

Winter 2026 Basic Environmental Health Program Overview and Participant Guidelines

**Cornell Cooperative Extension of Saratoga County
50 West High Street
Ballston Spa, NY 12020**

The Basic Environmental Health Program (BEHP) is an introductory training program designed to equip entry-level environmental health personnel with the basic knowledge, skills, and abilities needed to develop competency in their initial and future duties. The BEHP is recognized as the health training course required pursuant to Part 11 of the State Sanitary Code for individuals employed in Public Health Sanitarian and Public Health Technician titles. Experienced environmental and public health staff, and industry experts provide a rich overview of major environmental and public health components and programs conducted in New York, together with instruction on the related specialized science and technology. The program is designed to prepare staff for additional specialized training and mentored experiences. It is offered via a blended learning format consisting of in-person training, live and recorded webinars, and online self-paced courses. There are no registration or tuition fees. Participation in the BEHP may be limited based on the training room capacity and program limitations. Priority for enrollment is given to individuals in the Public Health Technician, Public Health Sanitarian, or equivalent titles required to take it per Part 11 of the State Sanitary Code.

Those interested in participating in the BEHP must submit the Intent to Register form (<https://forms.office.com/g/WdP2UEMMFQ>) by January 13, 2026. Upon review and approval of the registration list, individuals will either be sent a "Welcome to BEHP" email to confirm enrollment or notification they are unable to be enrolled by **January 16th**. The welcome email will include information for completing registration in the NYS Learn Management System.

Travel Approvals: Individuals requesting enrollment in the BEHP should consider submitting any needed internal requests for travel prior to receiving official notification about acceptance into the program to allow for processing time.

Hotel Reservations: Prior to booking a hotel, it is recommended to check the hotel's cancellation policy and choose a hotel that allows for cancellation with 24-hours or less notification in case of cancellation due to inclement weather.

Snow Dates: Snow dates have been established in the event in-person courses needs to be rescheduled due to inclement weather. Please put a tentative hold on your calendar for the snow dates indicated on the course calendar, to avoid scheduling conflicts.

Decisions regarding cancellation of a course will be made based on the weather in the area the course is offered. **Cancelation emails will be sent by 11 am, the day prior to the training.** The email will be sent to the address provided at the time of registration for BEHP. **If there is no cancellation, an email will not be sent.**

Students expecting to receive a Certificate of Completion for the BEHP must complete all program requirements including in-person courses, live and recorded webinars, and online self-paced courses.

For Questions, contact Jim Maurer at 518-402-7634 or behp@health.ny.gov

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Eligibility for Program Certificate

- Participants must complete all requirements outlined in this document and the Course Information and Tracking Sheet to obtain a Certificate of Completion for the program (e.g. in-person courses, live and recorded webinars, and pass quizzes with a score of 70% or higher).
- All requirements for a BEHP certificate are expected to be completed within the program's time frame. Participants can request accommodations to make up missed in-person courses during a future offering not to exceed two years from the date of their initial registration.

All In-Person Courses, Live and Recorded Webinars

- Please refer to the Course Information and Tracking Sheet for details on each BEHP course.
- **Please be on time for all courses, including live webinars.**
- **If you are unable to attend any live in-person trainings or live webinars, notify behp@health.ny.gov as soon as possible.**
- For all in-person sessions:
 - Registration is from 8:30 – 9:00 am with the session beginning promptly at 9:00 am and ending at 4:00 pm.
 - Sign in and out. Each course attendee is to **personally** sign in and out of the course. Do not task other class participants or coworkers to sign in or out for you.
 - Lunch is on your own from 12 – 1 pm.
 - Set cell phone to silence/vibrate. If you must answer a call, please step outside of the classroom.
- Please do not bring outside work to do during class time.
- Speak politely, act appropriately, and listen attentively.
- Respect the opinions of others and engage in rational debate in areas of disagreement.
- Respect instructors: stay attentive, be polite when asking questions, do not engage inside conversations.
- Notify behp@health.ny.gov in advance if you must leave early or arrive late.

Online, Self-Paced Courses

- Please refer to the Course Information and Tracking Sheet for a listing of the online courses. Some of the online courses serve as pre-requisites to in-class courses as well as live and recorded webinars and should be completed prior to attending them.

Missed In-person Classes/ Webinars

- Participants who miss in-person courses are expected to make up the in-person course the next time it is offered but may take up to two years from the date of their initial registration.
- Participants are expected to attend all hours of instruction for in-person courses that are scheduled for multiple days (e.g., EH 107 and EH 109). If participants are not able to attend the full course of instruction (e.g., can only attend one of three days), the participant may be asked to repeat the module the next time the module is offered.
- Live webinars will be recorded and a link to them made available in the NYS Learning Management System (LMS) www.nylearnsph.com.

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Quizzes

- Participants are encouraged to complete quizzes within two weeks of completing a course.
- Quizzes are open notes.
- If a participant fails to complete a quiz within two months of the last scheduled course in an offering, they may be deemed ineligible for BEHP certification and need to repeat the specific course the next time it is offered.
- The passing score is 70% for all quizzes. If a participant fails a quiz on the first attempt, one make-up quiz will be provided. If the participant fails the make-up quiz, they will be required to take the specific course again.

Evaluation

- A short evaluation is available and encouraged (but not required) for each course.
- A final program evaluation is required at the end of the program to be eligible for a certificate.

Handouts

- Handouts and other course specific documents will be made available in the LMS www.nylearnsph.com

Field Exercises

- Four optional field exercises are available for use. They are **not** required to be completed as part of the BEHP and are used at the discretion of the local health department to enhance the training provided during the Program. If elected to be used, it is recommended that they are completed prior to the corresponding course of the BEHP. Exercises available:
 - High Risk Food Service
 - Swimming Pools (intended to be completed at a swimming pool with lifeguard supervision)
 - Sanitary Survey of a Noncommunity Public Water Supply
 - Elective Activity (a listing of suggested elective field exercises is provided on the Elective Field Exercise report)
- Additional information for the exercises can be found in the Optional Field Exercise Guidelines.

The NYS Department of Health is committed to:

- A learning environment that is free from harassment, discrimination and abuse of power, and one which respects the privacy of individuals.
- Treatment of participants with courtesy and respect.
- Providing participants with the opportunity to supply feedback on their teaching and learning experience in the course.
- Assurance that feedback provided by participants will be considered for the continuous improvement of the BEHP.