this deadline will result in an automatic conditional accreditation and your review will be postponed until the following year.

C. Provision of Council Information to All Students

Accredited and pre-accredited programs must provide all students in their program with the name, address and telephone number of the National Environmental Health Science and Protection Accreditation Council. This information is to be used for accreditation related inquiries and complaints.

D. Program Outcomes Assessment Survey

At the time of re-accreditation, the institution shall survey program graduates and employers via the Council's outcome assessment tool. All graduates since the last accreditation shall be in the pool of those to be surveyed. The completed tools shall be gathered by the institution and forwarded to the Executive Director of the Council six months prior to the annual meeting of the Council. The Council will supply a summary of the information gathered to all accredited programs on an annual basis.

The purpose of this survey is to determine the adequacy of the accreditation process mandates to the needs of the professional practice of environmental health. The information gathered by an institution through the outcome assessment process will not be used as part of the self-study for re-accreditation purposes for a given institution. The Council will use the compiled information from all institutions undergoing re-accreditation to evaluate and modify the requirements of accreditation.

VII. Accreditation Criteria

A. Institution

A curriculum in environmental health science and protection must be offered through a domestic or foreign university or a college which is an accredited institution of higher learning.

B. Faculty

1. The faculty member responsible for administering the environmental health science and protection program must be a full-time faculty member qualified for this position by an advanced degree in a relevant academic discipline and pertinent experience relevant to environmental health science.
2. Faculty members (a minimum of two full-time faculty - one full-time and one full-time equivalent) in the environmental health science and protection program are to be qualified for their positions by an advanced degree in a relevant academic discipline and/or pertinent experience relevant to environmental health science. Use of environmental health science and protection practitioners as part-time faculty is acceptable to supplement the environmental health science and protection faculty.

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3. Faculty workloads must fall within the norm for the institution. Time should be allocated for faculty research, field practice, and/or consultation in environmental health science and protection.

4. Faculty/student ratio must be adequate to satisfy the instruction, advising and placement needs of the environmental health science and protection students. The ratio must fall within the norm of science based programs of the institution.

C. Program Funding

The institution must provide funding to assure basic support for adequate faculty, staff, facility and equipment for the program.

D. Enrollment

The number of students enrolled in environmental health science and protection curricula should be commensurate with physical facilities, financial resources, and the number of faculty available.

E. Library

Current environmental health science and protection periodicals and reference materials and access to the Internet should be available in the library for faculty and students in the environmental health science and protection program.

F. Advisory Committee

An advisory committee to the environmental health science and protection program is optional. An environmental health science and protection program can benefit from an active, concerned and knowledgeable advisory committee composed of environmental health science and protection practitioners working with local, state, federal and international agencies, businesses and industries. Such a committee can provide "outside" overview of the environmental health science and protection program and give perspective on breadth, balance and comprehensiveness of the curriculum. The committee may assist in locating internship opportunities, suggesting and finding outside sources of funding and equipment, and be an advocacy group for the program.

VIII. Baccalaureate Environmental Health Science and Protection Degree--Curriculum Criteria

A. The department or unit offering the environmental health science and protection curriculum should have a statement of philosophy and objectives of the program.

B. The four-year curriculum should include the following general and specific objectives.

General Objectives:

1. Promote critical thinking.
2. Provide for the development of the skills, technical knowledge and attributes necessary for graduates to function as members of a health team in the public or private sector.

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3. Inspire students to continue their education throughout life and to fully appreciate their professional obligations.

Specific Objectives (See Table 2):

1. Provide a sound foundation of instruction in core, related and technical areas.
2. Provide for an extended field training practicum or experience for each student.
3. Provide studies in:
 - a. The Basic Sciences: biology, chemistry and physics.
 - b. Communication: written composition, public speaking and computers. Strongly recommend additional work in technical writing.
 - c. Mathematics: pre-calculus. Calculus is recommended.
 - d. General Education: humanities and social sciences.

It is recognized that each institution has its own unique requirements or constraints which may dictate the depth and breadth of a curriculum. The resources at hand, including the availability and qualification of faculty, will determine the areas and the degree of emphasis on specific subjects. The National Environmental Health Science and Protection Accreditation Council recognizes these factors and expects variation among environmental health curricula. The Council also recognizes that progress toward the development of the "optimum" environmental health curriculum requires the skillful application of imagination and creativity. The Council therefore, welcomes the opportunity to review innovative programs and curricula in environmental health science and protection.

Table 2
**Criteria for Accreditation of
Environmental Health Science and Protection Baccalaureate Curricula**

A. FOUNDATION AREAS:

1. **METHODOLOGY CORE:** Every baccalaureate student must complete separate courses in the following foundation areas.

- Epidemiology
- Statistical Methods
- Toxicology

2. **RELATED AREAS:** Basic understanding must be obtained in the following areas. Specific units are not prescribed for these areas.

- Environmental Economics
- Environmental Health Management
- Environmental Law and Public Policy Development
- Risk Assessment
- Risk Communication

B. ENVIRONMENTAL HEALTH PROGRAMMATIC AREAS:

Every student must complete in depth study in at least four of the following technical areas and be exposed to a majority of the following topics:

- Air Quality Control (indoor and outdoor)
- Environmental Chemistry
- Environmental Epidemiology
- Environmental Health Planning (Land Use, Transportation, Energy, Urban Development and Resource Conservation)

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- Environmental Microbiology
- Food Protection Global Environmental Health (including population control)
- Housing
- Hazardous Materials
- Hydrogeology
- Industrial Hygiene
- Injury Prevention
- Institutional Health (including infection control and infectious waste)
- Noise Control
- Occupational Health and Safety
- Radiation Health (ionizing and non-ionizing)
- Recreational Environmental Health
- Soils
- Solid Waste Management
- Vector Control
- Wastewater
- Water Quality
- Water Supply

C. FIELD EXPERIENCE AND PROBLEM BASED LEARNING:

Field practicum or equivalent experience should encompass a minimum of 180-clock hours total. Students should be exposed to field equipment, data collection and data interpretation. From this experience students should develop problem solving skills, learn to work as part of a team and gain an understanding of organizational dynamics. Environmental Health faculty should maintain liaison with local, state and international health and environmental control agencies, institutions and industries which can provide students with exposure to the applied aspects of environmental health. Alternatives to field practicum will be considered by the Council.

D. BACKGROUND AREAS

1. Basic Sciences:

These courses must be the same as those offered to basic science majors.

- Biological Sciences with laboratories (to include microbiology) - one year or equivalent.
- Chemistry with laboratories (general and organic) - one year or equivalent.
- Physics - one-half year or equivalent.
- Basic Science - one and one-half years or equivalent

2. Communication

Graduates needs skills to communicate effectively. These skills include the ability to speak effectively and persuasively with others individually, in small groups, and in making formal presentations. Furthermore, writing skills need to be sufficient to be able to communicate clearly to a variety of audiences.

It is the responsibility of the program to demonstrate that students have acquired these skills as part of the graduation requirement.

3. Computer Skills

Minimal computer skills include facility with the use of email, the Web, word processing and simple data management programs.

It is the responsibility of the program to demonstrate that students have acquired these skills as part of the graduation requirement.

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4. GENERAL EDUCATION: (Humanities and Social Sciences)

Must be satisfied per each university's general education requirement. May include such courses as: Anthropology, Art, Drama, Economics, Human Relations, Literature, Music, Philosophy, Political Science, Psychology, Sociology, etc. Most of these courses will be at the introductory level and are intended to "broaden" and provide understanding of values and a historical perspective critical to self and society.

E. OPTIONAL (ELECTIVES):

Other courses may fit into particular programs if they are offered within the university's curriculum. These courses may be selected with the consent of the student's advisor.

IX. Information For Applicants

The Accreditation Council invites formal application for initial approval of a curriculum any time after the first class of students, who have elected to major in environmental health science and protection, have entered their final year of study. The site visit and final consideration for accreditation should be requested after the first class has graduated. An institution that anticipates seeking accreditation of its environmental health science and protection program should contact the Accreditation Council chairperson before proceeding with the Self-Study. The institution should be knowledgeable of the time required by the Council to review the submitted material, potential dates for a site visit, the next meeting date of the Accreditation Council when an application could be reviewed, the fees and charges and their payment.

The Accreditation Council office should be contacted to obtain the name of the current Council chairperson. The Accreditation Council Office can be contacted at:

National Environmental Health Science & Protection Accreditation Council
2632 SE 25th Avenue, Suite D
Portland, Oregon 97202
(503) 235-6047
(503) 235-7300 (Fax)
ehacinfo@eahap.org
www.ehacoffice.org

Upon request, applicants will be sent accreditation guidelines (this booklet) and other materials needed to pursue accreditation. Upon completion of the self-study, a set of the completed material should be sent to each Council member, identified on a roster supplied by the Council, and the Council administrative office at least six months before the next Council meeting. Bulletins, class schedules, course outlines, and other supporting materials are requested and should be submitted with the completed self-study.

X. Program Evaluation Report--A Self-Study

Administrators and faculty of an institution seeking accreditation of an environmental health science and protection program are expected to develop a Program Evaluation Report (also referred to as a "self-study") following the guidelines established by the Council. This report will present information and documentation needed by the Council in its evaluation of the program. No later than January 1st of the year the academic program is reviewed at the annual EHAC

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meeting. For programs seeking reaccreditation, failure to comply with this deadline will result in an automatic conditional accreditation and your review will be postponed until the following year.

The outline below is to be followed in preparing the report and the supplementary information to be submitted with the report. The self-study document should be preceded by a Table of Contents. The pages in the main body of the self-study should be numbered sequentially. Each appendix should be numbered and referenced with that number in the body of the self-study. A complete set of the material should be submitted to each Council member identified on the current Council roster, with an additional set sent to the administrative office.

Table 3
Format for Self Study Reports

A. Identification

1. Program name
2. Name of school/college or department
3. Name of institution
4. Name of the program administrator or contact person
5. Mailing address
6. Telephone, fax number and E-mail address
7. Name of the administrator who is to sign for the university
8. Name of the chairperson of the school/college
9. Name of the dean of the school/college

B. General Information

1. Institution's philosophy
2. Program objectives
3. Organizational table of the institution -- This table should identify the organization structure of the institution and the position and relationship of the environmental health science and protection program with other baccalaureate programs and the administration.
4. Brief program history

C. Curriculum

1. Admission requirements to the environmental health science and protection program
 - a. When are students admitted (e.g., freshman or junior)?
 - b. Grade or test score requirements
 - c. Other admission requirements
2. Course requirements
 - a. Prerequisite courses to be completed prior to admission or matriculation in technical/professional courses
 - b. Professional/technical courses required--taught outside this program
 - c. Professional/technical courses required--taught within this program
 - d. Professional/technical selective or elective courses recommended

Provide a list containing the course identification number, course title, and the instructor's name for each course included under C. 2. b, c, and d. For each course provide more detailed information in the appendix which includes: course objectives, course outline for class schedule of lectures or laboratories, assignments, text or major references, and credit hours.

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Please [click here](#) for the Course Requirement Form which needs to be submitted with the Self-Study.

3. Course Evaluations, Curriculum Evaluation
 - a. Describe how students and faculty evaluate required professional courses in this profession
 - b. When and how is the curriculum reviewed or evaluated by the faculty?
4. What are the plans or considerations to add courses or to make significant changes in the content of existing courses?
A copy of the latest bulletin or catalog describing the curriculum and course descriptions plus general university information should be included with the Program Evaluation Report.

D. Student Data (Undergraduate Curriculum)

1. Current Enrollment
 - Freshman
 - Sophomore
 - Junior
 - Senior
 - Students with a prior baccalaureate degree
 - Total Enrollment
2. Number of graduates during the past five years
 - a. September 1, 2000 to August 31, 2001
 - b. September 1, 2001 to August 31, 2002
 - c. September 1, 2002 to August 31, 2003
 - d. September 1, 2003 to August 31, 2004
 - e. September 1, 2004 to August 31, 2005
3. List all graduates for the last two school years and identify their current activity (employment) or status and location.
4. Describe enrollment changes and trends and how the trend may affect the program. What are the projected enrollment figures over the next five years?
Projected faculty FTE?
5. What is the program capacity at the current level of faculty, funding, and facilities?
6. Is there a graduate level program in environmental health science and protection? Degree offered? What is the total enrollment of the graduate program?
7. How or in what ways are the graduate and undergraduate programs integrated (e.g., students in same classes, faculty involvement with the two programs?)

E. Faculty

1. List all faculty who are direct participants in the professional program and include their faculty rank, degrees, role or assigned responsibility, and if they are full-time or part-time. Include in the appendix a curriculum vitae for each of the faculty listed.
2. What are the program or university guidelines for teaching and advising loads for the faculty?
3. How is faculty performance evaluated?
4. What professional activities are faculty expected to carry on outside the institution?
What faculty development activities are available to the faculty (e.g., leave arrangements, travel money for professional meetings, release time for study)?

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F. Facilities and Resources

1. Summarize available library facilities directly relevant to the faculty and students.
2. Describe computer and internet resources available to the faculty and students.
3. What laboratory facilities and equipment are available for teaching the professional/technical courses?
4. What instructional facilities and learning-aid resources are available to the faculty?
5. What changes are anticipated regarding facilities and equipment availability to faculty and students?
6. What external facilities/agencies/organizations are available and used for field experiences--field trips, internships? List external training used by students in this program.
7. Is there an advisory committee for this program? If so, identify the members of the committee, the service provided by the committee, its meeting schedule, etc.

G. Program Funding

1. Describe the major sources of funding for this program and their relative stability.
2. Describe research or special project grants which enrich the program through faculty support, opportunities for student employment, or similar enhancements.

H. Faculty/Administration Evaluation

1. What are the major strengths of this program?
2. Describe problem areas which are of current concern.
3. Summarize the long-term plans for this program.

I. Official Signatures

Signatures of the environmental health science and protection faculty member directing the program and an authorized official of the institution are required (e.g., dean of the school, vice president, or president).

Environmental Health Science and Protection Program Director Date

Authorized Official of the Institution, Title Date

XI. Schedule of Fees--Baccalaureate Program

Application for Accreditation, one time only	\$500
Application for Re-accreditation	None
Site-Visitor Expenses	Actual and reasonable
Annual Accreditation Fee	\$1,000
Annual Accreditation Fee for Graduate Program When Undergraduate Also Accredited	\$200

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XII. Fair Practices in Education

The National Environmental Health Science and Protection Accreditation Council expects programs and sponsoring institutions to comply with the following fair practice standards in education.

Announcements -- Announcements and advertising must accurately reflect the program offered; they must not misrepresent or mislead. Fully accredited programs may represent themselves as being fully accredited by the National Environmental Health Science and Protection Accreditation Council. Conditionally accredited programs may represent themselves as being conditionally accredited by the National Environmental Health Science and Protection Accreditation Council.

Nondiscrimination -- Student and faculty recruitment and student matriculation practices shall be nondiscriminatory with respect to race, color, creed, sex, age, handicap(s), or national origin.

Safety -- The health and safety of students, faculty, and the public associated with student educational activities must be adequately safeguarded.

Matriculation --

- The program must be educational and students must use their scheduled time for educational experiences.
- Student recruitment practice must permit students to exercise free choice of programs.
- Student and faculty recruitment practices must not be misrepresentative. Over-statement of financial rewards must be avoided in order to prevent unrealistic income expectations on the part of graduates.

Financial --

- Costs for students must be reasonable and must be accurately stated and published.
- Policies and processes for student withdrawal and tuition refund must be fair, published, and made known to all applicants. The program must not use high pressure techniques with students in recruiting, registering, or contracting. Unexpended tuition or fees to which the student is entitled must be refunded.
- Financial arrangements must be fair to the students and to the school. Students must not be encouraged to arrange loans with excessive interest rates or to take out loans which lead to indebtedness that is excessive in relation to the potential earnings of a program graduate.
- The program must not assign excessive credit hours to course work to obtain unjustified tuition income.

XIII. Policy Statement on Conflict of Interest in the Accrediting Process

The National Environmental Health Science and Protection Accreditation Council defines a conflict of interest in the accrediting process in the following manner:

No member of the Council shall participate in any Council decision in which the member has a personal interest, either real or perceived.

To avoid and prevent conflicts of interest, the Council has adopted the following procedures and practices, divided according to the categories of individuals that participate in the accrediting process.

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Council Members

Council members are required to reveal to the Council the existence of any of the following real or potential conflicts of interest with a program under consideration prior to evaluating the site visit report on that program and/or discussing and voting on the accreditation of that program. When any of the following conflicts exist, the Council member will remove him/herself from the discussion and voting on that program.

- Council member has a current or previous affiliation with the institution under consideration, including as an administrator, faculty, staff, employee, appointee, or as a current or former candidate for any of the previously mentioned positions.
- Council member is an employee of, or is in some way affiliated with, an institution or program in geographic proximity of, or in direct competition with, the program/institution under consideration.
- Council member currently serves, or previously served (during the last three years), as a paid consultant to the institution/program under consideration.
- Council member is, or was, a student of, or is a graduate of, the institution under consideration.
- Council member has a member of his/her immediate family with a relationship to the program/institution.
Should unforeseen conflicts develop at any time during the period of consideration of a program/institution before the final decision is made, the Council member is required to notify the Chair of the Council.

Site Visitors

Site Visitors are required to decline participation in a site visit team when any of the following actual or potential conflicts of interest exist:

- Individual has a current or previous affiliation with the institution under consideration, including as an administrator, faculty, staff, employee, appointee, or as a current or former candidate for any of the previously mentioned positions.
- Individual is an employee of, or is in some way affiliated with, an institution or program in geographic proximity (avoid, where possible, individuals within 200 miles) of, or in direct competition with, the program/institution under consideration.
- Individual currently serves or previously served (during the past three years), as a consultant to the institution/program under consideration.
- Individual is, or was, a student of, or is a graduate of, the institution under consideration.
- Individual has a member of his/her immediate family with a relationship to the program/institution.

A conflict of interest form must be signed prior to the visit and submitted to EHAC Executive Office. Individuals should decline from serving on a site visit if they have a conflict of interest, or if prior associations could lead to a perception of a conflict of interest. Because clues to potential conflicts may only emerge through a review of the program self-study, early reading of that document is important.

Individuals selected for a site visit team will notify the Council within 10 days of actual or potential conflicts of interest with that program/institution so that substitutions can be made in the composition of the team.

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Should unforeseen conflicts develop during the site visit or before the final decision is made on the accreditation of the particular program, an individual is required to notify the Chair of the Council.

Programs Seeking Accreditation or Renewal of Accreditation

Programs seeking accreditation or re-accreditation will have the opportunity to review the composition of the site visit team in order to identify potential or actual conflicts of interest. Programs will be able to challenge the inclusion of a particular individual with probable cause. Programs also have the obligation to identify Council members or site visitors who may have positive relationships with their program that could be deemed as conflicts.

Programs also will have the opportunity to identify Council members with potential or actual conflicts of interest. The Council must be notified of these conflicts at least 30 days before the Council meeting at which the program will be discussed and accreditation approved or denied. (This statement was based on the conflict of interest statement of the Council on Post-Secondary Accreditation.)

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Title:	Undergraduate Program Review Policy		
Policy No.	3.01.02	Chapter:	External Operations
Proposed:	February 15, 2005	Proposal No.:	2006-05
Adopted:		Adopted By:	Vote of the Board of Directors

Purpose:

To provide guidance for the appointment of Council members to serve as primary reviewers of an undergraduate environmental health program applying for accreditation or re-accreditation.

Policy:

The National Environmental Health Science and Protection Accreditation Council (EHAC) offers both undergraduate and graduate accreditation for environmental health programs. When evaluating the program for accreditation, the Council needs to provide the best evaluation of each program.

A. Criteria for Primary Reviewers of Undergraduate Program Self-Study

1. Academic Council members listed as primary reviewers of undergraduate programs must have experience teaching at the undergraduate level.
2. Practitioner Council members listed as primary reviewers of undergraduate programs should have experience with undergraduate level academic programs.

B. Criteria for Undergraduate Program Site Visit Team Members

1. Academic team members on site visit teams for undergraduate programs must have experience teaching at the undergraduate level.
2. Practitioner team members on site visit teams for undergraduate programs should have experience with undergraduate level academic programs.

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Title:	Undergraduate Accreditation Expenses Policy		
Policy No.	3.01.03	Chapter:	External Operations
Proposed:	February 16, 2006	Proposal No.:	2006-07
Adopted:		Adopted By:	Vote of the Board of Directors

Purpose:

To provide guidance to the Council and staff for assessing fees when a program seeks accreditation of its undergraduate environmental health program.

Policy:

The National Environmental Health Science and Protection Accreditation Council (EHAC) offers both undergraduate and graduate accreditation for environmental health programs. When applying for accreditation, EHAC requires a one-time payment to assist in covering the cost of accreditation. The fees assessed will vary depending upon the following circumstances.

1. Undergraduate Programs Only

- 1.1. When reviewing a *new* undergraduate program that does not have either an already accredited graduate program or a graduate program seeking accreditation at the same time, the fee for such a review will be \$500.
- 1.2. When reviewing a *new* undergraduate program that is being reviewed with a new graduate program, the fee for both shall remain at \$500.

2. Undergraduate Programs with Existing Graduate Program

- 2.1.1. When reviewing a *new* undergraduate program that already has an accredited graduate program, the fee will be \$300, whether or not the graduate program is up for review at that time.

3. Undergraduate Re-Accreditation

- 3.1.1. In conjunction with existing EHAC policy, when being reaccredited, undergraduate programs must only pay their standard EHAC dues of \$1000.

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Title:	Graduate Program Accreditation Guidelines		
Policy No.	3.02.01	Chapter:	External Accreditation
Proposed:		Proposal No.:	
Adopted:		Adopted By:	Vote of the Council

Guidelines for Accreditation of Environmental Health Science & Protection Master's Graduate Programs

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- V. ACCREDITATION CRITERIA**
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I. MASTER'S PROGRAM ACCREDITATION

Accreditation may be granted for master's level academic programs educating students for careers in the field of environmental health science and protection. The programs must provide education and training (knowledge and skills) required by a graduate to function as an environmental health science and protection professional.

II. THE ACCREDITATION COUNCIL

The National Environmental Health Association established the National Accreditation Council for Environmental Health Curricula as a separate accrediting body in 1967 after holding several workshops on the education of environmental health professionals. The charge to the Council was to develop and implement a program accrediting undergraduate and graduate programs in the field of environmental health. The name of the Council was changed to the National Environmental Health Science and Protection Accreditation Council in 1991 to reflect the breadth of the field of practice considered by the Council.

The council is an autonomous incorporated organization that relates to and works closely with the National Environmental Health Association and other relevant organizations. Membership of the Council consists of environmental health professionals elected by members of the Council, and no more than two public members appointed by the Council chair. At least one-half, but not more than two-thirds of the elected Council members are associated with education and training in

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environmental health science and protection. The remainder of the elected membership includes individuals experienced with private and public sector organizations and companies employing environmental health science and protection professionals. The Council is composed of at least 18 but not more than 21 members. The Council General Chair may appoint ex-officio members and consultants to the Council for special assignments.

III. AIMS AND OBJECTIVES OF THE COUNCIL

- A. Promote a high quality education at the baccalaureate and master's levels for persons studying environmental health science and protection.
- B. Assist and support universities and colleges developing or offering a curriculum in environmental health science and protection, and advising them on curriculum content and faculty qualifications.
- C. Promote commonality in coverage of basic concepts of environmental health science and protection education.
- D. Promote undergraduate curricula of a quality and content compatible with admission prerequisites of graduate programs in environmental health science and protection.
- E. Promote graduate curricula providing advanced level environmental health technical and scientific education and administrative and management concepts and skills.
- F. Evaluate academic programs at the baccalaureate and master's levels in environmental health science and protection using criteria established by the Council.
- G. Publish and disseminate a list of the institutions with programs accredited by the Council.

IV. GOAL OF MASTER'S PROGRAM ACCREDITATION

The goal of accreditation of master's environmental health science and protection programs is to enhance the education and training of students seeking advanced environmental health research, technical and/or administrative knowledge and skills. The criteria used in the evaluation of master's programs have been developed through the joint efforts of environmental health science and protection academicians and practitioners.

V. ACCREDITATION CRITERIA

A. Mission, Goals, Objectives

A program must have clearly articulated a mission, goals and objectives that are consistent with the goal of accreditation.

B. Curriculum

It is recognized that each institution has its own unique requirements or constraints that may dictate the depth and breadth of a curriculum. The resources at hand, including the availability and qualification of faculty, will determine the areas and the degree of emphasis

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on specific subjects. The National Environmental Health Science and Protection Accreditation Council recognizes these factors and expects variation among environmental health curricula. The Council also recognizes that progress toward the development of the "optimum" environmental health curriculum requires the skillful application of imagination and creativity. The Council therefore, welcomes the opportunity to review innovative programs and curricula in environmental health science and protection.

- The curriculum must be responsive to the mission, goals and objectives of the program.
- The curriculum must be organized and structured to integrate and sequence its content in an orderly and logical fashion.
- The curriculum must require attainment of the following competencies:
 - Analytical skills
 - Statistical analysis
 - Research methods
 - Communication skills
 - Written
 - Oral
 - Administrative skills
 - Skills and knowledge of natural sciences including biological sciences, chemistry and other sciences
 - Environmental and public health science knowledge and skills
 - Epidemiology
 - Toxicology
 - General technical knowledge and skills in environmental health science areas such as those listed in Table 1.
 - Specialized technical knowledge and skills in at least one environmental health science area at a graduate level (see Table 1).
 - Risk assessment, risk communications and risk management.
- The curriculum must include a culminating experience such as a thesis, portfolio, written exam or professional paper. The culminating written product must be of professional quality appropriate to graduate level education.

C. Faculty

Sufficient full-time equivalent, in conjunction with part-time or adjunct faculty, who are academically and professionally qualified, as required to meet the teaching, research and service obligation of the program.

D. Administration

The institution must have an appropriate and effective mechanism for administering the graduate program in environmental health science and protection. The administration must provide stability and a continuity of support for the program.

E. Resources

The program must have sufficient and appropriate resources to support its educational mission. These resources may include:

- classrooms
- laboratories
- offices
- equipment
- supplies
- support staff
- library materials

F. Students

The program must clearly delineate sufficient and appropriate student admission, performance, progress and graduation requirements.

G. External Advisory Committee

An external advisory committee to the environmental health science and protection program is recommended. An environmental health science and protection program can benefit from an active, concerned and knowledgeable advisory committee composed of environmental health science and protection practitioners working with local, state, and federal agencies, businesses and industries. Such a committee can provide "outside" overview of the environmental health science and protection program and give perspective on breadth, balance and comprehensiveness of the curriculum. The committee may assist in locating internship opportunities, suggesting and finding outside sources of funding and equipment, and be an advocacy group for the program.

**Table 1. Environmental and public health science technical knowledge and skills.
(List not intended to be comprehensive.)**

• Air Quality Control (indoor, outdoor)
• Environmental Health Planning for land use, transportation issues and resource consumption and conservation
• Environmental Health Law

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- Environmental Management
- Food/Milk Protection
- Geographic Information Systems/Global Positioning Systems
- Global Environmental Issues including global warming, ozone depletion and population issues
- Hazardous Materials Management
- Healthful Housing
- Industrial Hygiene and Occupational Health
- Injury Prevention
- Institutional Health
- Noise Control
- Radiation Protection (ionizing, non-ionizing)
- Recreational Area Environmental Health
- Resource Consumption and Conservation
- Solid & Hazardous Waste Management
- Vector Control
- Wastewater Management
- Water Supply

VI. ACCREDITATION POLICIES

- A. An institution seeking program accreditation must be regionally accredited.
- B. Students must have graduated from the master's program before the program will be reviewed.
- C. A pre-accreditation consultation is available upon request.

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D. An institution will be site-visited after submitting an application, application fee and the Program Evaluation Report (Self-study). All site visit expenses are the responsibility of the institution.

E. The institution will have an opportunity to review the site visitors' report and comment on the accuracy of factual information in the report prior to submission of the report to the Council.

F. The program will be evaluated on the basis of the Self-study and on other documentation or information the applicant has presented to the Council at the time it is under review.

G. Full Accreditation will be granted if the Council concludes that the program meets the expectations as outlined in the criteria.

H. Accreditation may be granted for a maximum period of six years.

I. Conditional accreditation may be granted when major deficiencies in the master's program prevent it from meeting requirements for full accreditation. Major deficiencies may include, but are not limited to, deficiencies in budget, curriculum, numbers and teaching staff qualifications. Additionally, the institution and the Council must mutually agree upon a timetable for correction of all deficiencies.

J. Conditional accreditation must be upgraded to full accreditation within two years of notification of conditional accreditation or accreditation status will be withdrawn. Extensions may be petitioned.

K. Accreditation will be denied if the submitted material is incomplete or if the program does not provide the education required by a master's environmental health science and protection professional. An institution that has been denied master's program accreditation may reapply by submitting a new application and Self-study.

L. An institution may appeal any Council decision following the written appeal procedure available from the Council on request.

M. The Council has a procedure for handling complaints involving an accredited program that are pertinent to the accredited status of the program. A copy of the complaint procedure is available from the Council on request.

N. All accredited programs are required to submit an annual report. Information must include, but is not limited to, data concerning enrollment, number of graduates during the past year, and curricular, faculty, budget, or other changes that may influence a program's accreditation status.

O. The Council must be notified in writing within thirty days of any major changes in the program that may have an impact on the quality or orientation of the program.

P. The Council will inform the institution in writing if considering withdrawal of accreditation and the institution may request a hearing and/or a site visit. All site visit and special hearing expenses are the responsibility of the institution.

Q. The Council may immediately withdraw accreditation if the program no longer meets accreditation criteria, an annual report is not submitted, or major program changes in the program are not reported to the Council.

R. The Council may make one of six decisions relating to accreditation status of environmental health science and protection programs:

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1. Pre-accreditation: Pre-accreditation may be granted to a program that demonstrates reasonable assurance that it will be able to meet the criteria for full accreditation within

two years. An acceptable, amended Self-study must be submitted within two years of the Council's decisions to grant pre-accreditation. At the end of the period of pre-accreditation, the program must apply for full accreditation, or its pre-accreditation will be withdrawn.

2. Full Accreditation: Full accreditation may be granted to a program when the institution and environmental health science and protection accreditation program are in compliance with the Council's accreditation criteria and policies, and the program has graduated at least one class. Full accreditation is granted for a period of two to a maximum of six years. Full accreditation status may be granted to programs with non-substantial deficiencies that can be easily corrected and documented within one year.

3. Conditional Accreditation: The conditional accreditation status is a form of probation. It is granted when deficiencies in the environmental health science and protection program have been identified through the Self-study document, the site visit process, the complaint process, or the annual reporting process. "Deficiencies" are defined as areas of noncompliance with Council accreditation criteria or policies that are serious enough to require a full two years to correct. Conditional accreditation may be granted at the time of initial recognition, during accreditation renewal or during a term of full accreditation when the deficiencies have been identified through annual reports or student complaints. Failure to correct the deficiencies in the program within the agreed upon time frame will cause the accreditation of the program to be withdrawn unless the program can satisfy the requirements for an "extension of accredited status."

Conditional accreditation will be granted for no more than two years. When the program corrects the deficiencies, its accreditation status will be upgraded to full accreditation for the completion of the original term of accreditation (in the case of a program whose status was downgraded to "conditional" during a term of full accreditation) or will be upgraded to full accreditation for a period of up to four years (in the case of a program granted "conditional" status at the time of renewal of its accreditation status).

4. Accreditation Withdrawn: Accreditation will be withdrawn from a fully accredited, pre-accredited, or conditionally accredited program in the following situations: (1) when major problems of compliance with Council accreditation criteria and policies have been identified through the annual report and follow up investigation or through the complaint procedure and follow up investigation; (2) when a pre-accredited program fails to correct deficiencies identified during its two-year period; or (3) when a conditionally accredited program fails to correct the deficiencies identified by the Council within the agreed upon time period. "Major problems of compliance" are defined as: loss of institutional accreditation; loss of program funding; suspension or closing of a program by the institution; or problems requiring more than two years to correct. An institution or program may appeal any decision of the Council following the Council's appeal procedures. A copy of the appeal procedure is available from the Council upon request. A program that has had its accreditation withdrawn may reapply when the problems have been corrected.

5. Accreditation Denied: Accreditation will be denied in the cases of a program seeking initial accreditation, pre-accreditation, or renewal of full accreditation that prove to have major problems of compliance with Council accreditation criteria and policies. "Major problems of compliance" are defined as: loss of institutional accreditation; loss of program funding; suspension or closing of a program by the institution; or problems requiring more than two years to correct. An institution or program may appeal any

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decision of the Council following the Council's appeal procedures. A copy of the appeal procedure is available from the Council upon request. A program that has been denied accreditation may reapply when the problems have been corrected.

6. Extension of Accredited Status: An extension may be granted to a fully accredited program for a period of one year when circumstances beyond the control of the environmental health science and protection program prevent the completion of the Self-study document and scheduling of the site visit, or the correction of identified compliance problems within the agreed upon time frame. An extension on the due date of the Self-study document must be requested no later than thirty (30) days after receipt of notice from EHAC of the self-study due date. This notice typically occurs in August the year prior to the end of the current period of accreditation. If a program requests an extension prior to the Annual Meeting of the year before the accreditation expires, the Council will vote on the extension at the meeting. If a program requests an extension after the Annual Meeting, the Board of Directors will vote on the matter, and respond within thirty (30) days.

ACCREDITATION PROCESS

The Council will provide advice and assistance through correspondence, telephone conferences, and/or on-site consultation to faculty and administrators who have developed or are considering the development of an environmental health science and protection curriculum.

The institution must follow the process shown below to have its master's program in environmental health science and protection be considered for accreditation.

- The Council will consider accreditation of an environmental health science and protection program, following an annual schedule, upon
 - request by the program administrator,
 - submittal of the Program Self-study with supporting materials, and
 - receipt of application for accreditation fee.
- Program's seeking to renew accreditation shall survey program graduates and employers via the Council's outcome assessment tool. All graduates since the last accreditation shall be in the pool of those to be surveyed. The completed tools shall be gathered by the institution and forwarded to the Executive Director of the Council six months prior to the annual meeting of the Council. The Council will supply a summary of the information gathered to all accredited programs on an annual basis. The purpose of this survey is to determine the adequacy of the accreditation process mandates to the needs of the professional practice of environmental health. The information gathered by an institution through the outcome assessment process will not be used as part of the Self-study for re-accreditation purposes for a given institution. The Council will use the compiled information from all institutions undergoing re-accreditation to evaluate and modify the requirements of accreditation.
- A team selected by the Council will conduct a site visit at the institution.
- The Council will evaluate the application materials and site visit report at its annual Council meeting.
- The Council will report the results of its deliberations to the Institution in writing.

Details needed to complete this process follow.

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Schedule of Annual Activity

The timeline for accreditation or re-accreditation is shown in Table 2. The EHAC accreditation cycle begins July 1 and continues through June 30 of the next calendar year (*or the date of EHAC's annual meeting if later than June 30). A program's accreditation ends on the last day of the listed operating year. The Accreditation or Re-accreditation process begins at the start of the listed operating year.

Table 2. Timeline for Accreditation or Re-accreditation

Month	Activity	Responsible Party
July 1*	Accreditation cycle begins	
August - September 15	Send re-accreditation reminder letter to the program administrator of those programs with accreditation ending this operating year	EHAC Graduate Chair
October 1	Applicants for initial accreditation submit application form and application fee to EHAC Headquarters	Program Administrator
Six months* prior to the Annual meeting	Submission of Self-study to all Council members and EHAC Headquarters	Program Administrator
Six months* prior to the Annual meeting	Submission of Outcomes Assessment Questionnaires to EHAC Headquarters (reaccreditation applicants only)	Program Administrator
Five months prior to the Annual meeting	Site visit team selection and announcement to program	EHAC Graduate Chair
Three to Five months prior to the Annual meeting	Site visit	Site visit team Coordinator and Program Administrator
Maximum FOUR weeks after site visit	Site visit team report submission to Program Administrator for comment	Site visit team Coordinator
Maximum TWO weeks after receipt of Site visit team report	The Program reviews the report and suggests appropriate corrections of fact. Return report and suggestions to team Coordinator	Program Administrator
Maximum TWO weeks after receipt of suggestions for factual corrections	Upon return to the Coordinator, appropriate changes will be made and the document distributed to the entire Council, site visit team, EHAC Headquarters and the Program Administrator.	Site visit team Coordinator

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May-July	Presentation of verbal response to site visit report at EHAC annual meeting	Program Administrator
May - July	Accreditation or Reaccreditation deliberations at EHAC annual meeting	EHAC Graduate Chair
FOUR weeks after Annual meeting	Written notification of deliberation results to Program Administrator	EHAC General Chair

* Specific Date for submission of Self Study and Outcomes Assessment Questionnaires to be detailed in letter from Graduate Chairperson.

Self-study

- It is the responsibility of the program to send the Self-study and a current university catalog to each Council member identified on the current Council roster, to the Council's Executive Director, and to each member of the site visit team.
- Graduate and undergraduate self-studies are to be separate volumes.
- The Self-study must clearly articulate how the program meets the accreditation criteria using the following format:

Self-study Format

Introduction

- Program name
- Name of the school or college
- Name of the institution
- Name of the program administrator or contact person including mailing address, telephone number, fax number, E-mail address
- Name of the chairperson of the department
- Name of the dean of the school/college
- Name of the administrator who is to sign for the institution
- Statement of institutional philosophy

Official signatures

- Signature of the environmental health science and protection faculty member directing the program
- Signature of the authorized official of the institution (dean, vice president or president).

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Brief history of the program

Missions, Goals and Objectives

- a. The program's mission, goals and objectives. The objectives must be measurable and provide a baseline for establishing program effectiveness.
- b. The performance of the program in meeting its mission, goals and objectives.

Curriculum

- a. The methods used for evaluating responsiveness to the mission, goals and objectives. Information needs to be provided on:
 - The system for routine review of course content and curriculum structure.
 - The methods for evaluating student accomplishments and knowledge and skills developed.
 - The methods used by students to evaluate the courses, faculty and program.
 - The program's effectiveness in meeting the educational objectives.
 - Projections for future achievement and recommendations for future changes and activities.
- b. A curriculum organized and structured to integrate and sequence its content in an orderly and logical fashion.
 - Curriculum requirements indicating those met within the program and those met outside the program.
 - The degree requirements.
 - The syllabus for each course integral to the program of study.
- c. A matrix of course requirements (course name, number, credit hours and instructor) linked to accreditation competencies:
 - Analytical skills – statistical analysis and research methods
 - Communications skills – written and oral
 - Administrative skills
 - Natural sciences – met through admission standards and/or through courses taken during their graduate residency.
 - Environmental and public health science knowledge and skills – epidemiology, toxicology, general technical knowledge and skills in environmental health science areas such as those listed in Table 1.
 - Specialized technical knowledge in at least one environmental health science area at a graduate level. (see Table 1)
 - Risk assessment and risk communication
- d. Culminating Experience
 - Requirements.

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- List of culminating experiences (theses, portfolios, written exams, professional papers, etc.) for the past two years.
- Student thesis and paper titles and authors for the past two years.

Faculty

- a. List faculty teaching courses fulfilling accreditation competency requirements indicating if faculty members are full-time or part-time (please put vitae in appendix).
- b. List faculty working on research with environmental health science master's students (please put vitae in appendix).
- c. Curriculum vitae (please put vitae in appendix) of program faculty.

Administration

- a. The organization of the department and its location within the university hierarchy.
- b. The mechanisms providing stability and continuity of administrative support.

Resources

- a. The program capacity for graduate students.
- b. Identification of physical facilities including classrooms, laboratories, offices.
- c. Identification of equipment, supplies, and library materials including internet resources.
- d. Identification of support staff.
- e. Identification of off-campus resources available to the program.
- f. Identification of research or special projects grants.
- g. Identification of changes in resources.

Students

- a. The admission requirements for the graduate program.
- b. The requirements for satisfactory performance in the program.
- c. The requirements for satisfactory progress in the program.
- d. Credit hour requirements for graduation.
- e. Number of students enrolled in the program for the past six years.
- f. Number of program graduates in each of the past six years.
- g. Descriptive job titles and employer identification (may be given generically) for program graduates in each of the past six years.

Summary

- a. The major strengths of the program.
- b. The major weaknesses of the program.
- c. The long-term plans or expectations for the program.

Appendices

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- a. Curriculum vitae
- b. Course syllabi

Site Visit

- *The site team normally is composed of an environmental health science and protection academician and a practitioner. If undergraduate and graduate curricula offered by an institution are reviewed simultaneously, the survey team will include two academicians, one associated with an undergraduate program and the second with a graduate program, and a practitioner.*
- The purpose of the site visit is to verify information submitted to the Council and to supplement that material with information and comprehensive knowledge of the environmental health science and protection curriculum and the organization and administration of the program. The site visit team explores relationships established by the environmental health science and protection faculty with students, the community and faculty in related programs. A model agenda for a site visit is shown in Table 3. After completing its initial review and as its final activity before leaving the institution, the site visit team again meets with the dean or other appropriate administrators to report on its observations.
- After leaving the institution, the site visit team prepares a written report detailing its observations and providing recommendations for the enhancement of the program with respect to accreditation guidelines. The environmental health science and protection program administrator will have an opportunity to review the site visit team report for accuracy before it is submitted to the Council.
- At the next annual meeting, the site visit team will report its findings to the Council. Representatives of the institution are strongly encouraged to attend this meeting and be available to respond to questions. Closed sessions of the Council relevant to a specific program are treated as confidential information. Self-study reports and site team reports are public documents available for review.

For further information about the site team visit and report process, please refer to the Council's policy documents, which are available from the Council's web site at www.ehacoffice.org.

Schedule of Fees

- Application for Accreditation: \$500
- Application for Re-accreditation: \$0
- Site Team Expenses (travel, food, housing): Actual and reasonable costs incurred by site team
- Annual Accreditation Fee
 - In conjunction with EHAC accredited undergraduate program \$ 200
 - Not In conjunction with EHAC accredited undergraduate program \$1000

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Table 3. MODEL AGENDA FOR SITE VISIT

Activities	Approximate Time Needed
First Day	
1. Program administrator conference	1 hour
2. University administrator conferences	1 hour
3. College and Department administrator conferences	1 hour
4. Environmental Health Science and Protection faculty conferences	1 hour
5. Instructors and researchers involved with meeting accreditation standards conferences	1 hour
6. Tour of facilities and campus	1 hour
7. Attend environmental health science and protection class or laboratory session to interview students	1 hour
Second Day	
1. Meeting with program graduates	1 hour
2. Review of student and program records	1 hour
3. Individual student interviews	1 hour
4. Local and state environmental health science and protection personnel	1 hour
5. Survey team private conference	2 hours
6. Final conference with administrative personnel	1 hour

VIII. FAIR PRACTICES IN EDUCATION

The National Environmental Health Sciences and Protection Accreditation Council expects programs and sponsoring institutions to comply with the following fair practices standards in education.

Announcements

- Announcements and advertising must accurately reflect the program offered; they must not misrepresent or mislead. Fully accredited programs may represent themselves as being fully accredited by the National Environmental Health Sciences and Protection Accreditation Council. Conditionally accredited programs may represent themselves as being conditionally accredited by the National Environmental Health Sciences and Protection Accreditation Council.

Nondiscrimination

- Students and faculty recruitment and student matriculation practices shall be nondiscriminatory with respect to race, color, creed, sex, age, handicap(s), or national origin.

Safety

- The health and safety of students, faculty, and the public associated with students' educational activities must be adequately safeguarded.

Matriculation

- The program must be educational and students must use their scheduled time for educational experiences.
- Student recruitment practices must permit students to exercise free choice of programs.

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- Student and faculty recruitment practices must not be misrepresentative. Over statement of financial rewards must be avoided in order to prevent unrealistic income expectations on the part of graduates.

Financial

- Costs for students must be reasonable and must be accurately stated and published.
- Policies and processes for student withdrawal must be fair to the students and to the school. Students must not be encouraged to arrange loans with excessive interest rates or to take out loans, which lead to indebtedness that is excessive in relation to the potential earnings of a program graduate.
- The program must not assign excessive credit hours to course work to obtain unjustified tuition income.

IX. POLICY STATEMENT ON CONFLICT OF INTEREST IN THE ACCREDITING PROCESS

The National Environmental Health Science and Protection Accreditation Council defines a conflict of interest in the accrediting process in the following manner:

No member of the Council shall participate in any Council decision in which the member has a personal interest, either real or perceived.

To avoid and prevent conflicts of interest, the Council has adopted the following procedures and practices, divided according to the categories of individuals that participate in the accrediting process.

Council Members

- Council members are required to reveal to the Council the existence of any of the following real or potential conflicts of interest with a program under consideration prior to evaluating the site visit report on that program and/or discussing and voting on the accreditation of that program. When any of the following conflicts exist, the Council member will remove him/herself from the discussion and voting on that program:
 - Council member has a current or previous affiliation with the institution under consideration, including as an administrator, faculty, staff, employee, appointee, or as a current or former candidate for any of the previously mentioned positions.
 - Council member is an employee of, or is in some way affiliated with, an institution or program in geographic proximity to, or in direct competition with, the program/institution under consideration.
 - Council member currently serves, or previously served (during the last three years), as a paid consultant to the institution/program under consideration.
 - Council member is, or was, a student of, or is a graduate of, the institution under consideration.
 - Council member has a member of his/her immediate family with a relationship to the program/institution.
- Should unforeseen conflicts develop at any time during the period of consideration of a program/institution before the final decision is made, the Council member is required to notify the Chair of the Council.

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Site Visitors

- Site Visitors are required to decline participation in a site visit team when any of the following actual or potential conflicts of interest exist:
 - Individual has a current or previous affiliation with the institution under consideration, including as an administrator, faculty, staff, employee, appointee, or as a current or former candidate for any of the previously mentioned positions.
 - Individual is an employee of, or is in some way affiliated with, an institution or program in geographic proximity of, or in direct competition with, the program/institution under consideration.
 - Individual currently serves or previously served (during the past three years), as a consultant to the institution/program under consideration.
 - Individual is, or was, a student of, or is a graduate of, the institution under consideration.
 - Individual has a member of his/her immediate family with a relationship to the program/institution.
- Individuals selected for a site visit team will notify the Council within 10 days of actual or potential conflicts of interest with that program/institution so that substitutions can be made in the composition of the team.
- Should unforeseen conflicts develop during the site visit or before the final decision is made on the accreditation of the particular program, an individual is required to notify the Chair of the Council.

Programs Seeking Accreditation or Renewal of Accreditation

- Programs seeking accreditation or re-accreditations will have the opportunity to review the composition of the site visit team in order to identify potential or actual conflicts of interest. Programs will be able to challenge the inclusion of a particular individual with probable cause. Programs also have the obligation to identify Council members or site visitors who may have positive relationships with their program that could be deemed as conflicts.
- Programs also will have the opportunity to identify Council members with potential or actual conflicts of interest. The Council must be notified of these conflicts at least 30 days before the Council meeting at which the Program will be discussed and accreditation approved or denied.
- The conflict of interest statement was taken in large part from the conflict of interest statement of the Council on Post-Secondary Accreditation.

*National Environmental Health Science & Protection Accreditation
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Title:	Graduate Program Review Policy		
Policy No.	3.02.02	Chapter:	External Operations
Proposed:	February 15, 2005	Proposal No.:	2005-04
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance for the appointment of Council members to serve as primary reviewers of a graduate environmental health program applying for accreditation or re-accreditation.

Policy:

The National Environmental Health Science and Protection Accreditation Council (EHAC) offers both undergraduate and graduate accreditation for environmental health programs. When evaluating the program for accreditation, the Council needs to provide the best evaluation of each program.

C. Criteria for Primary Reviewers of Graduate Program Self-Study

1. Academic Council members listed as primary reviewers of graduate programs must have experience teaching at the graduate level.
2. Practitioner Council members listed as primary reviewers of graduate programs should have experience with graduate level academic programs.

D. Criteria for Graduate Program Site Visit Team Members

1. Academic team members on site visit teams for graduate programs must have experience teaching at the graduate level.
2. Practitioner team members on site visit teams for graduate programs should have experience with graduate level academic programs, including attainment of an advanced degree (masters or doctoral).

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Title:	Graduate Accreditation Expenses Policy		
Policy No.	3.02.03	Chapter:	External Operations
Proposed:	February 15, 2005	Proposal No.:	2005-02
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance to the Council and staff for assessing fees when a program seeks accreditation of its graduate environmental health program

Policy:

The National Environmental Health Science and Protection Accreditation Council (EHAC) offers both undergraduate and graduate accreditation for environmental health programs. When applying for accreditation, EHAC requires a one-time payment to assist in covering the cost of accreditation. The fees assessed will vary depending upon the following circumstances.

1. Graduate Programs Only

- 1.1. When reviewing a *new* graduate program that does not have either an already accredited undergraduate program or an undergraduate program seeking accreditation at the same time, the fee for such a review will be \$500.
- 1.2. When reviewing a *new* graduate program that is being reviewed with a new undergraduate program, the fee for both shall remain at \$500.

2. Graduate Programs with Existing Undergraduate Programs

- 2.1.1. When reviewing a *new* graduate program that already has an accredited undergraduate program, the fee will be \$300, whether or not the undergraduate program is up for review at that time.

3. Graduate Re-Accreditation

- 3.1.1. In conjunction with existing EHAC policy, when being reaccredited, graduate programs must only pay their standard EHAC dues.

*National Environmental Health Science & Protection Accreditation
Council*

POLICY & PROCEDURES MANUAL

Title:	Requests for Extension		
Policy No.	3.03.01	Chapter:	External Operations
Proposed:	February 15, 2005	Proposal No.:	2005-05
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance to Council members and accredited programs regarding the appropriateness and process for seeking an extension of a program's current accreditation

Policy:

The National Environmental Health Science and Protection Accreditation Council (EHAC) offers both undergraduate and graduate accreditation for environmental health programs. When requested, the Council may consider granting extensions to programs if, and only when necessary.

Procedures:

A. Extensions for Programs Seeking First-Time Accreditation

- a. Programs seeking accreditation for the first time must submit, by October 1 of each year, an Application for Accreditation. (Application can be found online at: www.ehacoffice.org or requested from the Office.) Along with the Application, programs must submit a one-time fee of \$500 (\$300 if seeking accreditation for an additional program).
- b. If a program reaches the deadline for submitting their self-study and are unable to, they may request an extension from the Council.
- c. The program must request, in writing, an extension before the self-study deadline.
- d. All extension requests will be reviewed by the Chair in consultation with the Executive Committee of EHAC and will include an evaluation of program progress toward accreditation.
- e. An extension may be granted only one year with the application fee rolling over to the next year.

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- f. Programs requiring extensions of longer than one year will receive a refund (minus \$50 processing fee) and be required to reapply when ready.

B. Extensions for Programs seeking Re-Accreditation

- a. EHAC Guidelines currently state:

Extension of Accredited Status: Granted to fully accredited programs for a period of one year when circumstances beyond the control of the environmental health science and protection program prevent the completion of the self-study document and scheduling of the site visit, or the correction of identified compliance problems within the agreed upon time frame. Normally, an extension on the due date of the self-study document must be requested at least six months prior to the end of the current period of accreditation.

- b. Programs requesting an extension must request an extension, via a letter to the Chair, no less than 6 months prior to the end of the current period of accreditation.
- c. Extensions will be granted only once per accreditation period and for one year only.
- d. Extensions will be granted for extreme circumstances only, e.g., departure of a program director or key faculty, significant changes within the University or College or Program curricula, or circumstances that would prevent the completion of the site visit, self-study.
- e. Extensions requested in time for the EHAC annual meeting will be voted on by the entire Council. Extensions requested after the annual meeting and at least six months before the end of accreditation period will be voted on by the Executive Committee.
- f. Programs requesting extensions during the last six months of their accreditation cycle will be required to reapply for accreditation as a new program and comply with all EHAC requirements for new programs.

*National Environmental Health Science & Protection Accreditation
Council*

POLICY & PROCEDURES MANUAL

Title:	Policy & Procedure for Appealing Accreditation Decisions		
Policy No.	3.03.02	Chapter:	External Operations
Proposed:	May 5, 2005	Proposal No.:	2005-13
Adopted:	May 1, 2006	Adopted By:	Vote of the Board of Directors

Purpose:

To provide detail on the policy on and procedure for Appealing accreditation decisions. The Councils' Guidelines outline the following decisions based on review of a programs self-study and site visit report (see accreditation guidelines for further detail):

1. Pre-accreditation. Granted to a program which demonstrates reasonable assurance that it will be able to meet the criteria for full accreditation within two years.
2. Full Accreditation: Granted to a program when the institution and environmental health science and protection accreditation program are in compliance with the Council's accreditation criteria and policies, and the program has graduated at least one class. Full accreditation is granted for a period of two to a maximum of six years. Full accreditation status may be granted to programs with non-substantial deficiencies that can be easily corrected and documented within one year.
3. Conditional Accreditation: The conditional accreditation status is a form of probation. It is granted when deficiencies in the environmental health science and protection program have been identified through the self-study document, the site visit process, the complaint process, or the annual review process. "Deficiencies" are defined as areas of noncompliance with Council accreditation criteria or policies that are serious enough to require a full two years to correct.
4. Accreditation Withdrawn: Accreditation will be withdrawn from fully accredited, pre-accredited, and conditionally accredited programs for reasons spelled out in the accreditation guidelines.
5. Accreditation Denied: Accreditation will be denied in the cases of programs seeking initial accreditation, pre-accreditation, or renewal of full accreditation that prove to have major problems of compliance with Council accreditation criteria and policies.
6. Extension of Accredited Status: An extension may be granted to a fully accredited program for a period of one year when circumstances beyond the control of the

National Environmental Health Science & Protection Accreditation Council POLICY & PROCEDURES MANUAL		
Policy No. 3.03.02	Policy and Procedure on Appealing Accreditation Decisions	Page 2 of 3

environmental health science and protection program prevent the completion of the Self-study document and scheduling of the site visit, or the correction of identified compliance problems within the agreed upon time frame. An extension on the due date of the Self-study document must be requested no later than thirty (30) days after receipt of notice from EHAC of the self-study due date. This notice typically occurs in August the year prior to the end of the current period of accreditation. If a program requests an extension prior to the Annual Meeting of the year before the accreditation expires, the Council will vote on the extension at the meeting. If a program requests an extension after the Annual Meeting, the Board of Directors will vote on the matter, and respond within thirty (30) days.

International-affiliate accreditation Programs for programs outside the United States demonstrating equivalency with EHAC guidelines.

Policy:

The Council will notify the program director (or his/her representative) at the annual meeting of the Council decision. Written notification of this decision sent to the program director and the appropriate university officer with signature authority on the self-study will be done within 30 days of the annual meeting. A specific statement of reasons for all actions will be given. After receiving written notification, the school or program may file an appeal in writing and request a hearing before an outside panel.

If the decision of the Council is to grant the school less than a full six year accreditation, then the Program Director has the right to appeal, within 30 days of receipt of written notification, by sending a letter sent via U.S. Postal Service Certified mail to the Chair of the Council and the Council Office, based on the following guidelines:

- The appellant school or program shall state specifically the basis for the appeal. The basis of the appeal should be that the decision of the Council was arbitrary, prejudiced, biased, capricious, or based on the incorrect application of the guidelines to the institution.
- If no appeal is made, the Council decision will be final. If an appeal is requested, there will be no change in the accreditation status pending the disposition of the appeal and the adverse decision will not be made public.
- If an appeal is made, a hearing panel comparable to the composition of the site visit team will be constituted. It will consist of two members, neither of whom served on the original site-visit team nor are current Council members. The appellant school will be presented with a list of potential hearing panel members.

**National Environmental Health Science & Protection Accreditation Council
POLICY & PROCEDURES MANUAL**

Policy No. 3.03.02

Policy and Procedure on Appealing Accreditation
Decisions

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The potential hearing panel members will be former Council Members or Accredited Program Directors. The team will be agreed upon by both parties within ten days of the Council providing a list of potential hearing panel members. The hearing panel will select one of the two hearing panel members as the chair within five days. Hearing panel members will be asked to sign a statement, indicating they have no conflict of interest with the program or site visit team.

The panel chair will select the place and date of the hearing, which shall be no later than 60 days after the panel's designation. Proper notification of the hearing, including dates, times, location and schedule will be made forty-five days prior to the date of the hearing to all parties concerned, and the hearing shall be conducted as an open proceeding unless the appellant school or program requests in writing that it be closed.

Opportunity to appear before the hearing panel will be extended to representatives of the school or program at least forty-five days prior to the date of the hearing. At least two members of Council, one of whom served as the chair of the site visit team, will also be notified forty-five days prior to the date of the hearing and required to appear before the panel. The panel will request documents and reports submitted by the school or program and by the Council thirty days prior to the hearing for consideration. The school and Council must provide all documentation and reports no later than fifteen days prior to the hearing. The panel will also consider oral arguments and cross examination by the Council representatives of the appellant school or program and the Council. The hearing panel may consider evidence relating only to conditions existing at the time of the decision which is being appealed. It will be the responsibility of the appellant program to establish wrong-doing on the part of the Council. The panel's decision on the accreditation status of the appellant school or program will be unanimous and final. In conjunction with the Council Chair, the Chair of the Hearing Panel will send notification, including specific findings, of the hearing panel's decision to the school dean or program director, the chief executive officer and the chief administrative officer of the appropriate university component.

If the panel upholds denial of re-accreditation or revocation of accreditation, the name of the school or program will be removed from the list of accredited schools and programs. If the program maintains conditional accreditation, the school or program will remain on the accredited list, but must proceed with its accreditation review at the time originally stipulated by the Council. Failure to do so will result in revocation of accreditation. The decision of the panel will be unanimous and final.

All costs associated with an appeal, including but not limited to travel costs for the hearing panel members and original site visit team, such as airfare or mileage, hotel, and meal costs to travel to the meeting, shall be the responsibility of the appealing institution.

*National Environmental Health Science & Protection Accreditation
Council*

POLICY & PROCEDURES MANUAL

Title:	Accreditation Fee Policy		
Policy No.	3.03.03	Chapter:	External Operations
Proposed:	February 15, 2005	Proposal No.:	2005-02
Adopted:	May 5, 2005	Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance to the Council and staff for assessing fees when an existing accredited program seeks accreditation of either its un-accredited undergraduate or graduate environmental health program

Policy:

The National Environmental Health Science and Protection Accreditation Council (EHAC) offers both undergraduate and graduate accreditation for environmental health programs. When applying for accreditation, EHAC requires a one-time payment to assist in covering the cost of accreditation. The fees assessed will vary depending upon the following circumstances.

A. Undergraduate Programs Only

1. When reviewing a *new* undergraduate program that does not have either an already accredited graduate program or a graduate program seeking accreditation at the same time, the fee for such a review will be \$500.
2. When reviewing a *new* undergraduate program that is being reviewed with a new graduate program, the fee for both shall remain at \$500.

B. Graduate Programs Only

3. When reviewing a *new* graduate program, that does not have either an already accredited undergraduate program or an undergraduate program seeking accreditation at the same time, the fee for such a review will be \$500.
4. When reviewing a *new* graduate program that is being reviewed with a new undergraduate program, the fee for both shall remain at \$500.

C. Graduate Programs with Existing Undergraduate Programs

National Environmental Health Science & Protection Accreditation Council

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When reviewing a *new* graduate program that already has an accredited undergraduate program, the fee will be \$300, whether or not the undergraduate program is up for review at that time.

D. Undergraduate Programs with Existing Graduate Programs

When reviewing a *new* undergraduate program that already has an accredited graduate program, the fee will be \$300, whether or not the graduate program is up for review at that time.

E. Graduate Re-Accreditation

In conjunction with existing EHAC policy, when being reaccredited, graduate programs, with an existing accredited undergraduate program, must only pay their standard EHAC dues of \$200.

*National Environmental Health Science & Protection Accreditation
Council*

POLICY & PROCEDURES MANUAL

Title:	Policy on the Selection of Site Visit Teams		
Policy No.	3.03.04	Chapter:	External Operations
Proposed:	May 5, 2005	Proposal No.:	2005-11
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance for the appointment of Council members to serve as site visitors of an environmental health program applying for accreditation or re-accreditation.

Policy:

The National Environmental Health Science and Protection Accreditation Council maintains a systematic list of academicians and practitioners who have made site visits to programs under review for accreditation. Each site visitor shall be selected by the Undergraduate Chair and/or Graduate Chair to serve as a site visitor based on their service as a Board member either present or past, their experience as a practitioner, and anyone considered to have experience either as an academician or practitioner.

The Site Visit Team will consist of at least but not limited to one (1) Academician and one (1) Practitioner. The Institution under review is responsible for the expenses of the site visit team of at least two people. Additional members may be included at the discretion of the Undergraduate and/or Graduate Chair(s) for training purposes and their expenses will be paid by the Council.

Site Visitors are required to decline participation in a site visit team when any of the following actual or potential conflicts of interest exist:

- Individual has a current or previous affiliation with the institution under consideration, including as an administrator, faculty, staff, employee, appointee, or as a current or former candidate for any of the previously mentioned positions.
- Individual is an employee of or is in some way affiliated with an institution or program in geographic proximity (Avoid, where possible, individuals within 200 miles) of or in direct competition with the program/institution under consideration.

National Environmental Health Science & Protection Accreditation Council POLICY & PROCEDURES MANUAL
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- Individual currently serves or previously served (during the past three years) as a consultant to the institution/program under consideration. This will include Advisory Boards.
- Individual is or was a student of or is a graduate of the institution under consideration.
- Individual has a member of his/her immediate family with a relationship to the program/institution.

A conflict of interest form must be signed prior to the visit and submitted to EHAC Executive Office. Individuals should decline from serving on a site visit if they have a conflict of interest, or if prior associations could lead to a perception of a conflict of interest. Because clues to potential conflicts may only emerge through a review of the program self-study, early reading of that document is important.

Individuals selected for a site visit team will notify the Council within 10 days of actual or potential conflicts of interest with that program/institution so that substitutions can be made in the composition of the team. Should unforeseen conflicts develop during the site visit or before the final decision is made on the accreditation of the particular program, an individual is required to notify the Chair of the Council.



**NATIONAL
ENVIRONMENTAL HEALTH
SCIENCE AND PROTECTION
ACCREDITATION COUNCIL
(EHAC)**

3.03.05 Declaration of No Conflict of Interest

Printed name of Academic Program Under Review

Site Visitors are required to decline participation in a site visit team when any of the following actual or potential conflicts of interest exist:

- Individual has a current or previous affiliation with the institution under consideration, including as an administrator, faculty, staff, employee, appointee, or as a current or former candidate for any of the previously mentioned positions.
- Individual is an employee of or is in some way affiliated with an institution or program in geographic proximity of or in direct competition with the program/institution under consideration.
- Individual currently serves or previously served (during the past three years) as a consultant to the institution/program under consideration.
- Individual is or was a student of or is a graduate of the institution under consideration.
- Individual has a member of his/her immediate family with a relationship to the program/institution.

Individuals selected for a site visit team will notify the Council within 10 days of actual or potential conflicts of interest with that program/institution so that substitutions can be made in the composition of the team.

Should unforeseen conflicts develop during the site visit or before the final decision is made on the accreditation of the particular program, an individual is required to notify the Chair of the Council.

I have read the above policy and hereby declare that none of the conditions listed above apply to me in so far as I am aware.

Printed name of site visitor

Signature of site visitor

Date:

National Environmental Health Science & Protection Accreditation Council

POLICY & PROCEDURES MANUAL

Title:	Accreditation Process Evaluation Policy		
Policy No.	3.03.06	Chapter:	External Operations
Proposed:	May 5, 2005	Proposal No.:	2005-08
Adopted:	February, 2006	Adopted By:	Vote of the Board of Directors

Purpose:

To outline the procedures for evaluation of the accreditation process and site visitors.

Policy:

The National Environmental Health Science and Protection Accreditation Council (EHAC) evaluates and accredits programs each year. In the course of the accreditation process, each program undergoes a site visit. EHAC is committed to ensuring a quality experience for both site visitors and the programs being visited.

- A. The accreditation process evaluation form will be used to evaluate both the accreditation and site visit process, and the associated role of the Council. For each site visited, the site visitors will evaluate their other team members utilizing the Peer Evaluation Form. The academic program director will also evaluate each member of the site visit team utilizing the Accreditation Review Evaluation Form.
- B. Prior to the site visit, the EHAC office will send Program Directors the Accreditation Review Evaluation form, along with instructions for completion. The EHAC office will also send Site Visitors the Peer Evaluation form, also with instructions for completion. The Program Director will complete the form and return it to the EHAC office after the Final Site Visit report has been submitted to the Council. The Site Team will complete the Peer Evaluation forms and return them to the EHAC office after the site visit and final report are concluded.
- C. The EHAC office shall compile the information contained in the evaluation forms, and the information shall be shared with the General Chair of the Council, and the Undergraduate and Graduate Chairs.
- D. The Undergraduate and Graduate Chairs shall review all evaluations and flag issues and concerns for use in subsequent scheduling of site visit teams. Issues which require immediate action will be shared with the General Chair for a decision on a course of action.
- E. The evaluation results will not be available to the Council until after accreditation decisions have been made.

POLICY & PROCEDURES MANUAL

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Site Visitor Evaluation Policy

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- F. Any site visitor that is not recommended or is recommended with reservations by a program director and or his/her fellow site team members will be further evaluated by the Undergraduate and Graduate Chair and the General Chair.
- a. The Undergraduate or Graduate Chair, in conjunction with the General Chair shall review the results of any evaluations in which the site visitor was either not recommended or recommended with reservation.
 - b. Either the Undergraduate or Graduate Chair, and the General Chair shall communicate further with the Program Director and other members of the Site Visit team to determine the source of the problem and potential courses of action.
 - c. Potential courses of action and a summary of the problem will be presented to the EHAC Board of Directors, and action will be taken based on their consensus.
 - d. Upon completion of the review, the General Chair and either Undergraduate or Graduate Chair will meet with the site visitor to discuss the evaluation results, and determine potential courses of action.
 - e. If necessary, the site visitor will no longer be asked to participate in site visits.
- G. The EHAC office will keep records of the compiled evaluation results and provide them to the Undergraduate and Graduate Chair as they begin the site visitor selection process.

National Environmental Health Science & Protection Accreditation Council

POLICY & PROCEDURES MANUAL

Title:	Accreditation Review – Evaluation		
Policy No.	3.03.06-1	Chapter:	External Operations
Proposed:	May 5, 2005	Proposal No.:	2005-12
Adopted:	February, 2006	Adopted By:	Vote of the Board of Directors

Purpose:

The National Environmental Health Science and Protection Accreditation Council requires that all accreditation site visits are collegial and educational experiences for both the programs and the site visitors. Evaluation of the application of the accreditation process and the performance of a site visitor is important to improving the quality of the accreditation process.

Completion of the survey below is an important way in which one can contribute to improving the site visit process. Please evaluate both the process as well as individual members of the team. The purpose of the evaluation survey is to seek feedback on both the accreditation and site visit process, the performance of the site visitors. Responses to the survey will not be shared with the Council until after your accreditation review has taken place.

ACCREDITATION PROCESS EVALUATION

Name of Institution: _____

Date of Site Visit: _____

Position of person completing assessment form (Please circle one):

Program Director

Faculty Member

Other _____

Site Visit Team Members: _____

Please use the following scale to describe the **arrangements for the site visit**:

SD: Strongly Disagree

D: Disagree

N: Neutral/No Opinion

A: Agree

SA: Strongly Agree

NA: Not Applicable

Leave the question blank if you are unable to evaluate.

**National Environmental Health Science & Protection Accreditation Council
POLICY & PROCEDURES MANUAL**

Policy No. 3.03.06-1

Accreditation Process Evaluation

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Category	SD	D	N	A	SA	N/A
The Undergraduate/Graduate Chair was available to assist in preparing the accreditation application.						
Preparing the Self-Study and the self-study process was easy to understand and execute.						
A mentor was available to assist in preparing the accreditation application.						
The Undergraduate/Graduate Chair informed me in a timely manner of my site visitors, along with their contact information.						
I had no conflict of interest with the Site Visitors.						
If a conflict of interest did exist, the Undergraduate/Graduate Chair handled it to my satisfaction.						
I was able to contact my site visitor team easily.						
It was easy to schedule the site visit.						
It was easy to make accommodations/arrangements for the site visit.						
EHAC Office Staff was available to assist with any site visit details.						
The Undergraduate/Graduate Chair was easy to communicate with about problems or situations that arose during the process.						
The Site Visitors communicated in a timely manner with our program director before the visit to finalize the schedule and coordinate the final arrangements.						

Please use the rating scale below to rate the value of the following aspects of the accreditation review process in effecting positive changes in your program.

- 1: Poor
- 2: Fair
- 3: Satisfactory
- 4: Good
- 5: Excellent

- _____ Application for Accreditation (New Programs Only)
- _____ Self-Study Process
- _____ Submission of Self-Study
- _____ Site Visit
- _____ Outcome Assessment Process
- _____ Site Team Report & Response
- _____ Annual Meeting

Please use the following scale to evaluate the **ACADEMIC MEMBER OF THE SITE TEAM**:

- SD: Strongly Disagree
 - D: Disagree
 - N: Neutral/No Opinion
 - A: Agree
 - SA: Strongly Agree
 - NA: Not Applicable
- Leave the question blank if you are unable to evaluate.

**National Environmental Health Science & Protection Accreditation Council
POLICY & PROCEDURES MANUAL**

Policy No. 3.03.06-1

Accreditation Process Evaluation

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Category	SD	D	N	A	SA	N/A
Demonstrated thorough knowledge and understanding of the Council's Accreditation Standards.						
Demonstrated thorough knowledge and understanding of the accreditation process and procedures.						
Demonstrated familiarity with the self-study submitted by the program.						
Requested pertinent additional information to evaluate the program (as needed.)						
Promoted an open, honest and non-threatening atmosphere during the interview and discussion sessions.						
Provided the program with sufficient opportunity to highlight its strengths.						
Demonstrated effective, appropriate interpersonal communication skills.						
Maintained an open, objective attitude about the program.						
Avoided comparison with own program and expressions of personal philosophies about environmental health education.						
Conducted site visit in an organized way.						
Conducted site visit with a professional and respectful manner.						
Reported site visit findings clearly, objectively and accurately in preliminary site visit report.						
Sent preliminary site visit report in a timely manner.						
Allowed program director ample time to respond to concerns.						
Incorporated suggestions from program director into Final Site Visit Report.						

Please provide explanations/comments below or on a separate sheet about all items rated as either SD or D (specifying the item.) Additionally, provide any other comments you wish about the items rated above or about the site visit in general.

Please indicate below your recommendation regarding this site visitor. Your recommendation should be based on the performance of the site visitor in terms of the behaviors noted in the preceding chart.

_____ I recommend this site visitor for future site visits.

_____ I recommend this site visitor for future site visits **with reservations**.

Please explain:

**National Environmental Health Science & Protection Accreditation Council
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Policy No. 3.03.06-1	Accreditation Process Evaluation	Page 4 of 6
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_____ I **do not** recommend this site visitor for future site visits.

Please explain:

**National Environmental Health Science & Protection Accreditation Council
POLICY & PROCEDURES MANUAL**

Policy No. 3.03.06-1

Accreditation Process Evaluation

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Please use the following scale to evaluate the **PRACTITIONER MEMBER OF THE SITE TEAM**:

- SD: Strongly Disagree
 - D: Disagree
 - N: Neutral/No Opinion
 - A: Agree
 - SA: Strongly Agree
 - NA: Not Applicable
- Leave the question blank if you are unable to evaluate.

Category	SD	D	N	A	SA	N/A
Demonstrated thorough knowledge and understanding of the Council's Accreditation Standards.						
Demonstrated thorough knowledge and understanding of the accreditation process and procedures.						
Demonstrated familiarity with the self-study submitted by the program.						
Requested pertinent additional information to evaluate the program (as needed.)						
Promoted an open, honest and non-threatening atmosphere during the interview and discussion sessions.						
Observed the critical aspects of the program.						
Provided the program with sufficient opportunity to highlight its strengths.						
Demonstrated effective, appropriate interpersonal communication skills.						
Maintained an open, objective attitude about the program.						
Avoided comparison with own experience and expressions of personal philosophies about environmental health education.						
Conducted site visit in an organized way.						
Conducted site visit with a professional and respectful manner.						
Reported site visit findings clearly, objectively and accurately in preliminary site visit report.						
Sent preliminary site visit report in a timely manner.						
Allowed program director ample time to respond to concerns.						
Incorporated suggestions from program director into Final Site Visit Report.						

Please provide explanations/comments below or on a separate sheet about all items rated as either SD or D (specifying the item.) Additionally, provide any other comments you wish about the items rated above or about the site visit in general.

**National Environmental Health Science & Protection Accreditation Council
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Accreditation Process Evaluation

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Please indicate below your recommendation regarding this site visitor. Your recommendation should be based on the performance of the site visitor in terms of the behaviors noted in the preceding chart.

_____ I recommend this site visitor for future site visits.

_____ I recommend this site visitor for future site visits **with reservations**.

Please explain:

_____ I **do not** recommend this site visitor for future site visits.

Please explain:

Thank you so much for your participation. Please return completed evaluations to:

EHAC
2632 SE 25th Avenue, Suite D
Seattle, WA 98115
Fax: 503-235-7300
Email: ehacinfo@ae hap.org

National Environmental Health Science & Protection Accreditation Council

POLICY & PROCEDURES MANUAL

Title:	Accreditation Review – Peer Evaluation		
Policy No.	3.03.06-2	Chapter:	External Operations
Proposed:	May 5, 2005	Proposal No.:	2005-13
Adopted:	February, 2006	Adopted By:	Vote of the Board of Directors

Purpose:

The National Environmental Health Science and Protection Accreditation Council requires that all accreditation site visits are collegial and educational experiences for both the programs and the site visitors. Evaluation of the performance of the site visit team is important to improving the quality of the accreditation and site visit process.

Completion of the survey below is an important way in which one can contribute to improving the accreditation and site visit process. The purpose of the brief evaluation survey is to seek feedback on the performance of your fellow site visitor(s), and to improve the accreditation and site visit process in general.

PEER EVALUATION FOR SITE VISITORS

Evaluation of _____ Role: _____

Name of Institution Visited: _____

Date of Site Visit: _____

Position of person completing assessment form (Please circle one):

Academic Member of Site Visit Team

Practitioner Member of Site Visit Team

Please indicate below your recommendation regarding this site visitor. Your recommendation should be based on the performance of the site visitor in terms of the behaviors noted in the chart on the following pages.

Check one of the following:

_____ I recommend this site visitor for future site visits.

_____ I recommend this site visitor for future site visits **with reservations**.

Please explain:

**National Environmental Health Science & Protection Accreditation Council
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Policy No. 3.03.06-2

Accreditation Process Peer Evaluation

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_____ I **do not** recommend this site visitor for future site visits.

Please explain:

Please use the following scale to describe the **arrangements for the site visit**:

- SD: Strongly Disagree
 - D: Disagree
 - N: Neutral/No Opinion
 - A: Agree
 - SA: Strongly Agree
 - NA: Not Applicable
- Leave the question blank if you are unable to evaluate.

Category	SD	D	N	A	SA	N/A
Demonstrated thorough knowledge and understanding of the Council and its Accreditation Guidelines.						
Demonstrated thorough knowledge and understanding of the accreditation processes.						
Demonstrated familiarity with the application submitted by the program.						
Requested pertinent additional information to evaluate the program (as needed).						
Promoted an open, honest and non-threatening atmosphere during the interview and discussion sessions.						
Provided the program with sufficient opportunity to highlight its strengths.						
Demonstrated effective, appropriate interpersonal communication skills.						
Maintained an open and objective attitude about the program.						
Avoided comparison with own program/experience and expressions of personal philosophies about environmental health education.						
Conducted site visit in an organized way.						
Conducted site visit in a professional and respectful manner.						
Reported site visit findings clearly, objectively and accurately in exit interview.						
Communicated with other team member(s) before, during and following the site visit.						
Participated in team discussions throughout the site visit.						
Facilitated effective and appropriate team discussions of standards.						
Participated effectively in preliminary site team report development.						
Participated effectively and in a timely manner for Final Site Team Report development.						

Please provide explanations/comments below or on a separate sheet about all items rated as either SD or D (specifying the item.) Additionally, provide any other comments you wish about the items rated above or about the site visit in general.

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Thank you so much for your participation. Please return completed evaluations to:

EHAC, 2632 SE 25th Avenue, Suite D, Seattle, WA 98115

Fax: 503-235-7300

Email: ehacinfo@eahap.org

*National Environmental Health Science & Protection Accreditation
Council*

POLICY & PROCEDURES MANUAL

Title:	Alumni Undergraduate & Graduate Outcome Assessment		
Policy No.	3.03.07	Chapter:	External Operations
Proposed:	February 15, 2005	Proposal No.:	2005-06
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance to Council members and programs regarding the requirement for and process for administering the EHAC Outcome Assessment survey to recent graduates.

Policy:

The National Environmental Health Science and Protection Accreditation Council (EHAC) requires each undergraduate academic program up for accreditation or re-accreditation to collect alumni and their employers feedback through the EHAC Outcome Assessment tool.

- 1 This tool is to be used by EHAC to assess the undergraduate criteria by which accreditation is assessed. The College or University may elect to use the information for Academic Program assessment as well.
- 2 The Academic Program is responsible for administering the survey to its graduates and their employers.

Procedures:

The Academic Program shall submit the data collected to the EHAC Office no later than three months prior to the Annual Meeting of the Council. (For specific dates please check Council Calendar.) The Council will analyze the data and present the results at the Annual Meeting.

1. The Council currently provides these surveys as hard copy, but is currently moving towards an on-line format.
2. The Academic Program, if they so choose, may use the Outcome Assessment survey for additional surveying of graduates, if and only if:
 - a. They request this change, in writing, three months prior to sending out each batch of surveys (use of surveys for multiple mailings will not be granted). Details of

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- b. the process must be included in the request to ensure comparability of results from program to program.
- c. The request is granted by the Council.
- d. The Academic Program may not, in any way, alter the format of the survey. Additional questions may be added only to the end of the survey or as a supplemental form accompanying the EHAC survey tool.
- e. At time of re-accreditation, Council will determine applicability of data collected by these extra mailing to the accreditation requirements.

*National Environmental Health Science & Protection Accreditation
Council*

POLICY & PROCEDURES MANUAL

Title:	Submitting Program Self-study for review by Council		
Policy No.	3.03.08	Chapter:	
Proposed:	6.20.09	Proposal No.:	
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance to Council staff and accredited programs regarding the submission of program self-studies during accreditation process.

Policy:

The National Environmental Health Science and Protection Accreditation Council (EHAC) requires each accredited program and new program to file a self-study 6 months prior to the general meeting of Council during which their programs are to be reviewed. Failure to do so may result in revocation of accreditation for programs up for reaccreditation or being denied review for new programs. EHAC may not deploy site visit teams to programs submitting self-studies by the filing due date (see calendar).

Procedures – Filing Self-study:

- A. The Self-study shall be completed and submitted 6 months before the annual meeting in which Council is expected to review accreditation application or renewal. The date for submission will be provided on the EHAC calendar and in the letter sent to the program reminding them of the reaccreditation process or accreditation process as appropriate.
- B. EHAC encourages programs to house the self-study on their university web sites and allow access to this location by EHAC office and Council. If the program cannot do so, then the program shall submit the self-study electronically.
- C. Programs shall notify EHAC office, General Chair, and appropriate Undergraduate and/or Graduate Chair of the location and appropriate access direction by the date due. EHAC office will notify.

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D. Council will be notified by EHAC office of the location and access information through the member only link on the EHAC web site.

E. It is the responsibility of site visitors and Council members to access the self-study and other school information. If Council members wish electronic or hard copies, it is the responsibility of the Council members to download and print their own copies.

*National Environmental Health Science & Protection Accreditation
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POLICY & PROCEDURES MANUAL

Title:	Site Visitors & Associated Expenses		
Policy No.	3.04	Chapter:	External Operations
Proposed:	February 15, 2005	Proposal No.:	2005-07
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance to EHAC Site Visitors, EHAC staff and accredited program administration regarding billing and reimbursement procedures for expenses incurred in connection with the performance of a site visit.

Policy:

The National Environmental Health Science and Protection Accreditation Council reviews environmental health academic programs for both accreditation and re-accreditation status. This review always involves a site visit to the College or University. The site visit team normally consists of two site visitors – an academician and a practitioner. EHAC may decide to add an additional team member, a “site-visitor in training,” at Council’s expense.

Other than those expenses associated with an additional site visitor added at EHAC’s behest, the expenses incurred by the site visitors and any other associated costs are the responsibility of the College or University being reviewed.

Procedures:

- A. EHAC may decide to require one additional team member, a “site-visitor in training,” at Council’s expense if:
1. The site visitor in trainings expenses have been approved by Council at the annual meeting and,
 2. The site visitors in training have been approved by the Executive Committee.

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B. It is the responsibility of the College or University to assure that all site visitors, required by the accreditation guidelines, can be reimbursed in a timely manner. If timely reimbursement is not possible, the College or University may request that EHAC issue an invoice for the accreditation expenses, including the site visit. If approved, EHAC will reimburse the site visitors for their expenses and submit a bill to the accredited program. Formal accreditation will not be granted until all such bills have been paid.

1. When the College or University is responsible for reimbursing site visitors, they can expect that:
 - a. The Site Visitors will submit a complete accounting (using the attached EHAC Travel Voucher form) of expenses, including any transportation cost, hotel, and meal receipts within two weeks of the site visit.
 - b. Upon receipt of the accounting, the College or University should issue a reimbursement within 30 days of receipt.
 - c. If the College or University has not made such a reimbursement in a timely manner as defined above, site visitors may make a formal complaint to the EHAC Executive Committee, which can seek to expedite payment or they may decide to reimburse the site visitors with EHAC funds and bill the College or University.
2. When a College or University requests that EHAC invoice them for these expenses, the following process shall be used in securing reimbursement from a College or University.
 - a. If approved, EHAC will reimburse the site visitors expenses and then invoice the College or University;
 - b. Upon receiving the invoice, the College or University has 30 days to reimburse EHAC;
 - c. After 30 days, EHAC will issue a second invoice.
 - d. After 60 days, EHAC will begin to charge an interest rate of 1.5%, calculated from a date 30 days after the submission of the original invoice.
 - e. After 120 days, the EHAC Board of Directors will meet to determine whether this debt will affect the programs accreditation status.
 - f. If the University fails to reimburse EHAC, the Council reserves the right to deny, or suspend accreditation until payment has been received.

*National Environmental Health Science & Protection Accreditation
Council*

POLICY & PROCEDURES MANUAL

Title:	Site Visit Expense Policy		
Policy No.	3.04.01	Chapter:	External Operations
Proposed:	April 1, 2008	Proposal No.:	2008-01
Adopted:	June 20, 2008	Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance to EHAC Site Visitors, EHAC staff and accredited program administration regarding billing and reimbursement procedures for expenses incurred in connection with the performance of a site visit.

Policy:

The National Environmental Health Science and Protection Accreditation Council reviews environmental health academic programs for both accreditation and reaccreditation status. This review always involves a site visit to the College or University.

The site visit team normally consists of two site visitors – an academician and a practitioner. EHAC may decide to add an additional team member, a “site-visitor in training,” at Council’s expense. Other than those expenses associated with an additional site visitor added at EHAC’s behest, the expenses incurred by the site visitors and any other associated costs are the responsibility of the College or University being reviewed.

1. It is the responsibility of the College or University to directly reimburse site visitors for all expenses associated with their visit. Universities are encouraged to directly pay for all expenses associated with the site visit for no financial burden on the site visit team.
2. The College or University will provide the site visitors all necessary forms and specify receipts or other documentation needed to enable a timely reimbursement. Unless otherwise negotiated with the site visitors, this reimbursement should occur within 30 days following the site visit.
3. If the College or University has not reimbursed the site visitors within 30 days following the site visit, site visitors may seek assistance from EHAC.

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4. EHAC may seek to expedite payment or reimburse the site visitors with EHAC funds and bill the College or University.

5. The following process shall be used to secure reimbursement from a College or University for which EHAC has provided reimbursement to the site visitors.

- a. EHAC will bill the College or University.
- b. The College or University has 30 days from the receipt of the invoice to reimburse EHAC.
- c. If no payment is received within 30 days, EHAC may begin to charge a processing fee of \$50 for each month, or part of each month, until payment is received.
- d. If the University fails to reimburse EHAC, the Council may withdraw accreditation.

National Environmental Health Science and Protection Accreditation Council

3.04.02 Travel Voucher

Name:		Date:	
Address:			
City:	State:	Zip Code:	

Travel Itinerary:

Date	Time	From	To	Mode/Flight
Purpose:				

Expenses:

Expenses	Amount/ Dates	Amount/ Dates	Amount/ Dates	Amount/ Dates	Amount/ Dates	Totals
Air / Rail Fare						
Car Rental						
Gasoline						
POV Mileage (35¢/mi.)						
Taxi / Limo						
Hotel Room						
Breakfast						
Lunch						
Dinner						
Telephone						
Parking						
Total						

Expenses (Continued):

Expenses	Forwarded Amount	Amount/ Dates	Amount/ Dates	Amount/ Dates	Amount/ Dates	Totals
Air / Rail Fare						
Car Rental						
Gasoline						
POV Mileage (35¢/mi.)						
Taxi / Limo						
Hotel Room						
Breakfast						
Lunch						
Dinner						
Telephone						
Parking						
Other:						
Total						

Expenses (Continued):

Expenses	Forwarded	Amount/ Dates	Amount/ Dates	Amount/ Dates	Amount/ Dates	Totals
	Amount					
Air / Rail Fare						
Car Rental						
Gasoline						
POV Mileage (50.5¢/mi.)						
Taxi / Limo						
Hotel Room						
Breakfast						
Lunch						
Dinner						
Telephone						
Parking						
Other:						
Total						

I certify that the above expenses were incurred on behalf of EHAC.

Signature

Date

FOR OFFICE USE ONLY

Amount Requested		Project:	
Amount Approved			
Difference		Authorized by	
Amount Paid Traveler		Date:	

*National Environmental Health Science & Protection Accreditation
Council*

POLICY & PROCEDURES MANUAL

Title:	Annual Update and Dues Policy		
Policy No.	3.05	Chapter:	
Proposed:	May 2009	Proposal No.:	
Adopted:	June 20, 2009	Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance to Council staff and accredited programs regarding the notification for and submittal of annual reports and dues.

Policy:

The National Environmental Health Science and Protection Accreditation Council (EHAC) requires each accredited program to file an annual update report and pay yearly dues. Failure to do so may result in revocation of accreditation. EHAC will not deploy site visit teams to programs up for reaccreditation that fail to file an annual update report and pay dues by March 15.

Procedures:

A. Annual Update Survey – Procedures for Submittal:

- a. The Annual Update Survey shall be completed and submitted electronically no later than March 15th of each calendar year
- b. EHAC office will notify program directors (and appropriate associated administrator) via e-mail of the web link to the Annual Update Survey tool. This notification will be e-mailed no later than January 15th of the calendar year.
- c. EHAC office will send out a letter reminder no later than February 15th to all program directors (and appropriate associated administrators) that have yet to complete and submit their surveys. This letter will alert them that failure to complete the survey by March 15th will result in the program automatically being put on conditional accreditation.

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- d. On March 15th, a certified letter from the general chair will be send to delinquent program directors and associated administrators. The letter will inform them that they are now on probation and at jeopardy of losing accreditation.
- e. Programs not completing and submitting their surveys by April 15 will be referred to the Board of Directors for review. The BOD shall meet within one week to review delinquent programs.
- f. The BOD may decide to remove accreditation from delinquent programs at this meeting.

B. Annual Update Survey – Procedures for Review of Information on Update

- a. Office staff shall flag all Annual Update Surveys reporting changes in contact information and curriculum and omission/suspension of advisory committee
- b. The Undergraduate or Graduate Chair shall review the changes provided in the Annual Update Survey and determine further action required, as follows:
 - 1. Contact point information changed: determine if program chair meets requirements in guidelines. If yes, no further action required. If no, Undergraduate or Graduate Chair shall contact program for explanation and refer to BOD for review. If BOD agrees that changes do not meet accreditation guidelines, General Chair writes letter to program notifying of further review needed by Council. General Chair will write letter to program outlining decision of Council.
 - 2. Changes in curriculum: - changes to electives (in depth study list) consistent with table. If yes, no further action required. If no, Undergraduate or Graduate Chair shall contact program for explanation and refer to BOD for review and action. Undergraduate or Graduate Chair writes letter to program notifying of outcome of BOD review and action.
 - 3. Changes in curriculum – changes in core (everything not included in number 2 above) that are consistent with table 2. Refer to BOD for review. If BOD agrees that changes meet accreditation guidelines, Undergraduate or Graduate Chair writes letter to program approving the changes.
 - 4. Changes in curriculum – changes in core (everything not included in number 2 above) not consistent with table 2. Undergraduate or Graduate Chair shall contact program for explanation and refer to BOD for review.

If BOD agrees that changes do not meet accreditation guidelines, general

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chair writes letter to program notifying of further review needed by Council. Program may have option to withdraw changes at this time. If program does not withdraw changes, Council will review the information per the appropriate guidelines and determine the outcome required at the next annual meeting.

5. No advisory committee – not consistent with UG or graduate guidelines. Undergraduate or Graduate Chair shall contact program with reminder of the importance of advisory committee and refer to BOD for review. BOD shall discuss and establish deadline for corrective action if necessary. General Chair writes letter to program and establish deadline for corrective action and consequences of missing this deadline. If program fails corrective action by the deadline, Council will review the issues at the next annual meeting.

c. The EHAC office will keep records of the compiled evaluation results and provide them to the Undergraduate and Graduate Chair as they begin the site visitor selection process, shared with site visitors for use during review process.

C. Annual Dues

- g. Annual dues are reviewed and set by Council at the annual meeting:
- h. The EHAC office will send out an invoice for annual accreditation dues on the first working day after the New Year. The invoice will be mailed to the program director with copies to the appropriate associated administrator.
- i. Thirty days after the original invoice, a reminder invoice will be sent to delinquent programs (director and appropriate associated administrator). This reminder invoice will accompany a letter in which this policy will be references along with consequences of failure to pay annual dues.
- j. A third invoice to all parties will be sent via certified mail 60 days after original invoice. Programs delinquent after 90 days will be put on conditional accreditation.
- k. Programs delinquent after 5 months (150 days) will be referred to the Board of Directors for review. The BOD shall meet within one week of this referral.
- l. Programs without extenuating circumstances for the late dues will lose accreditation after this review.