



**Texas Department of State Health Services
Information for Sanitarians on
Continuing Education Requirements in Texas**



www.dshs.state.tx.us/sanitarian

(512) 834-4517

Follow the three easy steps below to determine whether the class you want to take will be acceptable in the event that you are selected for **audit** when you renew your RS registration. The information on this document is not a substitute for reading and following the complete rules. You may access the rules here:
http://www.dshs.state.tx.us/sanitarian/rs_rules.shtm.

1. The class you take must be in one of the required subject areas:

Environmental Health

Consumer Health

Sanitation

If the certificate or transcript you receive does not make the subject matter covered clear, you should also keep a copy of the agenda, or other relevant information (brochure, course description etc.) in your files.

2. The class you take must provide proof of attendance including contact hours awarded:

Certificate

Transcript

Letter from Instructor

If you do not receive proof of attendance, then you cannot use the course for RS renewal. For example, attending a teleconference where no proof of attendance is provided is not acceptable. However, your employer may serve as a teleconference sponsor and give you a certificate or letter verifying your attendance. Certificates of completion must include the name of the sponsor, the date and name of the activity, and the continuing education units earned.

3. The class must be provided by an approved sponsor:

Governmental Agency (federal, state or local)

**Association with a Membership
of 25 or more Persons**

Accredited University/College

Commercial Education Business

Government agencies, non-profit organizations, and accredited colleges and universities are pre-approved as sponsors for continuing education when the activity is conducted or sponsored in compliance with the rules and is directly related to environmental health, consumer health, or sanitation. For-Profit providers are either pre-approved by the DSHS Sanitarian Registration Program or approved by another regulatory agency in the state of Texas and must be directly related to environmental health, consumer health, or sanitation.

**DO NOT SEND PROOF OF TAKING A CLASS TO OUR OFFICE
UNLESS YOU ARE SELECTED FOR AUDIT UPON RENEWAL.**

**ALL CONTINUING EDUCATION CLASSES MUST MEET THE ABOVE THREE REQUIREMENTS
TO BE ACCEPTABLE.**