Basic Environmental Health Program
Participant Expectations

Eligibility for Program Certificate

- Participants must complete all requirements to obtain a certificate of completion for the program (in-person classes, webinars, online courses, and pass exams).
- Due to ongoing changes in public health training needs, course requirements and electives may change from program to program. If a participant starts a program and needs to resume the program at a different time, they will be eligible for a Basic Environmental Health Course (BEHP) Certificate of Completion after they complete the specified program requirements during the period in which they officially enrolled or registered for the program (i.e., participants are “grandfathered” into the program in which they officially start). While completion of newly added program components will be strongly encouraged, they are not required for a Certificate of Completion.
- Unless the Local Health Department has more stringent requirements, all requirements for a BEHP program certificate must be completed within two years from the date of initial registration in the program, for the Public Health Technician and Public Health Sanitarian titles, as per the requirements of Part 11 of the State Sanitary Code (10 NYCRR).
- For registered participants in other titles, a maximum time limit for program completion will remain consistent with the Part 11 requirements and all requirements for a BEHP program certificate must be completed within two (2) years from the date of original registration in the program.

Missed In-person Classes

- SPH and BEHP Instructors will do their best, given available time and resources, to offer make-ups to participants who missed class due to an excused absence. Examples of excused absences include injury/illness, surgery, family emergency and religious observances. This option will not be available for ALL in-person courses due to interactive curriculum and length or detail of some courses.
- Make-ups for missed classes, assignments and exams will be assessed and alternative options will be provided on a case-by-case basis and will require prior approval by NYS DOH.
- Participants who miss classes due to other reasons (e.g., personal scheduling conflicts, time off, vacation) will be expected to make up the in-person class the next time it is offered.
- Participants are expected to attend all hours of instruction for in-person modules that are scheduled for multiple days (e.g., EH 107 and EH 109). If participants are not able to attend the full course of instruction for a specific module (e.g., can only attend one of three days), the participant will be expected to repeat the entire module the next time the BEHP is offered.
Basic Environmental Health Program
Participant Expectations

Missed Webinars
- Webinars will be recorded pending server space available at the time of the presentation. The SPH cannot guarantee the recording of ALL webinars.
- Participants who miss a webinar due to an excused absence will be provided a link to the recorded presentation. They will have 30 days to view the recorded presentation. Upon completion, it is the responsibility of the participant to notify the SPH and their supervisor that they completed requirement. Notification must/should be made via email upon completion of viewing the recorded webinar.

Missed Exams
- Participants are expected to complete exams within two weeks of in-person course or webinar. Exams may be taken until the next BEHP session is offered; however, a BEHP Certificate of Completion will not be issued until all exams are passed.
- If a participant fails to complete a module or webinar exam before the next BEHP is offered, they will be expected to attend the specific module/webinar again as content in the course and exam may have changed.
- The passing score is 70% on all exams. If a participant fails an exam on the first attempt, one make-up exam opportunity will be provided. If the participant fails the make-up exam, then the participant will be required to take the specific module or webinar again.

Waivers
- The NYS DOH will review and approve all requests to waive a requirement based on previous experience, coursework, degree, etc. on a case-by-case basis.

Snow Dates
- Snow dates have been established in the event a course needs to be rescheduled due to inclement weather. Since we cannot predict inclement weather with much advance notice, we ask that you please put a tentative hold on your calendar for the snow dates indicated on the attached course calendar, to avoid scheduling conflicts.

Cancellations
- Decisions regarding cancellation of a BEHP session are made independent of the decision to cancel academic classes. A notification email will come from the School of Public Health BEHP administration by 11 am, the day prior to training. This course cancellation email will be sent to the address provided at the time of registration for BEHP. Directions regarding an alternate time and date to attend, will be e-mailed to you, if a session is canceled. If there is no cancellation, an email will not be sent.