Housing Inspector Training Program
Registration Form
November 2012

Name _____ Agency _____

Title: RS REHS CHO HHS CEHT Other _____

Address _____

City _____ State _____ Zip _____

Day Phone ( ) _____ Email _____

Mail form and check (made payable to MHOA) to: ___ $250 for MHOA or MEHA member ___ $300 for non-member

MHOA
197 Micah Ter
Milton, NH 03851

The following contributors and supporters are pleased to offer this program.

- Boston Inspectional Services Department (ISD)
- Boston Public Health Commission (BPHC)
- Boston University School of Public Health (BUSPH)
- MA Department of Public Health (MDPH)
- MA Environmental Health Association (MEHA)
- MA Health Officers Association (MHOA)
- New England Alliance for Public Health Workforce Development (Alliance)

MA PHIT
MA Public Health Inspector Training

HOUSING

Classroom Instruction:

November 7, 8, and 14—2012

Forbes Municipal Building
45 W. Main St.
Westborough, MA

Course Information

This very comprehensive course is comprised of the following elements:

- Three days of classroom instruction
- A written examination at the conclusion of day 3
- Five supervised field training inspections
- A final audited inspection

Upon successful completion of this course, participants will:

- Have a working knowledge of Chapter 2 of the State Sanitary Code.
- Have practice in conducting inspections.
- Demonstrate how to properly use housing inspection forms and write corrections orders.
- Understand the legal and administrative aspects of bringing a complaint forward to court.

Course Faculty

Paul Halfmann
MDPH, Community Sanitation Program
Dion Irish
City of Boston, Inspectional Services
Regina Hanson, RS
City of Boston, Inspectional Services
Leon Bethune
Boston Public Health Commission
Phyllis Boucher, RS, CHO

Course Schedule

Day 1

8:30 *Registration and Breakfast*
8:45 Welcome and Introductions
Program Description
9:15 Healthy Homes
9:45 *Break*
10:00 Scope / Purpose of 105 CMR 410.000
11:00 Inspection Processes and Protocol
12:15 *Lunch*
1:15 Keep it Dry
2:45 *Break*
3:00 Keep it Ventilated
3:30 Group Exercise
4:30 *Adjourn for day*

Day 2

8:30 *Sign-in and Breakfast*
8:45 Review, Q&A
9:00 Keep it Pest Free
9:45 Group Exercise
10:30 *Break*
10:45 Keep it Clean
11:45 Keep it Safe
1:00 *Lunch*
1:15 Group Exercise
2:00 Keep it Maintained
2:45 Group Exercise
3:30 *Break*
3:45 Order to Correct
4:30 *Adjourn for day*

"Thank you for three full days of knowledge that will help me so much in my job."

Day 3

8:30 *Sign-in and Breakfast*
9:00 Review, Q&A
9:30 Condemnations
10:15 *Break*
10:30 Enforcement
12:00 *Lunch*
1:00 Legal Perspectives
2:00 Field Training: Next Steps
2:15 *Break and Classroom Eval Form*
2:30 Exam
4:30 *Adjourn*

"This course was excellent."

"Best housing course/seminar I've attended."

Registration Information

The $250 registration fee for members of either MHOA or MEHA ($300 for non-members) includes breakfast, breaks, lunch, and course handouts. Confirmation including directions will be sent to you upon receipt of your registration form and payment.

Please send in your registration as early as possible as spaces are very limited due to the nature of this course.

Cancellations must be received at least five business days prior to the first class date in order to receive a refund. If you have any questions, please call Ruth-Ellen Sandler at 1-866-486-6329 or send email to resandler@mhoa.com.

Supervisor Approval

Successful completion of this course requires:

- 3 days of classroom instruction
- Passing a written examination (end of day 3)
- 5 field training inspections
  These inspections conducted by Field Trainers will likely occur outside the attendee's jurisdiction.
- A final audited inspection
  This also may occur outside the attendee's jurisdiction.

The supervisor is in agreement that the trainee may attend all 3 days of classroom instruction, 5 field inspection trainings, and a final audited inspection.

_____
Supervisor signature

_____
Date

"It was extremely valuable to me, and the organization of the training was excellent, including the facility, the food, and the trainers." —JD

Educational Credit

The classroom instruction portion of this course meets the requirements for 18 hours of continuing education for RS and CHO.

"This was very helpful and should continue for years to come." —IA