National Environmental Health Science & Protection Accreditation Council

POLICY & PROCEDURES MANUAL

EHAC Policy Document - approved July 2019
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National Environmental Health Science and Protection Accreditation Council (EHAC)

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1. Introduction

Policy No.:	1.1*	Title:	1.1 Preface
Proposed:	July 5, 2017	Proposal No.:	2017-01
Adopted:	July 5, 2017	Adopted By:	Vote of the Council

*Formerly: Policy 0.1 in 2017 Archived Policy

Purpose:

This Policy & Procedures Manual is intended to provide general guidance for the National Environmental Health Science and Accreditation Council (EHAC) Members and Staff, regarding the operations of the Council and its work in accrediting Undergraduate and Graduate Environmental Health academic degree programs. It is also intended to provide information for academic degree programs and their faculty and staff regarding the operation of the Council and its accreditation processes and procedures.

Policy:

1. The policies and procedures outlined in this manual shall guide the operations of Council Members and EHAC staff in the conduct of Council business.
2. Nothing in these policies and procedures shall pre-empt the Council's prerogative to add to, modify, or delete existing policies, nor to temporarily set a policy aside due to unforeseen or exceptional circumstances.

Procedures:

1. The procedures outlined in this manual shall be followed in carrying out the mandates of the Council as specified in the Constitution and Bylaws of EHAC.
2. These Policies and Procedures may be added to, modified or deleted by action of the Board of Directors and/or the Council at large.

2. Governance

Policy No.:	2.1*	Title:	2.1 Articles of Incorporation
Adopted:	July 9, 2001	Adopted By:	Vote of the Council (Washington)
Adopted:	April 22, 2005	Adopted By:	Vote of the Council (Oregon)

*Formerly: Policy 1.01 in 2017 Archived Policy

ARTICLES OF INCORPORATION

The undersigned, being a natural person over the age of eighteen (18) years and acting as Incorporator under the Oregon Non-Profit Business Corporation Act, does hereby make and subscribe the following Articles of Incorporation.

Article I. Name and Duration

The name of the Corporation shall be National Environmental Health Science and Protection Accreditation Council and its duration shall be perpetual.

Article II. Type of Corporation This is a public benefit corporation. **Article III. Purpose**

This Corporation is formed exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article IV. Limitations Upon Activities

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) be any organization exempt from general income tax under section 501 (c) (3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section I70 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article V. Registered Agent and Office

The address of the initial Registered Office of the Corporation until an annual report is filed is 6665 SW Hampton Street, Suite 200, Portland, OR 97223-8357. The name of the initial Registered Agent at said address is Leonard D. DuBoff. The address

where notices may be sent is the same.

Article VI. Principal Office Address

The address of the initial Principal Office of the Corporation is:

2623 SE 25^{the} Ave., Ste. D

Portland, OR 97202

Article VII. Members

The Corporation shall have Members.

Article VIII. Incorporator

The name and address of the incorporator is:

Leonard D. DuBoff

The DuBoff Law Group, LLC

6665 Hampton Street, Suite 200

Portland, OR 97223-8357

Article IX. Distribution of Income

No part of the net earnings of the organization shall inure to the benefit or, or be distributable to its Members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purpose set forth in the purpose clause hereof.

Article X. Distribution Upon Dissolution

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for the public purpose. Any such assets not disposed of shall be disposed of by the Court of Commonpleas of the county in which the principal office of the organization is then located, exclusively for the purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Article XI. Indemnification

Each Director or Officer, or former Director or Officer, of the Corporation against all liability, costs and expenses, including but not limited to attorneys' fees and costs, reasonably imposed upon or incurred by him/her in connection with or arising out of any action, suit, proceeding or appeal in which (s)he may be involved or to which (s)he may be a party by reason of his/her being or having been a Director or Officer of the

Corporation, such expenses to include the cost of reasonable settlement, including but not limited to attorneys' fees and cost (other than amounts paid to the Corporation itself) made with a view to curtailment of costs of litigation; provided that such Director or Officer or person shall not be entitled to such indemnification in relation to matters as to which (s)he shall be finally adjudged in such lawsuit, action, proceeding or appeal to be liable for negligence or misconduct in the performance of duty to the Corporation or liable for improperly receiving personal benefit. Such indemnification shall not be deemed exclusive of any other rights to which those indemnified may be entitled to as a matter of law. The Corporation shall have the right to indemnify its Directors and Officers to the fullest extent permitted by law or by contract. The Corporation may pay for or reimburse any reasonable expense incurred by a Director who is a party to a proceeding in advance of final disposition of the proceeding; provided that the Director furnish both a written affirmation of his/her good faith belief that (she)he met with the appropriate standard of conduct as required by law and a written undertaking, either personally or on his/her behalf, that the advance will be repaid if it is ultimately determined that the Director did not meet the proper standard of conduct.

Article XII. Liability

Director's or uncompensated Officer's personal liability to the Corporation or its Members for monetary damages is eliminated of any act or omission committed as a Director or uncompensated Officer occurring after the effective date of these Articles: provided that the personal liability of a Director or uncompensated Officer is not eliminated for:

a. Any breach of the Director's or uncompensated Officer's duty of loyalty to the Corporation or its Members;
b. Acts or omission not in good faith which involved intentional misconduct or a knowing violation;
c. Any unlawful distribution;
d. Any transaction from which the Director or uncompensated Officer derived an improper personal benefit; or
e. Any act or omission in violation of ORS 65.361 to 65.367.

If the Oregon Non-Profit Business Corporation Act hereafter is amended to authorize further elimination or limitation of the liability of the Directors or uncompensated Officer provided herein, then the liability of a Director or uncompensated Offer of the Corporation, in addition to the limitation on personal liability provided herein, shall be limited to the fullest extent permitted by the amended Oregon Non-Profit Business Corporation Act. Any repeal or modification of the paragraph by the Directors of the Corporation shall be prospective only and shall not adversely affect any limitation on the personal liability of a Director or uncompensated Officer of the Corporation existing at the time of such repeal or modification.

Dated this 19th day of April 2005

Signed by Leonard D. DuBoff, Incorporator

CERTIFICATE

State of Oregon

OFFICE OF THE SECRETARY OF STATE
Corporation Division

I, KATE BROWN, Secretary of State of Oregon, and Custodian of the Seal of said State, do hereby certify:

NATIONAL ENVIRONMENTAL HEALTH SCIENCE AND PROTECTION ACCREDITATION COUNCIL
was
incorporated
under the Oregon
Nonprofit Corporation Act
on
April 22, 2005
and is active on the records of the Corporation Division as of the date of this certificate.

In Testimony Whereof, I have hereunto set my hand and affixed hereto the Seal of the State of Oregon.

KATE BROWN, Secretary of State

By Marilyn R. Smith

Marilyn R. Smith
November 5, 2009

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Policy No.:	**2.2***	**Title:**	**2.2 Constitution**
Proposed:	**August 2006**	**Proposal No:**	**N/A**
Adopted:	**Aug. 15, 2006**	**Adopted By:**	**Vote of the Council**
Revised:	**June 2018**	**Proposal No.:**	**N/A**
Adopted:	**June 2018**	**Adopted By:**	**Vote of the Council**
Revised:	**Sept. 7, 2018**	**Adopted By:**	**Vote of the Board**
Revision Adopted:	**July 7, 2019**	**Adopted By:**	**Vote of the Council**

*Formerly Policy 1.02 in 2017 Archived Policy

CONSTITUTION OF THE NATOINAL ENVIRONMNETAL HEALTH SCIENCE & PROTECTION ACCREDITATION COUNCIL

Article I. Title.

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

Article II. Role.

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

Article III. Functions.

The Council, in discharge of its responsibility, and as established in its Bylaws, shall have responsibility for all functions, related records, and correspondence pertaining to accreditation of environmental health degree programs, render advice and counsel to institutions in the development of curricula and the conduct of educational degree 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 degree 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 Bylaws. 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. Practitioners shall be environmental health professionals from both the public and the private sectors. Both academic and practitioner Council Members shall be currently practicing in their respective role.

Section II. Appointed Members. Up to two public representatives may be appointed by the Council 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 Degree Programs, Vice Chair for Graduate Degree Programs, Secretary and Treasurer, and Director-At-Large. These will be elected from the Council Members by the Council Members as specified in the Bylaws. The Director-At-Large shall be a practitioner. 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.

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.

Policy No.:	**2.3**	**Title:**	**2.3 Bylaws**
Proposed	**August 2006**	**Proposal No:**	**N/A**
Adopted:	**Aug. 15, 2006**	**Adopted By:**	**Vote of the Council**
Revised:	**June 2016**	**Proposal No:**	**N/A**
Adopted:	**June 2016**	**Adopted By:**	**Vote of the Council**
Revised:	**January 2018**	**Proposal No:**	**N/A**
Adopted:	**Sept. 7, 2018**	**Adopted By:**	**Vote of the Board**
Revision Adopted	**July 8, 2019**	**Adopted By:**	**Vote of the Council**

*Formerly: Policy 1.03 in 2017 Archived Policy

Article I. Membership

1. Elected Members

1.1. 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 five (5) years' experience. A master's degree in an appropriate discipline may substitute for two (2) of the five (5) years' experience. A doctorate in an appropriate discipline may substitute for three (3) of the five (5) years' experience. The maximum substitution permitted is three (3) years. Academicians applying to sit on the Council must have had an internship in an Environmental Health discipline or relevant field experience.

2. Election of Council Members

2.1. The General Chair will appoint the Nominations Committee Chair. The Nominations Committee Chair may appoint up to three (3) additional Council Members to serve on the Nominating Committee.

2.2. The Nominations Committee will canvas Council Members, accredited Degree Program Directors and stakeholder organizations for the names 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 ofthe Council and to participate on a Site Visitation team.

2.3. The Nominations Committee will review all names submitted, and develop a slate of candidates and a ballot which will, as much as possible, assure a Council Membership with:

2.3.1. Geographic representation and balance;

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

2.3.3. A balance of Graduate and Undergraduate faculty to assure that the Council may effectively relate to Undergraduate and Graduate environmental health academic degree programs; and,

2.3.4. The rotation of Membership so as to maintain a balance of experienced and lesser experienced Members.

2.4. The Nominations Committee will consider diversity and inclusive excellence in Council Membership.

2.5. 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.

2.6. A person may serve only two consecutive terms as a Council Member; however, an individual may be eligible for re-election to the Council after one year off the Council.

2.7. Potential Council Members shall identify whether they are applying as a practitioner or an academician. Determination of such shall be based on their current practice in their respective role.

3. Appointed Members

3.1. One or more public representatives may be appointed. The representatives will not be academicians or 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 Board of Directors shall appoint any public representative(s) for one (1) three-year term. An appointed Member may serve only two consecutive terms as a Council Member; however, an individual may be eligible for re-appointment to the Council after one year off the Council.

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 Council for a vote.

3.4. Appointed Members may vote on all matters except those affecting theCouncil Constitution and Bylaws.

4. Resignations

4.1. Resignations must be submitted to the General Chair in writing and must state the effective date of such resignation. An explanation as to the reason for the resignation is not required.

4.2. Members resigning from the Council may not be reinstated; however, they may be considered for election to the Council in the future. 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. 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 without substantial cause, acceptable to the Board of Directors, will be removed from the Council and will be replaced in accordance with these Bylaws.

6. Special Elections

6.1. Should there be a vacancy among the elected Membership of the Council following the annual election of Members, and the Board of Directors determines that it would be inappropriate to wait until the next election to fill the vacancy, a special election may be called by majority of the Council. The Council shall provide the Nominations Committee Chair with names of nominees within twenty- one (21) days of the notice of special election. The Nominations Committee will review all names submitted in accordance with EHAC guidelines, and prepare a ballot listing all qualified candidates. The election will be conducted by mail or electronic ballot. Council Members will have twenty-one (21) days from the date of dissemination in which to cast their vote. A simple majority is required for election. The elected person will assume their seat on the Council immediately following the certification of the results of the special election by the Board of Directors.

6.2. If a specially elected Council Member serves less than 18 months, that period does not go against their two term Council service option. If a specially elected Council Member serves more than 18 months, then that counts as their first term of Council service, and they are eligible to serve one additional three year term.

Article. II Officers and Executive Director

1. Elected Members

1.1. The officers of the Council shall be the General Chair, Vice Chair for

Undergraduate Degree Programs, Vice Chair for Graduate Degree Programs, Secretary, Treasurer, and Director-At-Large. A minimum of two (2) officers, including the Director-At-Large, shall be practitioners, and two (2) officers shall be academicians. An Executive Director shall administer the Council's affairs. Exceptas noted above, all officer positions shall be open to either practitioners oracademicians.

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

2. Selection of Officers and Executive Director

2.1. 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, with the exception of the Treasurer, who shall serve a two-year term. The elected Treasurer must have 2 years remaining in their Council term as of the end of Annual Meeting of the Council at which they are elected, in order to run for the position. The chair may serve no more than two consecutive terms.

2.2. The Nominations Committee Chair 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.

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

2.4. The General Chair will oversee preparation of 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 assume their office.

3. Duties of Officers and Executive Director

3.1. General Chair

3.1.1. 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 Chair shall:
(1) be an ex-officio Member of all committees except the Nominating Committee, (2) have the authority to act as the official representative of the Council between meetings of the Council and the Board of Directors, (3) appoint with the approval of the Council, ex-officio Members of the Council,
(4) appoint chairpersons and Members of committees, and (5) have other such duties as appropriate.

3.1.2. 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 GeneralChair

will be responsible for notifying the school of the Council's action regarding the accreditation of the school.

3.1.3. The General Chair appoints Council Members to various tasks and assignments during the year.

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

3.2. Vice Chair for Undergraduate Degree Programs

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

3.2.2. The Vice Chair is responsible for coordinating all Council matters regarding Undergraduate Degree Programs.

3.2.3. The Vice Chair for Undergraduate Degree Programs may recommend a co- chair, depending upon workload projection. Appointees are subject to approval by the Board. The elected Vice Chair shall be the voting Member on the Board of Directors. The appointed co-chair may participate in Board meetings as a non- voting Member.

3.3. Vice Chair for Graduate Degree Programs

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

3.3.2. The Vice Chair for Graduate Degree Programs is responsible for coordinating all Council matters regarding Graduate Degree Programs.

3.3.3. The Vice Chair for Graduate Degree Programs, may recommend a co-chair, depending upon workload projection. Appointees are subject to approval by the Board. The elected Vice Chair shall be the voting Member on the Board of Directors. The appointed co-chair may participate in Board meetings as a non-voting Member.

3.4. Secretary

3.4.1. The Secretary shall act as secretary of the Council, and the Board of Directors, shall: (1) maintain a list of Members of the Council with dates of their election and the expiration date of the term on the Council, (2) maintain a list of committee chairpersons and the Members of committees and dates of appointment, and (3) maintain 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 for review within 30 days of the Council meeting.

3.4.2. 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.

3.4.3. The Secretary shall conduct correspondence of the Council as is usually conducted by the Secretary of similar organizations.

3.5. Treasurer

3.5.1. The Treasurer shall ensure that all funds collected and distributed are properly accounted for on a monthly basis.

3.5.2. 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.

3.6. Executive Director

3.6.1. The Executive Director shall serve at the pleasure of the Board of Directors.

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

3.6.3. 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 Council meeting.

3.6.4. The Executive Director shall be an ex-officio Member of all committees without vote.

3.6.5. The Executive Director shall serve as a Member of the Board of Directors without vote.

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

3.6.7. The Executive Director shall be responsible for carrying out the daily activities of the Association.

3.7. Director-At-Large

3.7.1. The Director-At-Large is responsible for, and expected to: (1) monitor integrity and accountability of the Council, (2) monitor the policies and procedures of the Council and Council's adherence to them, (3) review of the Council's Bylaws including Board structure, and (4) identify issues and make recommendations.

Article III. The Board of Directors

1. Composition

1.1. The Chair, Vice Chair for Undergraduate Degree Programs, Vice Chair for Graduate Degree Programs, Treasurer, Secretary, Director-At-Large, and Executive Director shall constitute the Board of Directors.

1.2. 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 Washington.

1.3. Removal of a Director

1.3.1. A Director may be removed from an office by an affirmative vote of 2/3 of the Council taken at a special meeting for that purpose alone.

1.3.2. 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.

1.3.3. 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, by written notice delivered personally, mailed, emailed, faxed, or given by telegram, cable or radiogram to such Director 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. If by word of mouth, a witness shall be present.

1.4. 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.

1.5. 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.

1.6. 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.

1.7. 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.

2. Executive and Other Committees.

2.1. 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.

2.2. Unanimous Consent without Meeting. Any action required orpermitted 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.

2.3. Vacancies and/or Resignations. If a vacancy and/or resignation of a Board Member occurs before the expiration of a term, the Board of Directors shall fill the vacancy for the remainder of the term.

2.4. Duties

2.4.1. The Board of Directors shall meet upon call of the Chair or upon written request of two Members of the Board. The Executive Committee shall function to the extent of the direction and authority given them by the Council.

2.4.2. The Board of Directors can take action on the accreditation status of degree programs if an immediate decision is vital. Any action taken on such matters must be by unanimous vote of the Board. Such actions will be based on the recommendation to the Chair, from the Undergraduate or Graduate Vice Chair that the degree program has fulfilled the requirements of its conditional accreditation.

Article IV. Meetings

1. When practical, the Council shall meet annually in conjunction with the National Environmental Health Association's Annual Educational Conference. This meeting shall be the annual meeting of the Council. The agenda for this meeting shall include the election of officers and the annual reports of officers and standing committees.
2. 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 Council 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.
3. Quorum. A simple majority of the Council Membership shall constitute aquorum.
4. Voting. Unless the matter being voted upon requires, under the Constitution and these Bylaws, the vote of two-thirds or greater of the Council, a simple majority of Council voting in person or by proxy shall be required for adoption of any motion.
5. Proxies. Members unable to attend a meeting may vote by proxy on any matter specified in the meeting notice. Proxies shall be submitted in writing to the Secretary prior to the meeting. Electronic requests are acceptable.

6. Voting between meetings. The Chair 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 ten (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.

Article V. Committees

1. The Council shall have a standing Bylaws committee. This committee is responsible to ensure that Bylaws are reviewed at a minimum on a six-year basis. The Director-At-Large shall chair this committee.
2. Additional standing committees may be authorized by the Board of Directors, and appointments to these standing committees are made by the General Chair.

Article VI. Parliamentary Procedure

Meetings of the Council, Board of Directors, and all other business shall be conducted in accordance with these Bylaws and in accordance with the latest revision of Robert's Rules of Order.

Article VII. Amendments

These Bylaws may be amended by 2/3 vote of voting Members present at any annual, or special called meeting, provided notice of the proposed amendment(s) has been given in writing to the Secretary, and provided to Council Members for review, at least fourteen (14) days prior to the meeting.

Article VIII. Indemnification

Every Member of the Council shall be indemnified by EHAC 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. 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. In the event of a settlement the indemnification herein shall apply only when the Board of Directors approves such settlement and reimbursement as being in the best interest of EHAC. 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

The policies and degree program of EHAC shall be binding on all Members. No Member of the Council shall use the EHAC name, without its authorization, to obligate the Council or to oppose the Council's policies and procedures.

Article X. Property

The title to all property, funds, and assets of EHAC, shall at all times by vested in the Council for the joint use of Members. No Council Member or group of Members shall have any severable right to all or any part of such property. The Board of Directors shall have complete control over the acquisition, administration, and disposition of its property. In the event of the dissolution of EHAC, all assets shall be liquidated, and delivered to the American Academy of Sanitarians. In the event that this occurs, these funds shall be used only for scholarships.

Article XI. Financial Practices

1. Any Member authorized by the Council or the Chair to conduct a Site Visit, examination, or other business or representation of the Council shall receive reimbursement for travel and reasonable subsistence incurred in the performance of such authorized duties. Where appropriate, and in order to provide training, a third Site Visit Member may be authorized. Expenses incurred by this individual will be funded by the Council.
2. Fiscal Year. The fiscal year shall begin on October 1 of each year.
3. 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.

   3.1. 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 a Member except on approval of the Board of Directors.

Article XII. Reporting Requirements

1. The Council will ensure that its accreditation decisions will be made available to the appropriate individuals or institutions through a timely reportingprocess.
2. Minutes of the annual Council meeting will be prepared and made available to all Council Members in accordance with Section 3.6 of EHAC’s Policy Document.

Article XIII. Consultants and Employees

As needed, the Executive Director may hire consultants and employees for EHAC with prior approval from the Board of Directors.

3. Operating Policies

Policy No.:	3.1*	Title:	3.1 Code of Ethics
Proposed:	Feb. 15, 2005	Proposal No.:	2005-03
Adopted:	2006	Adopted By:	Vote of the Council

*Formerly: Policy 2.01.1 in 2017 Archived Policy

Purpose:

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 EHAC shall adhere to the Code of Ethics detailed on page 25 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.

EHAC's Code of Ethics follows:

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 degree programs whom EHAC represents;
12. To focus our efforts on the mission of EHAC and not on our personalgoals;
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 Signature Date

Policy No.:	3.2*	Title:	3.2 Organizational Conflict of Interest
Proposed:	June 5, 2005	Proposal No.:	2005-15
Adopted:	June 2006	Adopted By:	Vote of the Council

*Formerly: Policy 2.07 in 2017 Archived Policy

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:

1. Definitions

1.1. **Interested Person** - Any Director, principal officer, or Member of acommittee with Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

1.2. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1.2.1. an ownership or investment interest in any entity with which the Organization has a transaction or arrangement;

1.2.2. a compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement; or

1.2.3. 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.

2. Application

2.1. Under Procedures, Section 2.0, 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 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. **Addressing the Conflict of Interest**

   3.1. 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.

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

   3.3. 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.

   3.4. 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 Conflict of Interest Policy**

   4.1. 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.

4.2. If, after hearing the Member's response and after making furtherinvestigation 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.

5. Records of Proceedings

5.1. The minutes of the Board and all committees with Board delegated powers shall contain:

5.1.1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possibleconflict 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.

5.1.2. 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.

6. Compensation Received

6.1. 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.

6.2. A voting Member of any committee whose jurisdiction includescompensation 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.

6.3. 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.

7. Annual Statements. Each Director, principal officer and Member of a committee with Board delegated powers shall annually sign a statement which affirms such person:

7.1. Has received a copy of the conflicts of interest policy, and

7.2. Has read and understands the policy, and

7.3. Has agreed to comply with the policy, and

7.4. 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.

8. **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.

8.1. The periodic reviews shall, at a minimum, include the following subjects.

8.1.1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

8.1.2. 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 benefittransaction.

9. **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.

Policy No.:	3.3*	Title:	3.3 Nominations and Election of Council Members
Adopted:	Aug. 25, 2005	Adopted By:	Vote of the Council
Revised:	June 23, 2018	Adopted By:	Vote of the Council
Revised:	April 2019	Adopted By:	Vote of the Council

*Formerly Policy 2.01.2 in 2017 Archived Policy

Purpose:

To provide guidance for the Nominations and Elections process for Members of the Board of Directors and Staff.

Policy:

This policy document updates and clarifies the Nominations and Elections process.

Procedures:

1. **Nominations Committee.** (referred to hereafter as the Committee)
   - 1.1. Composition of the Committee
     - 1.1.1. The General Chair will appoint the Committee Chair.
     - 1.1.2. The Committee Chair may appoint up to three (3) additional Council Members to serve on the Committee.
   - 1.2. Term and Duties of the Committee
     - 1.2.1. The Committee (with support from the EHAC office), shall be responsible for holding elections for Council Members for the coming year including:
       - 1.2.1.1. Soliciting nominations to fill vacant positions;
       - 1.2.1.2. Constructing a certified ballot approved by the Board of Directors; and
       - 1.2.1.3. Coordination and oversight of the election process.
2. **Elected Council Members Qualification Criteria**.
   - 2.1. Must have a minimum of five (5) years' experience.
     - 2.1.1. A master's degree in an appropriate discipline may substitute for two (2) of the five (5) years' experience; or
     - 2.1.2. A doctorate in an appropriate discipline may substitute for three (3) of the five (5) years' experience, and
     - 2.1.3. The maximum substitution permitted is three (3) years.

2.2. Academicians applying to sit on the Council must have had an internship in an Environmental Health discipline or relevant field experience.

3. Nominations Process.

3.1. The Committee will review Council Member term information to verify which Council Member terms are expiring, which are eligible for re-election and who have interest in re-election.

3.1.1. Council Members whose second terms are up must then leave the Council, and at least one year must pass in between terms.

3.2. The Committee Chair will contact all incumbents (current Council Members whose first 3-year term is up) to verify interest in possible election for an additional term. This information will be provided to the Committee.

3.3. The Committee will then create a list of possible open positions, noting whether the open seats are for practitioners or academics.

3.4. Before January 4, the Committee shall issue a “Call for Nominations” via a letter approved with the Committee Chair’s signature.

3.5. The Call for Nominations letter will be sent by the Committee Chair on January 4, to all current Council Members, all EHAC and AEHAP Degree Program Directors, and Stakeholder Organizations such as NEHA, NACCHO and APHA. The response deadline for recommendations will be February28.

3.6. Potential Candidates must be nominated by a current Council Member or an accredited Member Degree Program Director.

3.7. The Committee Chair will receive nominations and electronically forward to the Committee.

4. Nominees.

4.1. The Committee will verify that each nominee is aware of the nomination and has agreed to be placed on the ballot.

4.1.1. Necessary Documentation: Nominees must submit a bio-sketch of no more than 250 words, which includes information indicating their interest and ability to serve as a Council Member. Contact information shall be included separately and consist of the nominee’s full preferred name, rank or academic achievement, mailing address, email address, and telephone number.

4.1.1.1. Academicians are required to provide a letter allowing participation and support forCouncil involvement from their Department Chair in order to submit their nomination, or to be nominated to the Council.

4.1.1.2. Practitioners are required to provide a letter allowing participation and support for Council involvement from their organization or business in order to submit their nomination, or to be nominated to the Council.

4.2. The Committee will review the nominees and verify each nominee is appropriately identified as either an Academic or Practitioner. Determination of such shall be based on their current practice.

4.3. Development of a slate of Candidates: The Committee shall meet via conference call to discuss and verify nominees and approve a ballot.

4.3.1. The Committee shall develop a slate of candidates and a ballot which shall, as much as possible, assure the Council Membership with:

4.3.1.1. Geographic representation and balance;

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

4.3.1.3. A balance of Graduate and Undergraduate faculty to assure that the Council may effectively relate to Undergraduate and Graduate environment health academic degree programs; and

4.3.1.4. The rotation of Membership so as to maintain a balance of experienced and lesser experienced Members.

4.4. The slate of candidates shall be certified by the Committee, then provided to the EHAC office by the Committee Chair. Names shall be divided into “academician” and “practitioner” categories and shall be listed in alphabetical order.

4.5. The EHAC Office shall prepare the official ballot and a cover letter approved by the Committee Chair. The ballot shall be approved by the EHAC Board of Directors and then sent to each Council Member for voting.

4.6. The election shall be conducted by mail or electronic ballot so that the election shall be completed sixty (60) days prior to the annual meeting of the Council.

4.7. The EHAC office shall collect ballots and provide an initial tally and electronic ballot to the Committee. The Committee shall review the tally and verify that the ballot tally is accurate and confirm the balloting outcome.

4.8. The Committee Chair shall provide written confirmation of the Election results to the EHAC office and the General Chair.

5. Election Results

5.1. The EHAC office shall contact each nominee to report the outcome of the election.

5.2. The EHAC Office shall notify new Council Members, providing a new Member information packet and invitation to the Annual Meeting. The term of office for newly elected Members of the Council shall begin at the close of the annual meeting immediately following their election. It is the responsibility of the new Council Member to read the Bylaws, become familiar with the accreditation process, and review the guidelines for both Graduate and Undergraduate Degree Programs.

5.3. Nominees not selected shall be encouraged to submit the following year for election.

Policy No.:	3.4*	Title:	3.4 Expense Reimbursement Policy
Proposed:	May 5, 2005	Proposal No.:	2005-11
Adopted:	June 2005	Adopted By:	Vote of the Council
Revised:	June 12, 2016	Adopted By:	Vote of the Council

*Formerly: Policy 2.06.1 in 2017 Archived Policy

Purpose:

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

Policy:

1. Travel

1.1. 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.

1.2. Travelers should not make airline or hotel reservations until travel has been approved.

1.3. Travelers are strongly encouraged to make travel arrangements well in advance (30 days if possible) of travel so that costs may beminimized.

1.4. 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.

1.5. 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.

1.6. Receipts for travel related expenses $25.00 or more needs to accompany reimbursement requests.

1.7. Allowable expenses include mileage (at IRS allowable rate), rental cars, hotel, taxi, parking, airline tickets, baggage handling, meals, and business related telecommunications and postage.

1.8. Travelers should submit a final expense report to the EHAC office within 10 business days upon completing travel.

1.9. 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 or email.

1.10. Expenses will be forwarded by the EHAC office to the Treasurer forreview.

2. Emergent or Incidental

2.1. Council Members may incur incidental expenses in the course of fulfilling their Council responsibilities.

2.2. Council Members may spend up to $50 dollars at a time without prior approval from the Board of Directors.

2.3. Expenses may include but are not limited to office supplies, telecommunication expenses, mailing, copying or other reasonable expenses.

2.4. These expenses may be reimbursed by submitting an expense report accompanied by receipts to the EHAC office.

2.5. The EHAC office will request approval for reimbursement from the Treasurer.

2.6. The Treasurer will assign the appropriate budget line for each expense.

3. Other Expenses

3.1. 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.

3.2. The Treasurer will ensure that all such expenses are contained within the budget and assigned to an appropriate budget line.

3.3. Reimbursement will be made after a request for reimbursement accompanied by receipts is submitted to the EHAC office.

3.4. The EHAC office will request approval for reimbursement from the Treasurer.

4. Reimbursement

4.1. Expenses incurred on behalf of the Council are a financial burden to its Members and should be avoided or minimized.

4.2. 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.

4.3. In the event the Treasurer does not review and approve reimbursement requests promptly, the EHAC Executive Director can authorize provisional payment.

Policy No.:	3.5*	Title:	3.5 Communications Policy
Proposed:	May 24, 2006	Proposal No.:	2006-06
Adopted:	June 22, 2006	Adopted By:	Vote of the Council

*Formerly: Policy 2.03.1 in 2017 Archived Policy

Purpose:

The purpose of this policy is to provide guidance to 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:

1. **Council Size**: 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 Vice Chair(s) and Graduate Vice Chair and Director-At-Large.
2. **Duties:** 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.
3. **Decisions Affecting Accreditation Status**
   - 3.1. Any decision made by the Board of Directors affecting the accreditation status of a degree 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.
   - 3.2. Comments or questions regarding these decisions should be made directly to both the Chair of the Board and either the Undergraduate or Graduate Vice Chair(s).
4. **Policy Decisions**
   - 4.1. Policies approved by the Board shall be presented to the Council at the next Annual Meeting for their information and review.

4.2. 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.
4.3. Comments should be directed to the Chair of the Board.

5. Fiscal & Financial Decisions

5.1. Decisions made on fiscal and financial matters in accordance with the yearly budget approved by the Council do not require any specialconsideration.
5.2. 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 appraised at the Annual Meeting.

6. Meetings of the Board of Directors

6.1. The Board of Directors meets via conference call at least once and as often as necessary between annual meetings of the Council.
6.2. The Council shall be notified, via e-mail, of any upcoming conference calls of the Board of Directors with ten (10) days' notice. At that time, they may submit agenda items or requests to address the Board through the EHAC Office.
6.3. 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.
6.4. Questions or comments should be directed to the Chair of the Board.

Policy No.:	3.6*	Title:	3.6 Annual Meeting Minutes Policy
Proposed:	Feb. 15, 2005	Proposal No.:	2005-01
Adopted:	June 26, 2012	Adopted By:	Vote of the Council

*Formerly: Policy 2.05.1 in 2017 Archived Policy

Purpose:

To ensure that a record is maintained of the deliberations and actions of the Council.

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

3. Content and Review

3.1. Notes to be Taken: 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.

3.2. The notes taken at the annual meeting shall:

3.2.1. Follow the approved agenda;

3.2.2. Briefly summarize discussion;

3.2.3. Record motions; and

3.2.4. Record of votes.

3.3. The Secretary shall review the draft minutes and disseminate them to the entire Council for review and approval.

3.4. The minutes from the annual meeting shall be submitted to Council, with voting on approval completed, no later than 45 days after the end of themeeting.

4. Retention

Notes taken during the meeting should be retained for a period of 10 years.

Policy No.:	3.7*	Title:	3.7 Annual Report Policy
Proposed:	May 5, 2005	Proposal No.:	2005-09
Adopted:	June 2005	Adopted By:	Vote of the Council

*Formerly: Policy 2.06.2 in 2017 Archived Policy

Purpose:

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

Policy:

EHAC sends an Annual Report to its Members each year.

1. The Annual Report must be sent to all Council Members and Degree program Directors no later than October 1 of each year.
2. The Annual Report must contain:
   2.1. The Annual Meeting Minutes of that year
   2.2. The summary of the Annual Update of Degree Programs, and
   2.3. A letter from the Chair.
3. 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.

Policy No.:	3.8*	Title:	3.8 Records Retention Policy
Proposed:	May 24, 2006	Proposal No.:	2006-12
Adopted:	June 22, 2006	Adopted By:	Vote of the Council

*Formerly: Policy 2.06.3 in 2017 Archived Policy

Purpose:

This Policy & Procedures Manual is intended to provide general guidance for Council Members and EHAC Staff, regarding record retention.

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:

1. **Records pertaining to the Accreditation of Degree Programs**

1.1. All records pertaining to the Accreditation of degree programs shall be kept permanently by the EHAC Office These records include, but are not limited to:

1.1.1. Self-study Documents;

1.1.2. Site Visitor Reports;

1.1.3. Site Visitor Evaluations;

1.1.4. Closed Session Minutes;

1.1.5. Outcome Assessment Results and Analysis;

1.1.6. Final Accreditation Decision Letters; and

1.1.7. Any appeals made regarding accreditation decisions.

1.2. These records shall be available to the Board of Directors and Council Members upon request.

2. Administrative Records

2.1. All records pertaining to the administrative and annual activity of EHAC shall be kept by the EHAC office until superseded or obsolete. These records include, but are not limited to:

2.1.1. Administrative Activity;

2.1.2. Contracts,

2.1.3. Goals and Objectives;

2.1.4. Fiscal Status;

2.1.5. Status with the Internal Revenue Service and State Agencies

2.1.6. Project Work Performed;

2.1.7. Personnel Activity and Accomplishments;

2.1.8. Annual Reports;

2.1.9. Meeting Minutes**;**

2.1.10. Legal correspondence,

2.1.11. Related documentation and correspondence,

2.2. Meeting Minutes and Annual Reports shall be kept permanently by the EHAC Office.

3. Financial Records

3.1. All records pertaining to the financial activity of EHAC shall be kept by the EHAC Office for a period of time as specified below. These records include, but are not limited to:

3.1.1. Yearly Budget;

3.1.2. Yearly Tax Returns and Reporting Requirements;

3.1.3. Check Register;

3.1.4. Record of Accounts Payable and Receivable;

3.1.5. Financial Audits;

3.1.6. Signature Authorizations; and

3.1.7. Any other financial records

3.2. 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 permanently by the EHAC Office.

3.3. The Yearly Operating Budget shall be kept as part of the permanent record.

3.4. All other documentation shall be kept for a minimum of ten (10) years.

3.5. 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.

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

3.7. 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.

3.8. 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.

3.9. 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.

3.10. All records pertaining to the policies and procedures of EHAC shall be kept permanently by the EHAC Office. These records include, but are not limited to:

3.10.1. Mission and policy statements;

3.10.2. Guidelines for Accreditation;

3.10.3. Planning documents outlining responsibilities and goals;

3.10.4. Organizational charts;

3.10.5. Publications preparation guidelines;

3.10.6. Emergency procedures;

3.10.7. Job descriptions;

3.10.8. Requests for and Contracts for Services;

3.10.9. Guides for office procedures which often include completed samples of all forms;

3.10.10. Handbooks;

3.10.11. Policy Manuals;

3.10.12. Desk manuals;

3.10.13. And any related documentation and correspondence

3.11. These documents provide a record of internal development and documents guidelines for consistency and continuity in the operation of EHAC.

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

4. Correspondence

4.1. All records pertaining to the correspondence of EHAC shall be kept by the EHAC office as specified in subsection 3.2. These records include, but are not limited to:

4.1.1. Administrative Correspondence:

4.1.1.1. Letters sent and received;

4.1.1.2. Memoranda;

4.1.1.3. Notes;

4.1.1.4. Enclosures;

4.1.1.5. Attachments.

4.1.2. Executive Correspondence:

4.1.2.1. Letters sent and received;

4.1.2.2. Notes;

4.1.2.3. Directives;

4.1.2.4. Acknowledgements; and

4.1.2.5. Memoranda.

4.1.3. General Correspondence (not to include informal e-mail correspondence)

4.1.3.1. Letters sent and received;

4.1.3.2. Memoranda;

4.1.3.3. Notes;

4.1.3.4. Transmittals;

4.1.3.5. Acknowledgements;

4.1.3.6. Routine requests for Information or publications;

4.1.3.7. Enclosures; and

4.1.3.8. Attachments.

4.1.4. Correspondence Retention

4.1.4.1. Administrative Correspondence shall be kept in electronic copy for a minimum of five (5) years.

4.1.4.2. Executive Correspondence shall be kept permanently, as these documents record and reflect significant events, the developmentof administrative structure, policies and procedures.

4.1.4.3. General correspondence shall be kept for a minimum of one (1) year after the matter pertaining to the correspondence has been closed.

5. Council Records

5.1. All records pertaining to the EHAC Council Members shall be kept by the EHAC office. These records include, but are not limited to:

5.1.1. Election Records;

5.1.2. Listing of each yearly Council;

5.1.3. Records pertaining to Site Visit Teams;

5.1.4. Records of Committees; and

5.1.5. Records of each Board of Directors.

5.2. 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.

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

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

5.5. 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.

5.5.1. Minutes, agendas, reports and correspondence shall be kept permanently.

5.5.2. All other records shall be kept for a minimum of two (2) years.

6. Employment Records

6.1. All records pertaining to the employment of EHAC staff shall be kept by the EHAC Office. These records include, but are not limited to:

6.1.1. Contracts regarding employment or contract for services;

6.1.2. Affirmative Action and Equal Opportunity Records; and

6.1.3. Unemployment Compensation Claim Records.

6.2. 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.

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

6.4. 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 years.

Policy No.:	3.9*	Title:	3.9 Website Privacy Policy
Proposed:	March 13, 2018	Proposal No.:	2018-02
Adopted:	June 2018	Adopted By:	Vote of the Council

Purpose:

EHAC is committed to protecting the privacy of individuals, associations, and other organizations who interact with EHAC electronically. We are also committed to protecting the confidentiality of our certification process when there is proprietary knowledge and information

Policy:

EHAC collects the minimum amount of information necessary to properly and satisfactorily provide services needed for application, examination and certification. By using our site for any forms, services, or products, you agree that EHAC has the right to collect and store some of your personal data, and that EHAC may occasionally inform you on developments at EHAC. We agree to use this information consistent with this policy and as limited by applicable data and information services regulations.

Procedures:

1. **Public information:** In accordance with this policy, EHAC publishes the names of institutions and degree programs that are:
   1.1. Newly accredited
   1.2. Reaccredited on an on-going basis
   1.3. No longer accredited
2. **Private information:** The following information associated with an institution or degree program is not released outside of EHAC without proper authorization from the institution or degree program:
   2.1. Personal information (e.g.: phone numbers, email addresses)
   2.2. Application information and status
   2.3. Site Visit information and accreditation information associated with these visits
   2.4. Certification maintenance records
   2.5. Financial information

3. **Unauthorized Access Prevention and Disclosure:** All reasonable precautions are taken by EHAC to prevent unauthorized access to institution and degree program information. EHAC does not disclose information obtained about you through this website to any third party, except where authorized by you.
4. **Policy Revision:** EHAC reserves the right to change this privacy policy as we deem necessary or appropriate because of legal compliance requirements or changes in our business practices. If you have provided us with an email address, we will endeavor to notify you, by email to that address, of any material changeto how we will use personally identifiable information.

4. Accreditation Policies

Policy No.:	4.1*	Title:	4.1 Accreditation Operating Policy
Proposed:	Jan. 25, 2006	Proposal No.:	2006-02
Revised:	July 8, 2019	Adopted By:	Vote of the Council

*Formerly Policy 2.06.4 in 2017 Archived Policy

Purpose:

Each year, the Council has degree programs seeking both accreditation and reaccreditation.

1. This policy provides guidance on sharing the method for making, as well as the decisions made regarding accreditation.
2. This policy guides the information provided to the general public about the way accreditation and reaccreditation decisions are made, as well as the decisions themselves.

Policy:

1. EHAC, as required of all nationally recognized accrediting agencies, maintains and makes publicly available written materials describing:
   - 1.1. Each type of accreditation granted by Council;
   - 1.2. Its procedures for applying for accreditation or reaccreditation;
   - 1.3. The criteria and procedures used by the Council for determining whether to grant, reaffirm, reinstate, deny, restrict, revoke, or take any other action related to each type of accreditation that the Council grants;
   - 1.4. The names, academic and professional qualifications, and relevant employment and organizational affiliations of the Members and Members of the Council's policy and decision-making Bodies as well as the Council's administrative staff; and
   - 1.5. The degree programs that the Council currently accredits and the date when the Council will review or consider the accreditation or reaccreditation of each degree program.
2. EHAC publishes the year when a degree program subject to its jurisdiction is being considered for accreditation or reaccreditation and provides an opportunity for third party comment concerning the degree program's qualifications for accreditation or reaccreditation.

3. EHAC provides advance public notice of proposed new or revised criteria, giving interested parties adequate opportunity to comment on these proposals prior to their adoption.
4. EHAC reviews any complaint it receives against an accredited degree program, or the Council itself, that is related to the Council's standards, criteria, or procedures; and resolves the complaint in a timely, fair and equitable manner.
5. EHAC ensures that, if an institution or degree program elects to publicize its accreditation status granted, the institution or degree program discloses that status accurately, including the specific academic or instructional degree program covered by that status and contact information for the Council.
6. EHAC provides for the public correction of incorrect or misleading information released by an accredited degree program about:

   6.1. The accreditation status of the degree program;

   6.2. The contents of reports of site team visitors; and

   6.3. The Council's accrediting actions with respect to the degree program.
7. EHAC meets at least annually to review applications for accreditation and reaccreditation. These meetings are governed under the Council's Bylaws and Constitution.

Policy No.:	4.2*	Title:	4.2 Accreditation Fee Policy
Proposed:	Feb. 15, 2005	Proposal No.:	2005-02
Adopted:	June 26, 2012	Adopted By:	Vote of the Council
Revised	June 23, 2018	Adopted By:	Vote of the Council
Revised	July 8, 2019	Adopted By:	Vote of the Council

*Formerly: Policy 3.03.3 in 2017 Archived Policy

Purpose:

To provide guidance to the Council and staff for assessing fees when an existing accredited degree program seeks accreditation of either its un-accredited Undergraduate or Graduate Environmental Health Degree Program

Policy:

EHAC offers both Undergraduate and Graduate accreditation for Environmental Health Degree Programs. When applying for accreditation, EHAC requires a one-time payment to assist in covering the cost of accreditation.

1. **Undergraduate Degree Programs Only**

   1.1. When reviewing a new Undergraduate Degree Program that does not have either an already accredited Graduate Degree Program or a Graduate Degree Program seeking accreditation at the same time, the fee for such a review will be $1500.

   1.2. When reviewing a new Undergraduate Degree Program that is being reviewed with a new Graduate Degree Program, the fee for both shall remain at$1500.

2. **Graduate Degree Programs Only**

   2.1. When reviewing a new Graduate Degree Program, which does not have either an already accredited Undergraduate Degree Program or an Undergraduate Degree Program seeking accreditation at the same time, the fee for such a review will be $1500.

   2.2. When reviewing a new Graduate Degree Program that is being reviewed with a new Undergraduate Degree Program, the fee for both shall remain at $1500.

3. **Graduate Degree Programs with Existing Undergraduate Degree Programs**

   When reviewing a new Graduate Degree Program that already has an accredited Undergraduate Degree Program, the fee will be $1500, whether or not the Undergraduate Degree Program is up for review at that time.

4. **Undergraduate Degree Programs with Existing Graduate Degree Programs**
   When reviewing a new Undergraduate Degree Program that already has an accredited Graduate Degree Program, the fee will be $1500 whether or not the Graduate Degree Program is up for review at that time.

5. **Undergraduate Degree Program Reaccreditation (stand-alone)**

   In conjunction with existing EHAC policy, when being reaccredited, Graduate Degree Programs and Undergraduate Degree Programs must pay their standard EHAC dues, $2,500, along with the $1000 reaccreditation fee.

6. **Graduate Degree Program Reaccreditation (stand-alone)**

   In conjunction with existing EHAC policy, when being reaccredited, Graduate Degree Programs must pay their standard EHAC dues, $2,500, along with the $1000 reaccreditation fee.

7. **Reaccreditation for Institutions with both Undergraduate and Graduate Degree Programs**

   It is recommended that institutions with both accredited Undergraduate and Graduate Degree Programs seek accreditation synchronously. In conjunction with existing EHAC policy, when both degree programs are being reaccredited, the joint degree programs must pay their standard EHAC dues, $3,750 ($2,500 for one degree program and $1,250 for the second degree program), along with the $2000 ($1000 each degree program) reaccreditation fee.

Policy No.:	4.3	Title.:	4.3 Undergraduate Degree Program Director Practical Experience Requirement
Revised	June 23, 2018	Adopted By:	Vote of the Council
Revised	April 25, 2019	Adopted By:	Vote of the Council
Adopted	July 8, 2019	Adopted By:	Vote of the Council

Purpose:

The purpose of this policy is to define the terms “Relevant academic discipline” and “Pertinent experience relevant to environmental health science” related to EHAC’s Degree Program Director (Program Director) practical experience requirement.

Policy:

It is the policy of the Accreditation Council to require that faculty serving as Program Directors have adequate Environmental Health related practical experience. The Accreditation Council sees Environmental Health practical experience as essential to facilitating the study of Environmental Health and adequate and relevant training of Environmental Health students.

Procedures:

1. The faculty Member responsible for administering the Environmental Health science and protection degree 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.

1.1. “Practical experience relevant to environmental health science” for a Program Director (PD) is defined as:

1.1.1. The National Environmental Health association (NEHA) definition of an “environmental health professional or specialist” is based on appropriate academic education and training to be able to, among other abilities, “manage and lead environmental health units within organizations” (NEHA link).

1.1.2. Taking this information into context, the Council requires PD’s to have ‘pertinent practical experience’ or ‘training’ that has occurred ina work based or hands on field environment. This practical, field-basedtraining or experience must be equal to or exceed what is required of Undergraduate students (Article VIII B. 1). Continued involvement through research and/or consulting while PD and degree program faculty is strongly

encouraged.

1.1.3. Note: although, the Council does not require a PD to be NEHA or other professional group “registered” or “certified,” it does strongly recommend it.

1.1.4. “Relevant academic discipline” shall be defined as follows:

1.1.4.1. MS or PhD in a directly related discipline such as Environmental Health, Public Health Environmental Science, or Occupational Health.

1.1.4.2. MS or PhD in another physical science discipline, such as Biology, Chemistry, or Physics.

Policy No.:	4.4*	Title:	4.4 Annual Update & Dues Policy
Proposed:	May 2009	Proposal No.:	2005-06
Adopted:	June 20, 2009	Adopted By:	Vote of the Council
Revised:	July 2018	Adopted By:	Vote of the Council

*Formerly: Policy 3.05 in 2017 Archived Policy

Purpose:

To provide guidance to EHAC Council, Staff and Accredited Degree Programs regarding the notification for and submittal of annual reports and dues.

Policy:

EHAC requires each accredited degree 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 degree programs up for reaccreditation that fail to file an annual update report and pay dues by March 15.

Procedures:

1. **Annual Update Survey:** Procedures for Submittal:

   1.1. The Annual Update Survey shall be completed and submitted electronically no later than March 15th of each calendar year.

   1.2. 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 emailed no later than January 15th of the calendar year.

   1.3. 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 degree program automatically being put on conditional accreditation.

   1.4. On March 15th, a certified letter from the general chair will be sent to all delinquent Program Directors and associated administrators. The letter will inform them that they are now on conditional accreditation status (form of probation) and at jeopardy of losing accreditation.

1.5. Degree programs not completing and submitting their surveys by April 15 will be referred to the Board of Directors (Board) for review. The Board shall meet within one week to review delinquent degree programs.

1.6. The Board may decide to remove accreditation from delinquent degree programs at this meeting.

2. Annual Update Survey Review: Procedures for Review of Information on Update

2.1. Office staff shall flag all Annual Update Surveys reporting changes in contact information and curriculum and omission/suspension of advisorycommittee

2.2. The Undergraduate or Graduate Vice Chair shall review the changes provided in the Annual Update Survey and determine further action required, asfollows:

2.2.1. Contact point information changed: determine if the degree program Director meets requirements in guidelines. If yes, no further action required. If no, Undergraduate or Graduate Vice Chair shall contactdegree program for explanation and refer to Board for review. If Board agrees that changes do not meet accreditation guidelines, General Chair writes letter to degree program notifying of further review needed by Council. General Chair will write letter to degree program outlining decision of Council.

2.2.2. Changes in curriculum: - changes to electives (in depth study list) consistent with table. If yes, no further action required. If no, Undergraduate or Graduate Vice Chair shall contact degree program for explanation and refer to Board for review and action. Undergraduate or Graduate Vice Chair writes letter to degree program notifying of outcome of Board review and action.

2.2.3. Changes in curriculum – changes in core (everything not included in number 2 above) that are consistent with Table 2 (Undergraduate Requirements). Refer to Board for review. If Board agrees that changes meet accreditation guidelines, Undergraduate or Graduate Vice Chair writes letter to degree program approving the changes.

2.2.4. Changes in curriculum – changes in core (everything not included in number 2 above) not consistent with Table 2. Undergraduate or Graduate Vice Chair shall contact degree program for explanation and refer to Board for review. If Board agrees that changes do not meet accreditation guidelines, General Chair writes letter to degree program notifying of further review needed by Council. Degree program may have option to withdraw changes at this time. If degree program does not withdraw changes, Council will review the information per the appropriate guidelines

and determine the outcome required at the next annual meeting.

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

3. Annual Dues

3.1. Annual dues are reviewed and set by Council at the annual meeting:

3.2. The EHAC office will send out an invoice for annual accreditation dues on October 1. The invoice will be mailed to the Program Director with copies to the appropriate associated administrator.

3.3. Thirty days after the original invoice, a reminder invoice will be sent to delinquent degree programs (Program Director and appropriate associated administrator). This reminder invoice will accompany a letter in which this policy will be referenced along with consequences of failure to pay annual dues.

3.4. A third invoice to all parties will be sent via certified mail 60 days after original invoice. Degree programs delinquent after 90 days will be put on conditional accreditation.

3.5. Degree programs delinquent after 5 months (150 days) will be referred to the Board of Directors for review. The Board shall meet within one week of this referral.

3.6. Degree programs without extenuating circumstances for the late dues will lose accreditation after this review.

Policy No.:	4.5*	Title:	4.5 Alumni Outcome Assessments
Proposed:	Feb. 15, 2006	Proposal No.:	2005-06
Adopted:	June 2009	Adopted By:	Vote of the Council

*Formerly: Policy 3.03.7 in 2017 Archived Policy

Purpose:

To provide guidance to Council Members and degree programs regarding the requirement for and process for administering the EHAC Outcome Assessmentsurvey to recent Graduates.

Policy:

EHAC requires each Undergraduate academic degree program up for accreditation or reaccreditation to collect alumni and their employer's 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 Degree Program assessment as well.
2. The Academic Degree Program is responsible for administering the survey to its Graduates and their employers.

Procedures:

The Academic Degree 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 in an on-line format.
2. The Academic Degree Program, if they so choose, may use the Outcome Assessment survey for additional surveying of Graduates, if and only if:
   - 2.1. 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 the process must be included in the request to ensure comparability of results from degree program to degree program.
   - 2.2. The request is granted by the Council.

2.3. The Academic Degree 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.

2.4. At time of reaccreditation, Council will determine applicability of data collected by these extra mailings to the accreditation requirements.

Policy No.:	4.6*	Title:	4.6 Undergraduate Degree Program Self-study Reviewer and Site Visitor Policy
Proposed:	Feb. 15, 2005	Proposal No.:	2006-005
Adopted:	June 2005	Adopted By:	Vote of the Council
Proposed:	April 25, 2019	Adopted By:	Vote of the Board
Adopted:	July 8, 2019	Adopted By:	Vote of the Council

*Formerly: Policy 3.01.2 in 2017 Archived Policy

Purpose:

To provide guidance for the appointment of Council Members to serve as Primary Reviewers and/or Site Visitors of an Undergraduate Environmental Health Degree Program applying for accreditation or reaccreditation.

Policy:

EHAC offers both Undergraduate and Graduate accreditation for Environmental Health Degree Programs. When evaluating the degree program for accreditation, the Council needs to provide **the best evaluation of each degree program.**

1. **Criteria for Primary Reviewers of Undergraduate Degree Program Self-study**

   1.1. Academic Council Members listed as primary reviewers of Undergraduate Degree Programs must have experience teaching at the Undergraduate level.

   1.2. Practitioner Council Members listed as primary reviewers of Undergraduate Degree Programs should have experience with Undergraduate Level Academic Degree Programs.

2. **Criteria for Undergraduate Degree Program Site Visit Team Members**

   2.1. Academic Team Members on Site Visit teams for Undergraduate Degree Programs must have experience teaching at the Undergraduate level.

   2.2. Practitioner Team Members on Site Visit teams for Undergraduate Degree Programs should have experience with Undergraduate Level Academic Degree Programs.

Policy No.:	4.7*	Title:	4.7 Graduate Degree Program Self-study Reviewer and Site Visitor Policy
Proposed:	Feb. 15, 2006	Proposal No.:	2005-04
Adopted:	June 2006	Adopted By:	Vote of the Council
Proposed:	April 25, 2019	Adopted By:	Vote of the Board
Adopted:	July 8, 2019	Adopted By:	Vote of the Council

*Formerly: Policy 3.01.2 in 2017 Archived Policy

Purpose:

To provide guidance for the appointment of Council Members to serve as Primary Reviewers and/or Site Visitors of a Graduate Environmental Health Degree Program applying for accreditation or reaccreditation.

Policy:

EHAC offers both Undergraduate and Graduate accreditation for environmental health degree programs. When evaluating the degree program for accreditation, the Council needs to provide the best evaluation of each degree program.

1. **Criteria for Primary Reviewers of Graduate Degree Program Self-study**

   1.1. Academic Council Members listed as primary reviewers of Graduate Environmental Health Degree Programs must have experience teaching at the Graduate level.

   1.2. Practitioner Council Members listed as primary reviewers of Graduate Environmental Health Degree Programs should have experience with Graduate Level Academic Degree Programs.

2. **Criteria for Graduate Degree Program Site Visit Team Members**

   2.1. Academic Team Members on Site Visit teams for Graduate degree programs must have experience teaching at the Graduate level.

   2.2. Practitioner Team Members on Site Visit teams for Graduate degree programs should have experience with Graduate Level Academic Degree Programs, including attainment of an advanced degree (masters or doctoral).

Policy No.:	4.8*	Title:	4.8 Selection of Site Visitors
Proposed:	May 5, 2005	Proposal No.:	2005-11
Adopted:	Feb. 2006	Adopted By:	Vote of the Council

*Formerly: Policy 3.03.4 in 2017 Archived Policy

Purpose:

To provide guidance for the appointment of Council Members to serve as Site Visitors of an Environmental Health Degree Program applying for accreditation or reaccreditation.

Policy:

1. EHAC maintains a systematic list of academicians and practitioners who have made Site Visits to degree programs under review for accreditation. Each Site Visitor shall be selected by the Undergraduate Vice Chair and/or Graduate Vice Chair to serve as a Site Visitor based on their service as a Council Member, either present or past; their experience as a practitioner, and anyone considered to have experience either as an academician or practitioner.
2. The Site Visit Team will consist of at least but not limited to one (1) Academician and one (1) Practitioner. (If the institution has both Undergraduate and Graduate Degree Programs up for accreditation/reaccreditation, two (2) Academicians shall be selected.) The Institution under review is responsible for the expenses of the Site Visit team of at least two people (three if both Undergraduate and Graduate curriculum). Additional Members may be included at the discretion of the Undergraduate and/or Graduate Vice Chair(s) for training purposes and their expenses will be paid by the Council.
3. Site Visitors are required to decline participation in a Site Visit team when any of the following actual or potential conflicts of interest exist:
   - 3.1. 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 position
   - 3.2. Individual is an employee of or is in some way affiliated with an institution or degree program in geographic proximity (Avoid, where possible, individuals within 200 miles) of or in direct competition with the degree program/institution under consideration.

3.3. Individual currently serves or previously served (during the past three years) as a consultant to the institution/degree program under consideration. This will include Advisory Boards.

3.4. Individual is or was a student of or is a Graduate of the institution under consideration.

3.5. Individual has a Member of his/her immediate family with a relationship to the degree program/institution.

4. A conflict of interest form must be signed prior to the visit and submitted to the 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 degree program Self-study, early reading of that document is important.

5. Individuals selected for a Site Visit team will notify the Council within 10 days of actual or potential conflicts of interest with that degree 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 degree program, an individual is required to notify the Chair of the Council.

5. Accreditation Process

Policy No.:	5.1*	Title:	5.1 Submitting Degree Program Self-study for Review by Council
Proposed:	March 1, 2012	Proposal No.:	N/A
Adopted:	June 26, 2012	Adopted By:	Vote of the Council

*Formerly: Policy 3.03.8 in 2017 Archived Policy

Purpose:

To provide guidance to EHAC Council, Staff and accredited degree programs regarding the submission of degree program Self-studies during accreditation process.

Policy:

EHAC requires each accredited degree program and applicant new degree program to file a Self- study by December 1 of the year prior to the general meeting of Council during which their degree programs are to be reviewed. Failure to do so may result in:

1. **For degree programs up for reaccreditation:** the degree program will be immediately placed on probation with potential revocation of accreditation at the annual meeting. Please note that degree programs with accreditation are responsible for full annual dues for each of the years under which they received accreditation. Degree programs under probation with potential revocation of accreditation at the annual meeting are still accountable for their degree program dues assessed the fall prior to the Council meeting under which they were scheduled for reaccreditation review.
2. **For new degree programs:** they will be denied review and will forfeit the application fee.

2.1. EHAC may not deploy Site Visit teams to degree programs submitting Self-studies after December 1, except by prior authorization.

*Please see policy number 5.2 for Council's criteria for requesting extensions for Self-study submittal.

Procedures:

1. Filing the Self-study:

1.1. The Self-study shall be completed and submitted by December 1 of the year before the annual meeting in which Council is expected to review accreditation application or renewal. The December 1 date for submission will be provided on the EHAC calendar and in the letter sent to the degree program reminding them of the reaccreditation process or accreditation process as appropriate.

1.2. EHAC encourages degree programs to house the Self-study on their university web sites and allow access to this location by EHAC office and Council.

1.2.1. All degree programs are also required to submit the Self-studymaterials electronically.

1.2.2. If the degree program is housing the Self-study material electronically, the degree program shall notify the EHAC office, General Chair, and appropriate Undergraduate and/or Graduate Vice Chair of the location and appropriate access direction by the December 1 due date.

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

2. **Council Responsibilities**: It is the responsibility of Site Visitors and Council Members to access the Self-study and other school information.

2.1. If Council Members wish electronic or hard copies, it is the responsibility of the Council Members to download and print their own copies.

Policy No.:	5.2*	Title:	5.2 Requests for Extension of Self-study Due Date
Proposed:	March 1, 2012	Proposal No.:	2005-05
Adopted:	June 26, 2006	Adopted By:	Vote of the Council

*Formerly: Policy 3.03.1 in 2017 Archived Policy

Purpose:

To provide guidance to Council Members and Academic Degree Programs regarding the appropriateness and process for seeking an extension for the deadline for submitting the Self-study by the December 1 filing deadline.

Policy:

EHAC offers both Undergraduate and Graduate accreditation for Environmental Health Degree Programs. When requested, the Council may consider granting extensions to degree programs only when necessary.

Procedures:

1. **Extensions for Degree Programs Seeking First-Time Accreditation**

1.1. Ps seeking accreditation for the first time must submit, by October 1 of each year, an Application for Initial Accreditation. (Initial Accreditation Application can be found online – Undergraduate link and Graduate link, or requested from the office). Along with the Application, degree programs must submit a one-time fee of $1500.

1.2. If a degree program reaches the deadline for submitting their Self-study and are unable to, they may request an extension from the Council.

1.2.1. The degree program must request, in writing, an extension no later than 15 working days before the December 1 Self-study deadline.

1.3. All extension requests will be reviewed by the Chair in consultation with the Board of Directors of EHAC and will include an evaluation of degree program progress toward accreditation.

1.4. Two types of extensions may be requested:

1.4.1. Short-term extension of the Self-study due date of no more than 15 days.

1.4.2. A one-time extension for one year with application fee rolling over to the next year.

1.5. Degree programs requiring extensions of longer than one year will receive a refund (minus a $50 processing fee) and be required to reapply whenready.

2. Extensions for Degree Programs Seeking Reaccreditation

2.1. Two types of extensions may be requested:

2.1.1. One-year extension - EHAC Guidelines currently state:

> "Extension of Accredited Status: Granted to fully accredited degree programs for a period of one year when circumstances beyond the control of the environmental health science and protection degree 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 degree 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 degree program requests an extension after the Annual Meeting, the Board of Directors will vote on the matter, and respond within thirty (30) days."

2.1.1.1. Extensions for one year may be granted only once per accreditation period. Extensions will be granted for extreme circumstances only, e.g.., departure of a degree program Director or key faculty, significant changes within the University or College or degree program curricula, or circumstances that would prevent the completion of the Site Visit, Self-study.

2.1.1.2. Extensions for one year may be granted only once per accreditation period. Extensions will be granted for extreme circumstances only, e.g.., departure of a degree program Director or key faculty, significant changes within the University or College or Degree program curricula, or circumstances that would prevent the completion of the Site Visit, Self-study. Degree programs requesting a one-year extension must request the extension, via a letter to the Chair, prior to December 1 Self-study due date at the end of the current period of accreditation.

2.1.1.3. Short-term extension of the Self-study due date of no more than 15 days. The degree program must request this in writing, no later than 15 working days before the December 1 Self-study deadline.

2.2. Extensions requested in time for the EHAC annual meeting will be voted on by the entire Council. Extensions requested after the annual meeting and no later 30 days after receipt of notice of reaccreditation Self-study due

date will be voted on by the Board of Directors.

Degree programs requesting extensions 30 days after receipt of the notice of reaccreditation Self-study due date will be placed on probation on December 1 of that year and will be required to reapply for accreditation as a new degree program and comply with all EHAC requirements for new degree programs.

Policy No.:	5.3*	Title:	5.3 Format & Process for Site Visit Team Presentations and Review
Proposed:	April 19, 2012	Proposal No.:	N/A
Adopted:	June 26, 2012	Adopted By:	Vote of the Council

*Formerly: Policy 3.03.9 in 2017 Archived Policy

Purpose:

To provide guidance to Site Visit team Members and academic degree programs regarding the appropriate format and process for Site Visit presentations and Council review.

Policy:

EHAC requires Site Visit teams to abstract Site Visit reports for presentation to Council Members in conjunction with discussion and vote of Academic Degree Programs applying for accreditation and reaccreditation.

Procedures:

1. **Council Presentation:** A PowerPoint presentation will be prepared by the Site Visit team to summarize the major findings from the Site Visit report. The presentation will consist of three slides as follows:
   1.1. Slide one will contain date of Site Visit, picture or collage of pictures (if available) from Site Visit, and academic degree program title and brief organizational structure within the university.
   1.2. Slide two will contain a list of the major strengths associated with the Academic Degree Program.
   1.3. Slide three will contain a list of major findings inconsistent with the Academic Degree Program achieving full accreditation.
2. The PowerPoint presentation is due in the EHAC office concurrently with the final Site Visit report.
3. The Board of Directors (BOARD) will review the Site Visit report and PowerPoint presentation for all Academic Degree Programs applying for accreditation or reaccreditation that accreditation cycle.
   3.1. All Academic Degree Programs applying for accreditation will automatically be placed on the annual meeting agenda for open discussion by Council

3.2. All Academic Degree Programs applying for reaccreditation will be reviewed by the Board of Directors to consider if electronic discussion and vote may be considered.

3.2.1. Academic Degree Programs flagged as having major findings inconsistent with the academic degree program achieving full accreditation by Council will automatically be placed on the annual meeting agenda for open discussion by Council.

3.2.2. Academic Degree Programs with no major findings inconsistent with the Academic Degree Program achieving full accreditation by Council may be discussed via electronic strategies, with vote on accreditation decision also held electronically.

4. **Electronic Voting**: Discussion and the vote of qualified Academic Degree Programs up for reaccreditation to be done electronically.

4.1. All review materials (self-studies, primary reviewer comments, Site Visit reports, and PowerPoint presentations) shall be available on the restricted area of the EHAC website.

4.2. A minimum of a three-week open forum discussion will take place by electronic strategies. The academic degree program will be included in thisdiscussion.

4.3. Following open discussion, Council shall have a two-week window during which via electronic vote they may support or reject reaccreditation.

5. **PowerPoint presentations at the Annual Meeting of EHAC:**

5.1. All Academic Degree Programs forwarded for discussion during the annual meeting shall have a maximum window for Council discussion, deliberation, and vote of one hour.

5.2. The Site Visit team shall briefly present the PowerPoint report (maximum 5 minutes).

5.3. The Academic Degree Program shall briefly present information in response to the Site Visit report and PowerPoint presentation to clarify issues for Council (maximum 10 minutes).

5.4. The Council may ask questions of the Academic Degree Program for clarification (maximum 15 minutes).

5.5. Council shall then go into closed door deliberation (maximum 30 minutes)

5.5.1. The Site Visit team shall make a motion for the accreditation decision to move discussion forward.

5.5.2. At the end of discussion, Council shall vote on the motion.

Policy No.:	5.4*	Title:	5.4 Appealing Accreditation Decisions
Proposed:	May 5, 2005	Proposal No.:	2005-13
Adopted:	June 2006	Adopted By:	Vote of the Council
Proposed	June 2019	Adopted By:	Vote of the Board
Adopted:	July 8, 2019	Adopted By:	Vote of the Council

*Formerly: Policy 3.03.2 in 2017 Archived Policy

Purpose:

To provide detail on the policy on and procedure for Appealing accreditation decisions.

Policy:

The Councils' Guidelines outline the following decisions based on review of a degree program's Self-study and Site Visit report (See Undergraduate Accreditation Requirements and Graduate Guidelines for further detail).

1. **Full Accreditation:** Granted to a degree program when the institution and environmental health science and protection accreditation degree program are in compliance with the Council's accreditation criteria and policies, and the degree 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 degree programs with non- substantial deficiencies that can be easily corrected and documented within one year.
2. **Conditional Accreditation:** The conditional accreditation status is a form of probation. It is granted when deficiencies in the Environmental Health Science and Protection Degree 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 degree program within the agreed upon time frame, will cause the accreditation of the degree program to be withdrawn, unless the degree program can satisfy the requirements for an "extension of accredited status."

Conditional accreditation will be granted for no more than two years. When the degree 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 degree 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 degree programs granted "conditional" status at the time of renewal of their accreditation status).

3. **Accreditation Withdrawn:** Accreditation will be withdrawn from fully accredited and conditionally accredited degree 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 or (2) when conditionally accredited degree programs fail to correct the deficiencies identified by the Council within the agreed upon time period. "Majorproblems of compliance" are defined as: loss of institutional accreditation; loss of degree program funding; suspension or closing of a degree program by the institution; problems requiring more than two years to correct, and violation of Council policies as posted to EHAC website. An institution or degree program mayappeal any decision of the Council. A copy of the appeal procedure is available from the Council upon request. A degree program that has had its accreditation withdrawn may reapply when the problems have been corrected.

4. **Accreditation Denied:** Accreditation will be denied in the cases of degree programs seeking initial 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 degree program funding; suspension or closing of a degree program by the institution; problems requiring more than two years to correct. An institution or degree program may appeal any decision of theCouncil. A copy of the appeal procedure is available from the Council upon request. A degree program that has been denied accreditation may reapply whenthe problems have been corrected.

5. **Extension of Accredited Status**: Granted to fully accredited degree programs for a period of one year when circumstances beyond the control of the Environmental Health Science and Protection Degree 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 degree 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 degree program requests an extension after the Annual Meeting, the Board of Directors will vote on the matter, and respond within thirty (30) days.

6. International-affiliate accreditation is available for degree programs outside the United States demonstrating equivalency with EHAC guidelines.

Procedures:

1. The Council will notify the degree program Director (or his/her representative) at the annual meeting of the Council decision. Written notification of this decision sent to the degree 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 degree 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:

1.1. The appellant school or degree 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 Undergraduate Requirements or Graduate Guidelines to the institution.

1.2. 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 madepublic.

1.3. 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.

2. 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 degree program or Site Visit team.

3. 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 degree program requests in writing that it be closed.

4. Opportunity to appear before the hearing panel will be extended to representatives of the school or degree 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 ofthe 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 degree 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 degree 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 degree program to establish wrongdoing on the part of the Council. The panel's decision on the accreditation status of the appellant school or degree 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.

5. If the panel upholds denial of reaccreditation or revocation of accreditation, the name of the school or degree program will be removed from the list of accredited schools and degree programs. If the degree program maintains conditional accreditation, the school or degree 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.

6. 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. The appealing institution shall also pay a fee of $200 to offset administrative costs associated with the appeals process.

Policy No.:	5.5*	Title:	5.5 Evaluation of Accreditation Process
Proposed:	May 5, 2005	Proposal No.:	2005-08
Adopted:	June 2006	Adopted By:	Vote of the Council
Proposed:	April 25, 2019	Adopted By:	Vote of Board
Adopted:	July 8, 2019	Adopted By:	Vote of the Council*

*Formerly: Policy 3.03.6 in 2017 Archived Policy

Purpose:

To outline the procedures for evaluation of the accreditation process and Site Visitors.

Policy:

EHAC evaluates and accredits degree programs each year. In the course of the accreditation process, each degree program undergoes a Site Visit. EHAC is committed to ensuring a quality experience for both Site Visitors and the degree programs being visited.

1. The accreditation process evaluation 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.
2. The Academic Degree Program Director (Program Director) will also evaluate each Member of the Site Visit team utilizing the Accreditation Review Evaluation Form.
3. All evaluation forms should be completed within ten (10) days of the Site Visit. A separate form should be used for each Site Visitor.
4. All comments will be treated as confidential and will only be read by the Executive Director, the current EHAC Graduate or Undergraduate Vice Chair, as appropriate for the category of visit.
5. Completed forms should be emailed to the appropriate committee chair (please see EHAC web site for current roster and contact information).
6. The evaluation results will not be available to the Council until after accreditation decisions have been made.

Procedures:

1. **For Degree Program Directors:**

   Prior to the Site Visit, the EHAC office will send Program Directors the Accreditation Review Evaluation form, along 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.

1.1. The current version of the EHAC Peer Evaluation Form is available on the Association's website at: Website Link Program Director Site Visitor Evaluation Form.

2. **For 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 Site Visitor(s), and to improve the accreditation and Site Visit process in general.

2.1. The EHAC office will also send Site Visitors the Peer Evaluation form, with instructions for completion.

2.2. 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.

2.3. The current version of the EHAC Peer Evaluation Form is available on the Association's website at: Website Link to Site Visitor Peer Evaluation Form.

3. **For the Council:**

3.1. 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 Vice Chairs.

3.2. The Undergraduate and Graduate Vice 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.

3.3. 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 or Graduate Vice Chair and the General Chair.

3.4. The Undergraduate or Graduate Vice 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.

3.5. Either the Undergraduate or Graduate Vice 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.

3.6. 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.

3.7. Upon completion of the review, the General Chair and either Undergraduate or Graduate Vice Chair will meet with the Site Visitor to discuss the evaluation results and determine potential courses of action.

3.8. If necessary, the Site Visitor will no longer be asked to participate in Site Visits.

3.9. The EHAC office will keep records of the compiled evaluation results and provide them to the Undergraduate and Graduate Vice Chair as they begin the Site Visitor selection process.

Policy No.:	5.6*	Title:	5.6 Site Visit Expenses
Proposed:	Feb. 15, 2005	Proposal No.:	2005-07
Adopted:	June 6, 2006	Adopted By:	Vote of the Council
Revised	June 12, 2006	Adopted By:	Vote of the Council
Revised:	June 23, 2018	Adopted By:	Vote of the Council

*Formerly: Policy 3.04.1 in 2017 Archived Policy

Purpose:

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

Policy:

EHAC reviews Environmental Health Academic Degree Programs for both accreditation and reaccreditation status. This review always involves a Site Visit to the Institution.

1. The Site Visit team normally consists of two (three if both Undergraduate and Graduate Degree Programs) Site Visitors – an academician (two if both Undergraduate and Graduate Degree Programs) and a practitioner.
2. EHAC may decide to add an additional team Member, a “site-visitor in training,” at Council’s expense.
3. 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 Institution being reviewed.

Procedures:

1. **Site Visitor in Training:** EHAC may decide to require one additional team Member, a “site-visitor in training,” at Council’s expense if:
   1.1. The Site Visitor in training expenses have been approved by Council at the annual meeting and,
   1.2. The Site Visitor in training have been approved by the Board of Directors.
2. **Reimbursement of Site Visitor expenses is the responsibility of the institution.**
3. The institution is encouraged to set up and pay directly for hotel and travel costs (as much as is feasible) for the Site Visitors.

4. Site Visitors will submit travel vouchers to EHAC office for out of pocket expenses related to the Site Visit. If approved, the EHAC office will reimburse these costs in a timely manner.
5. The EHAC office will invoice the Institution for accreditation expenses related to the Site Visit. Formal accreditation will not be granted until all such bills have been paid.
6. **The Institute can expect that:**
   - 6.1. The Site Visitors will submit a complete accounting of expenses, including any transportation cost, hotel, and meal receipts within two weeks of the Site Visit.
   - 6.2. Upon receipt of the invoice of the accounting from EHAC, the Institution should issue a reimbursement to EHAC within 30 days of receipt.
7. When an Institution requests that EHAC invoice them for these expenses, the following process shall be used in securing reimbursement from a College or University.
   - 7.1. If approved, EHAC will reimburse the Site Visitors expenses and then invoice the Institution;
   - 7.2. Upon receiving the invoice, the Institution has 30 days to reimburse EHAC;
   - 7.3. After 30 days, EHAC will issue a second invoice.
   - 7.4. 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.
   - 7.5. After 120 days, the EHAC Board of Directors will meet to determine whether this debt will affect the degree program's accreditation status.
8. If the University fails to reimburse EHAC, the Council reserves the right to deny, or suspend accreditation until payment has been received.
9. **Travel Expense Reimbursement Form:**
   - 9.1. All out of pocket expenses should be submitted to the EHAC office as soon as possible after the conclusion of the Site Visit, but in no case, later than fifteen days after the Site Visitor has returned home.
   - 9.2. Requests for reimbursement should be submitted to the EHAC office using the EHAC Travel Voucher.

6. International Accreditation Policy

Policy No.:	6.1	Title:	6.1 Accreditation of International Environmental Health Degree Programs
Adopted:	June 20, 2009	Adopted By:	Vote of the Council
Proposed:	June 4, 2012	Proposal No.:	2012-05
Adopted:	June 25, 2012	Adopted By:	Vote of the Council

*Formerly: Policy 3.06 in 2017 Archived Policy

Purpose:

To provide guidance to the Council officers and Members regarding the policy and procedures for accrediting international Environmental Health academic degree Ps.

Policy:

The Council may undertake the evaluation of Environmental Health academic degree programs outside the borders of the United States when:

1. The degree program demonstrates to the satisfaction of the Board of Directors that it has a reasonable chance of meeting the criteria for accreditation laid out in these policies;
2. When, in the judgment of the Board of Directors, the usual accreditation processes, including a Site Visit by an experienced Site Visit team, can be conducted without placing the Council and its Members and/or representatives at undo risk, in terms of finances, credibility, health and safety; and,
3. When the Council has had an opportunity to review the application and approve by formal ballot the BOARD recommendation to move forward with the degree program's accreditation application.

Procedures:

1. **Application:**

   1.1. EHAC will accept applications from any environmental health academic degree program from any recognized educational institution of higher learning recognized by the Board of Directors.

   1.2. The applicant must first submit an application for accreditation prior to the Self-study being completed. As with any other applicant, the application must be submitted to the EHAC Office in English.

   1.3. If an applicant outside the U.S. is initially found to meet the EHAC guidelines for degree program accreditation, an assessment of Site Visitor security and health risks must occur before the degree program's application can move

forward. The EHAC Board will consider accrediting degree programs that are charted outside the U.S, only if they do not pose a security/safety risk to Site Visit team travelers.

2. EHAC Safety Review:

2.1. An EHAC staff Member or the Site Visit team leader shall make every effort to identify any risks involved to the Council or to Members of a Site Visit team, including travel warnings, and inform the EHAC Board of Directors. Travel warnings should be looked at on a case- by-case basis because violence is not the only reason that travel warnings are issued.

2.2. Before traveling to ANY country or location sites visitors need to be provided with up to date health and safety information from the host institution. The traveler should obtain from the degree program contact at each institution or location, current information regarding personal safety, medical precautions or travel risks in the country or location.

2.3. Factors that must be considered include issues such as terrorism, street crime and health warnings/required vaccinations. This assessment should be documented by the designated EHAC staff Member and Site Visit team leader and based on reliable information, including State Department information and information obtained from degree program/school faculty at the location of proposed travel.

3. Approved Travel to Foreign Nations

3.1. Once the application and travel have been approved by Council, the degree program will then submit, in English, the Self-study document electronically (pdf preferred). Travel will not occur without approval of the EHAC Board. Travel arrangements would not be made until the Self-study document is reviewed.

3.2. All Site Visit Team Members traveling to any country outside of the U.S. must sign a Travel Waiver and Release Agreement (Attachment #1) prior to initiating such travel. As with all Site Visits to degree programs under accreditation review, a “no conflict of interest” form (attachment #2) will be submitted prior to the visit.

3.3. EHAC will provide all travelers comprehensive travel and health insurance and the cost shall be reimbursed by the hosting institution.

3.4. All travel costs will be paid for upfront by the applicant university, including, but not limited to, visas, vaccinations, and interpreters. The Board reserves the right to cancel any international travel at any time due to changing circumstances. The application fee will not be refunded if the degreeprogram

does not meet the Site Visitor security and health risk litmus test.

4. Travel Risk Assessment:

4.1. EHAC staff will conduct an assessment of health risks, including documentation of any vaccinations that are required orrecommended.

4.2. EHAC staff will identify information on visa or other bureaucratic requirements for entry into the country, including information on the amount of advance time needed to apply for and complete such paperwork.

4.3. The EHAC Board must approve the international visit before a Site Visit commitment is made. The Board's decision will be informed by information contained in the travel risk assessment recommendation provided by the staff.

4.4. The Council should have reasonable assurance that it will be possible to continue with subsequent visits when it approves each visit. This will help to prevent, as much as possible, degree programs and schools from investing resources in an accreditation process that will not be possible tocontinue.