

How to Find a Proctor for the following NEHA credential exams:

Certified Environmental Health Technician (CEHT)
Registered Hazardous Substance Specialist (RHSS)
Registered Hazardous Substance Professional (RHSP)
Registered Environmental Technician (RET)

The CEHT, RHSS, RHSP and RET exams are not available on computer and are rarely offered at conferences. If you need to schedule one of these exams, you will need to find a proctor. (If you are in the military see the *Note at the bottom.)

NEHA does not have a list of approved proctors. We work with test candidates to set up proctors on a case by case basis.

A suitable proctor must meet these requirements:

1. Is not a close coworker, friend or family member.
2. Is not your supervisor or anyone who has an interest in whether you pass or fail the exam.
3. Is not planning to take the same exam himself/herself in the next year.
4. Is not teaching or offering a review class to prepare for the exam.
5. Must agree to keep the exam contents confidential and the exam materials secure.

The proctor will have to sign an affidavit which will be provided from NEHA directly to the potential proctor.

Places to find a proctor:

1. Local community college. Check with their career counseling or career testing center.
2. Public Library. Public libraries are offering proctoring services more commonly since so many people are obtaining their education online.
3. Check with your employer's Human Resources Department.
4. You may be able to use a supervisor from another department at work. It cannot be your own supervisor or your supervisor's supervisor.
5. A teacher or college professor you may know.

Once you find a proctor, you should provide that information on Step 3, Part B, of the Application for Professional Credentials.

If you have questions, contact Carol Newlin, NEHA Credential Specialist,
303-756-9090 ext. 337 or e-mail cnewlin@neha.org.

*NOTE for Military personnel – The CEHT exam may be available at some military conferences. The CEHT, RHSS, RHSP and RET can also be set up through a military base education center if it is in the U.S.