



## KENTUCKY REGISTERED SANITARIAN EXAMINING COMMITTEE

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[www.chfs.ky.gov/dph/sanitarrians.htm](http://www.chfs.ky.gov/dph/sanitarrians.htm)

**Matt Rhodes, RS**  
Committee Chair

Dear KY Associations:

The Kentucky Department for Public Health has encouraged further use of **KY TRAIN** to ensure improved tracking of professional trainings. The web-based application (<http://www.train.org>) is free of charge and ensures participant-training hours are accurately tracked and cataloged.

Consequently, the Registered Sanitarian Committee strongly urges the Public Health Professional Associations that provide training approved for R.S. contact hours to utilize the services provided through **KY TRAIN**. Benefits afforded to the professional association through **TRAIN** include:

- Conference description with agenda and course details available to participants
- Conference registration form
- Participant registration tracking
- Committee contact information available to participants
- Module evaluation
- Post conference evaluation
- Pre-approved Registered Sanitarian CEU certificates

The procedures that Professional Associations must follow for **TRAIN** Registration are listed on the following pages. A highlight of the pertinent information would include:

1. Received approval for contact hours from the R.S. Committee Executive Secretary before submitting conference information to **KY TRAIN**.
2. Submit a course description to the **TRAIN** Administrator to include:
  - A. Course Title
  - B. Speaker Names with Biography's
  - C. Agenda of course, or detailed course description with specific time breakdown
  - D. Number of CEU hours approved by the R.S. Examining Committee for each course.

Sign in sheets must still be submitted to the R.S. Committee Executive Secretary in order to confirm attendance at conference courses. If a sign in sheet is not available, the individual participant is responsible for submitting certificates to the Executive Secretary, which must be printed from **TRAIN** following completion of the on-line evaluation for each course or module. The module must have prior approval for contact hours from the R.S. Examining Committee.

*To Protect and Promote the Public's Health by Ensuring a Sanitary, Safe and Healthy Environment to Live and Prosper*



**INFORMATION TO BE INCLUDED ON TRAIN FOR COURSE(S) WITH  
REGISTERED SANITARIAN CONTACT HOURS**

**Put the following text the ACCREDITATION BAR:**

Approved by the Kentucky Registered Sanitarian Committee for R.S. contact hours.

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**Description:**

- A. Course Title
- B. Speaker Names with Biography's
- C. Agenda of course, or detailed course description with specific time breakdown

Official sign in sheets will be provided by the Executive Secretary. Only names on the official sign in sheets will be counted. Each meeting group shall designate a person responsible for providing official sign in sheets to members and further be responsible for submitting those sheets to the Executive Secretary in a timely fashion following the meeting.

Contact hours will be on file with the Executive Secretary and also accessible on-line at <http://chfs.ky.gov/dph/sanitaricians.htm>

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**Disclaimer Statement**

The Kentucky R.S. Examining Committee's approval of a continuing education provider does not constitute endorsements of program content.

**Important Certificate/Evaluation Information**

In order to receive a certificate/contact hours for this course, the participant must register for the conference on **ky.train.org**, attend the face-to-face presentation and complete the course evaluation on **TRAIN**. To complete the evaluation login to your **TRAIN** account and click on ***There are Pending Evaluations***, located on the right side of the **Home Page** just above the ***My Learning Folder***. After completion of the evaluation, please click on Certificates under the ***My Learning Folder***.

### **Disclaimer Statement**

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### **Modules: Important Certificate/Evaluation Information**

In order to receive a certificate/contact hours for this module, the participant must complete the course evaluation on **TRAIN**. To complete the evaluation login to your **TRAIN** account and click on ***There are Pending Evaluations***, located on the right side of the **Home Page** just above the ***My Learning Folder***. After completion of the evaluation, please click on Certificates under the ***My Learning Folder***.

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### **GOES UNDER THE TYPE**

**Credit Type: Contact Hours** (Training Branch enters the number of approved contact hours)

### **GOES ON CERTIFICATE: (Training Branch enters this information)**

KY R.S. Committee  
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