

Child Care and School Sanitation Authorization Procedures

Original Set

(Please make all copies and discard all
previous forms)

Authorization Procedures Revised
February 23, 2012

Child Care and School Sanitation Authorization Procedures

Environmental Health Section, Environmental Health Services Branch

PRELIMINARY ACTIVITIES

Initial/Date Completed by supervisor and applicant

- _____ 1. The applicant shall successfully complete Initial Intern Training by the Environmental Health Section, DHHS.
- _____ 2. The local health department shall train the applicant to keep daily records of time and activities, and to use forms properly.
- _____ 3. The supervisor shall assign the applicant to an authorized environmental health specialist in the department to learn routine procedures of field work. If no authorized environmental health specialist is available in the intern's department the regional specialist shall find an alternate location for this training. The local health directors of both health departments will be involved in the negotiations concerning training time and location.
- _____ 4. The supervisor and the regional specialist shall discuss and determine if the applicant will accompany the regional specialist whenever the regional specialist is doing consultation in that county.
- _____ 5. The supervisor shall supply the applicant with the necessary equipment to enforce the laws and rules and assure that the applicant is familiar with the use of all equipment.
- _____ 6. The supervisor shall assign the applicant to an authorized environmental health specialist for practice of skills and knowledge in the following specific areas:
 - Laws, rules, policies, and forms
 - Existing on-site wastewater system evaluation
 - Existing water supply evaluation and sampling
 - Inspections of child day care facilities

FIELD PRACTICE & REVIEW

Initial/Date Completed by supervisor and applicant

- _____ 1. The applicant shall conduct evaluations of at least **three** on-site wastewater systems and **three** on-site water supplies for compliance with 15A NCAC 18A .1700 and .1900 rules in the presence of an environmental health specialist authorized in a program other than Childhood Lead Poisoning Prevention. The evaluations may be conducted at **any location** with an on-site water supply and wastewater system. A review of the records on file and a site visit shall be made for each evaluation. A water sample shall be collected at each of the sites.

___ Three (3) On-site Wastewater Systems

___ Three (3) On-Site Water supplies

- _____ 2. The applicant shall make a minimum of **eight** inspections of child care centers with an environmental health specialist authorized to enforce child care center rules. The applicant and the authorized environmental health specialist will complete separate inspection forms, sign and date them. The applicant and the authorized environmental health specialist will discuss both inspection forms upon completion of each inspection in the absence of the operator. The inspections shall be made at each of the following types of facilities:
 - Child care centers licensed for or serving food to less than 30 children - 4 minimum
 - Child care centers licensed for or serving food to 30 or more children - 4 minimum

Six of the eight inspections must occur at centers with on-site food preparation. If the required number of child care centers does not exist in the applicant's county, the regional specialist shall find an alternative location for these inspections. The health directors of all effected health departments shall be involved in the negotiations concerning the training times and locations.

- _____ 3. The applicant shall make a minimum of **two** inspections of a public, private, or religious school with an environmental health specialist authorized to enforce the Sanitation of Public, Private and Religious Schools rules. The applicant and the authorized environmental health specialist will complete separate inspection forms, sign and date them. The applicant and the authorized environmental health specialist will discuss both inspection forms upon completion of each inspection in the absence of the operator.
- _____ 4. As the applicant's experience and confidence increases, the applicant shall begin discussing his or her findings with the child care center operator and authorized school contact person. The applicant should be able to point out to the operator/authorized contact person what the problem or violation is, why it is a violation, and also how to correct that violation.
- _____ 5. Joint inspections shall be continued until the applicant is comfortable making inspections with the child care operator and authorized school contact person. The applicant must be able to identify violations, discuss the needed corrections with the operator, complete an inspection form, and review the inspection form with the operator. The authorized environmental health specialist will provide assistance and guidance to the applicant as needed until satisfied that the applicant is proficient in conducting inspections.
- _____ 6. The supervisor will review the inspection sheets completed by the applicant and the authorized environmental health specialist with both present and resolve any differences. The review should occur in progression with the applicant's work so that problems are corrected and learning takes place. The inspection sheets shall be signed and dated by parties present during the review.
- _____ 7. When all requirements have been met and the supervisor determines the applicant has progressed sufficiently to work independently, the applicant may apply for authorization.

For each center evaluated, the following file shall be developed for review and comments made by the supervisor. The applicant shall forward the file to the regional environmental health specialist when the request for delegation of authority is made. It shall include:

- A. Each facility inspection form completed by the applicant and the authorized agent
- B. Forms for Bacteriological Analysis of Water Samples

NOTE: If upon reviewing the file, the regional specialist finds that the applicant needs additional practice, the evaluation for authorization may be postponed until that practice has taken place. To make best use of everyone's time, it is the supervisor/health director's responsibility to see that the applicant has sufficient field practice to prepare the applicant for authorization.

SCHEDULING THE EVALUATION FOR AUTHORIZATION

Initial/Date Completed by supervisor and applicant

- _____ 1. When the applicant has completed the PRELIMINARY ACTIVITIES and FIELD PRACTICE & REVIEW, the applicant shall provide the following to the Environmental Health Section:
 - A properly completed Child Care Centers Authorization Procedures Document **AND** an Application for Authorization.
 - As of April 1999, Identification Cards will be issued in a digital format. Images can be taken at the Raleigh Environmental Health Section offices. We will also accept images sent in by the applicant via e-mail.

Send to: ENVIRONMENTAL HEALTH SECTION
EDUCATION & TRAINING
1632 MAIL SERVICE CENTER
RALEIGH NC 27699-1632
- _____ 2. The applicant shall forward the files generated in FIELD PRACTICE & REVIEW to the regional specialist.

The Environmental Health Section will contact the appropriate regional specialist who will set an appointment to work with the applicant as soon as possible. If the evaluation cannot begin within two months from receipt of completed files and the referral from the division, the regional specialist shall contact his supervisor to arrange for the evaluation to be conducted by another regional specialist. The supervisor will communicate with the education and training specialist when the application has been referred to another regional specialist. Evaluations for authorizations are top priority for the regional specialist.

EVALUATION PROCEDURES

The regional specialist shall spend a sufficient amount of time necessary to determine the applicant's knowledge and skills in the enforcement of laws and rules.

1. The regional specialist shall review the documents generated in FIELD PRACTICE & REVIEW prior to arriving at the local health department for field work with the applicant.
2. The regional specialist shall coordinate the administration of a written test, which the applicant must pass by a score of 70% or more. The applicant must have taken and scored at least 70% on the written examination prior to the field evaluation by the regional specialist. If the applicant fails the test, he/she will be denied authorization. The written exam may be repeated. The regional specialist shall discuss the test results along with the incorrect answers with the applicant prior to continuing the evaluation.
3. The regional specialist shall observe the applicant's knowledge, skills, and ability to properly inspect at least four, but not more than eight child care centers. Two of the four inspections shall be completed at child care centers with on-site wastewater systems and/or on-site water supplies, *if such centers are available in the county*. If the county has fewer than four child care centers, every child care center shall be inspected.
4. The regional specialist shall observe the applicant's knowledge, skills, and ability to properly inspect at least two, but not more than five school facilities.
5. A conference will be held with the supervisor or designee to discuss the recommendations for authorization, which will be forwarded to the Environmental Health Section.
6. The regional specialist shall recommend granting or denying the applicant the authority to enforce specific laws and rules by completing a recommendation form and forwarding it to the Environmental Health Section as quickly as possible. If the regional specialist cannot recommend delegation be granted after the inspections have been conducted in Step 3, EVALUATION PROCEDURES, the recommendation shall be to deny the authorization. If delegation is denied, the specific reasons for denial with recommendations for improvements shall be included.

DELEGATION OF AUTHORITY

1. Upon receipt of the recommendation from the regional specialist, a letter from the State Environmental Health Director will be sent to the applicant approving or denying the request for authorization. If approved, the *Identification Card* will be included as appropriate.
2. The *authorized agent must carry the Identification Card* while on duty.
3. The *Identification Card* is the property of the Environmental Health Section and must be immediately returned by the authorized agent to the division when he/she is no longer employed with the local health department.
4. The applicant may begin to enforce laws and rules when the letter of authorization is received in the local health department.

CHANGE OF EMPLOYMENT

1. If the agent becomes employed in another local health department, the individual must apply for authorization for the employee to enforce laws and rules. The following steps must be completed.
 - See PRELIMINARY ACTIVITIES, Step 2 and Step 5;
 - See SCHEDULING THE EVALUATION FOR AUTHORIZATION, Step 1 and Step 3.
2. When an authorized agent transfers one local health department of the state to another, the regional specialist shall assess the need for additional training, which may include attending initial internship training at the expense of the employing health department.

N. C. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH SECTION
APPLICATION FOR DELEGATION OF AUTHORITY

- Initial Authorization
 Re-authorization Previous Identification Card attached or returned to

REGISTRATION NUMBER _____ DATE OF EMPLOYMENT: _____

NAME: _____ DATE OF BIRTH: _____

POSITION TITLE: _____ EMAIL ADDRESS: _____

COUNTY OF EMPLOYMENT: _____

COUNTY OF PREVIOUS EMPLOYMENT: _____ DATE LEFT: _____

PREVIOUS AUTHORIZATION:

- | | | | |
|----------|---------|-----------|------------|
| () CCC | () FLI | () OSW | () TATTOO |
| () CLPP | () MH | () POOLS | () WELLS |

INITIAL APPLICANT TRAINING: LOCATION: _____ DATES: _____

TYPE OF AUTHORIZATION REQUESTED:

- | | | | |
|----------|---------|-----------|------------|
| () CCC | () FLI | () OSW | () TATTOO |
| () CLPP | () MH | () POOLS | () WELLS |

STATEMENT OF APPLICANT

I hereby request that I be authorized to enforce state laws and rules.

DATE: _____ SIGNATURE: _____

STATEMENT OF SUPERVISOR

I hereby certify that the applicant has successfully completed the Preliminary Duties and Field Practice and Review. The applicant is ready to be considered for authorization.

DATE: _____ SIGNATURE: _____

INSTRUCTIONS:

- Purpose:** To request authority to be delegated to an environmental health specialist to administer and enforce state environmental health laws and rules.
- Preparation:** This form shall be completed by the applicant when all Preliminary Activities and Field Practice and Review have been completed or when the applicant changes the county of employment. Each item preceded by a blank space must be initialed and dated by the applicant when the activity has been completed.
- Distribution:**
1. Original to: Education & Training, Environmental Health Section
1632 Mail Service Center, Raleigh, NC 27699-1632, (Courier 52-01-00)
 2. Copy: Local health department files.
- Disposition:** This form may be destroyed in accordance with Standard 6, Personnel Records, *Records Disposition Schedule* published by the North Carolina Division of Archives and History.

Additional Forms: This form may be copied as needed.
DPH-EHS 1056 (REVISED 2/23/12)
A.D.B.