

Recertification and Continuing Education Requirements for CERCs

Certificates for Certified Emergency Response Coordinators (CERCs) are renewable every 3 years from the date of initial certification upon submission of at least 90 contact hours of continuing education (CE). For purposes of this policy, the Public Health Practitioner Certification Board (PHPCB) sets forth the following criteria:

Requirements

- In order to be recertified, a CERC shall be required to complete at least 90 contact hours of CE relevant to emergency response and preparedness and public health practice. One contact hour is defined as 60 minutes of attendance.
- CE credit hours used to satisfy the CE requirements of another professional discipline may be applied to fulfill the CE requirements of the PHPCB.
- CE hours shall be earned by verified attendance (e.g., certificate of attendance or certificate of completion) at, or participation in, a program, course or training event that addresses emergency response and preparedness topics as well as drills and exercises and relevant public health-related topics offered/organized by an approved CE sponsor.
- Approved CE sponsors may include, but are not limited to, Federal, State and local agencies, organizations, associations, and accredited colleges and universities.
- CE credit may be earned through postgraduate training programs or completion of public health-related courses that are a part of the curriculum of a college, university or graduate school. Courses that are part of the curriculum of a university, college or other educational institution shall be allotted CE credit at the rate of 15 CE hours for each semester hour or 10 CE hours for each quarter hour of school credit awarded.
- CE credit may be earned for verified teaching in the field of public health practice or emergency response and preparedness in an accredited college, university or graduate school and as an instructor of CE training programs and/or exercises and drills. Credit for this activity will be applied at the rate of 2 contact hours for every hour taught, but only for the first presentation of the program (i.e., credit shall not be allowed for repetitious presentations of the same program).
- CE credit may be earned for authoring papers, publications, dissertations or books and for preparing presentations and exhibits in the field of public health practice or emergency response and preparedness. The preparation of a published paper, a book chapter and a professional presentation may each earn 5 hours of credit. A presentation must be made before an audience of professionals. The 5 credit hours may be claimed only the first time the material is published or presented.

Compliance with CE Requirements

- Each recertification applicant shall certify their compliance with the CE requirements by confirming their compliance on the CE form prior to submission of the form for PHPCB review.
- Each recertification application shall be required to retain all certificates and other documented evidence of participation in the approved/accredited continuing education programs for a period of at least 3 years. Upon request such documentation shall be made available to the PHPCB for random audit and verification purposes. All contact hours must be completed and information submitted at least 30 days prior to the recertification review date.

Waiver of CE Requirements

- Any CERC seeking recertification without having fully complied with these CE requirements shall submit their CE form with a statement setting forth the facts concerning non-compliance and request for waiver of the CE requirements on the basis of these facts. A request for waiver shall be made prior to the recertification date. If the PHPCB finds that the request substantiates evidence of significant hardship, the PHPCB may waive enforcement of CE requirements, in part or in full, for the recertification period for which the applicant has applied.
- Significant hardship shall be determined on an individual basis by the PHPCB and be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the pre-recertification period because of:
 - Full-time service in the armed forces of the United States of America for a substantial part of the pre-recertification period;
 - An incapacitating illness documented by a statement from a physician;
 - A physical inability to travel to the sites of approved programs documented by a physician; or
 - Any other similar extenuating circumstances.
- Any CERC who, prior to the expiration date of their certificate, submits a request for a waiver, in whole or in part, pursuant to the provisions of this Policy shall be deemed to be in good standing until the final decision on the recertification is made by the PHPCB.