

Continuing Education Submission Form

This Form May Only Be Used For The Following NEHA Credentials:
(REHS/RS, CFSP, RHSP, RET, CEHT, RHSS)

Name: _____	Date: _____
Address: _____	
City: _____	State: _____ Zip: _____
Daytime Phone: _____	E-mail: _____
NEHA Membership Number: _____	NEHA Credential Number: _____

(This Section Must Be Completed)

Please provide the following information:

Name of Course: _____ Date(s) of Course: _____

Summary of Course:

(This Section Must Be Completed)

Please list the new competencies that you have developed.

- ⇒
- ⇒
- ⇒
- ⇒
- ⇒

Total CE Hours

Number of Hours attended: * _____

(-)Breaks/Lunches: - _____

(-)Dinners: - _____

(-)Business Meetings: - _____

Total CE Hours: = _____
*(subject to revision)

FOR INFORMATION ON:

The National Radon Proficiency Program Continuing Education
Please visit www.radongas.org or call 800-269-4174

FOR NEHA USE ONLY:

NT ST LO MI HS FED PI
CNTY UNV Total CE's=_____

SUBMIT FORM TO:

National Environmental Health Association
720 S. Colorado Blvd., Ste. 970-S, Denver, CO 80246
Phone: 303-756-9090 Fax: 303-691-9490

Internet: www.neha.org E-mail: staff@neha.org

CE Submission Information:

For as long as NEHA has existed, we have strived to elevate the standing and respect accorded to those who practice environmental health. One of the mechanisms used by professional societies like NEHA to achieve such a goal is the one of credentialing. NEHA's mission is to advance you -- pure and simple.

Part of maintaining and renewing a NEHA credential is the biannual submission of NEHA approved Continuing Education (CE). One form must be completed for **EACH** CE experience (conferences and multiple-class seminars may be on one sheet). To obtain CE credit, you must attach official verification of the number of hours that you attended. Acceptable documentation includes: conference agendas with times listed, certificates of completion with number of hours attended or CE credits granted, transcripts from a college or university, or a letter from the administrator of the continuing education program you attended. Time allotted for breaks, lunches, dinners, business meetings, etc. will not be counted towards your total CE hours.

NEHA Credentialed Professionals can check and print their continuing education history on-line anytime at: www.neha.org. This service not only provides the freedom for NEHA professionals to confirm their CE submissions at their leisure, but also encourages professionals to submit CE's continuously over the renewal period by providing a constant CE tracking system. If you have any questions please call NEHA's Credentialing Specialist at: 303-756-9090 ext. 309.

Continuing Education Requirements:

Content must relate to the environmental health field in one of the following technical subject areas: air, land, water, counter bioterrorism, environmental health management, environmental health research, food protection, general environmental health, GIS, swimming pools, environmental justice, emerging pathogens, vector control, zoonotic diseases, hazardous and toxic substances, individual environmental responsibilities of the applicant, injury prevention, institutional environmental health, international environmental health, or onsite wastewater management.

Continuing Education Requirements:

Contact Hours need to be accumulated every two years.

CEHT	12 Contact Hours
CFSP	24 Contact Hours
REHS/RS	24 Contact Hours
RET	12 Contact Hours
RHSP	24 Contact Hours
RHSS	24 Contact Hours

Please Note:

One (1) Contact Hour is equal to One (1) 'Clock Hour' of class time.

Acceptable Continuing Education:

- Certification Programs
- Computer-Based Training (up to 4 CEs)
- Home Study Courses Training Modules
- *JEH* Self Assessment Quiz (NEHA members only)
- Military Training
- National/State/Local Conferences
- NEHA Book Reviews (up to 4 CEs)
- University/College Courses
- Videos (up to 4 CEs)

CE Submission Procedures:

1. Fully complete the NEHA Continuing Education Submission Form on the other side of this form (feel free to photo-copy this form). **Please complete one CE Submission Form for each course, training, video etc. that you submit.**
 - a. Additional forms are available upon request or by visiting our Web site at www.neha.org.
2. Attach a copy of any course agendas, grade cards, transcripts, or certificates of completion, etc.
 - a. Please Note: Certificates must have the number of CEs or contact hours pre-printed on the form in order to be accepted. **Please do not send workbooks or table of contents from study materials.**
3. Please keep a copy of your CE Submission Form and all attachments for your records.
4. Return CE Submission Form with documentation to NEHA for review.

NEHA Administered CE Programs:

NEHA offers states the opportunity to reduce the amount of work associated with implementing and administering a state continuing education requirement by having NEHA administer the program for the state. There are several different options available, one of which should fit your state's needs. If your state would like more information about this program please contact us at: 303-756-9090 ext. 309 or e-mail us at: credentialing@neha.org.

Contact: NEHA Credentialing
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Denver, CO 80246-1925
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www.neha.org