



**Oregon Health Licensing Agency  
Environmental Health Registration Board  
Education & Examination Committee**

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Date: June 30, 2011

Members Present: Mike Kucinski  
Jeff Freund

Members Absent: David Bussen

Staff Present: Samie Patnode, Policy Analyst  
Sylvie McMillan, Fiscal Services and Licensing Manager  
Debra Daniels, Qualification Specialist  
Sinnamon Harris, Board Specialist

Guests Present: None

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Mike Kucinski called the Environmental Health Registration Board Education and Examination Committee meeting to order at 9:05 am, on June 30, 2011, at the Oregon Health Licensing Agency (OHLA), Rhoades Conference Room, 700 Summer Street NE, Salem, Oregon. Roll was called.

Samie Patnode, Policy Analyst, stated the purpose of the committee meeting was to discuss the examination requirements for environmental health specialist (EHS) trainee registration. Patnode said the agency and Mike Kucinski were invited to attend the June 9 CLEHS telephonic meeting. Patnode answered questions and clarified changes to the rules. She noted that many of the changes were aligning administrative rules with statutory obligations. Below are the recommendations of both CLEHS and the agency.

**Recommendations from CLEHS members – from June 9, 2011:**

1. Have CLEHS create the examination that would be free of charge and would not be cost restrictive to the potential trainee.
2. Have potential trainees take examination at county offices free of charge.
3. Put examination online. (CLEHS did not think that cheating would be an issue as long as they knew the information on the test).
4. Have test be open book and Oregon Laws and Rules.

**Agency recommendation:**

1. Trainees registered prior to August 1 – take and pass food handler’s course.
2. Trainees registered after August 1 take and pass the Oregon laws and rules test. No use of open book.

**CLEHS and Agency Recommendations Discussion:**

The committee held an examination discussion before moving into executive session to review and formulate questions for the Oregon Laws and Rules examination for EHS trainees.

Mike Kucinski asked if an online test was feasible. Patnode stated it may be through iLearnOregon but once the test was out online it would not be secure. She was not sure how long and how much work would be involved in setting up a test online. The committee would still need to create the examination, keep the examination up-to-date, and there likely would still be a fee. Jeff Freund asked if otherwise the examination would be here at OHLA in Salem. Patnode said the examination would be here on the examination computers, the fee would be \$50, and the examination could be ready to roll out by August 1, 2011. Sylvie McMillan, Fiscal Services and Licensing Manager, stated the most cost effective way would be to hold the examination here at the agency using the touch-screen computers. The EHS trainees could come in Monday through Friday to take the examination at their convenience.

The committee discussed the 29 EHS trainees who were registered prior to August 1, 2011, and the requirement that they take the food handler's examination. Those EHS trainees who registered after August 1, 2011, would be required to take the Oregon Laws and Rules examination. Patnode said the agency was offering this suggestion because those EHS trainees may have had their trainee license for more than a year and the agency did not want to burden them with coming to the agency to test. McMillan remarked that EHS trainee registrations are renewable and as such those EHS trainees would have to take the proposed EHS trainee examination in order to renew their trainee registration so this may resolve the problem and capture most of the 29 EHS trainees who are already registered. The committee asked what counties current EHS trainee registrants came from and was provided with a print-out of that information. Freund noted there were 29 out of 31 current EHS trainees within a two-hour radius of Salem, Oregon, OHLA office. Both Kucinski and Freund did not see this as a barrier to having the examination here in Salem, in case those EHS trainees had to renew their registration and take the examination.

Kucinski asked about the \$50 fee for the examination. Patnode stated the fee is already in the administrative rules. Freund said he would like to see the fee lowered because of the barriers for EHS trainees just coming out of college and into a new field. Patnode offered to review the fee with Michael Simpson, Budget and Statistical Analyst, while the committee was in executive session.

Kucinski and Freund were in agreement about the examination being "open book" and not recommending the food handler's examination. McMillan stated the waste water examination is the only examination the agency administers that is open book and this is only because of the math calculations involved. Patnode stated all the recommendations would be presented to the full board on July 19, 2011, for their discussion and vote.

Mike Kucinski called the committee into executive session to begin work on the Oregon Laws and Rules examination for EHS trainees under ORS 192.660(2)(f) "for the purpose of considering information or records exempt from public inspection" at 9:29 am.

Mike Kucinski brought the committee out of executive session at 11:46 am and into regular session and stated the committee had made no recommendations or decisions during executive session.

The Education and Examination Committee will make the following recommendations to the Environmental Health Registration Board:

- All EHS trainees registered after August 1, must pass the Oregon laws and rules examination;
- All EHS trainees renewing their trainee registration must pass the Oregon laws and rules examination unless previously passed;
- Oregon laws and rules examination will be given in Salem at the agency only;
- Reduce fee for Oregon laws and rules examination to \$25;
- Oregon laws and rules examination will consist of 25 questions and be open book provided by the agency;
- Oregon laws and rules examination passing score is 70%; and
- Begin administering Oregon laws and rules examination as soon as possible.

Patnode said the Education and Examination Committee's recommendations would be presented to the full board on July 19, 2011, as a separate issue statement from the approval of the permanent administrative rules issue statement.

The meeting adjourned at approximately 12:04 pm.

Prepared by: Sinnamon Harris, Board Specialist