



# Application for Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) Credential

(Please allow 6 weeks for processing)

REV 10/18

## Step 1. Name and Address of Applicant *(Please print or type.)*

NEHA Membership # if known: \_\_\_\_\_

**NAME:** \_\_\_\_\_

**PREFERRED MAILING ADDRESS:** \_\_\_\_\_ Job Title: \_\_\_\_\_

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City/State/Zip Code*

Preferred phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Employer Information: \_\_\_\_\_

\_\_\_\_\_  
*Place of Employment*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City/State/Zip Code*

## Step 2. NEHA Credential Options, Fees and Payment Information *(Please "X" all that apply.)*

<u>Credential Name</u>	<u>Application Fee</u> <u>Mem/Non-Mem</u>	+	<u>Exam Fee</u> <u>Mem/Non-Mem</u>	=	<u>Total:</u> <u>Mem/ Non-Mem</u>
Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS)	\$95/\$130	+	\$185/\$335		<input type="checkbox"/> \$280 <input type="checkbox"/> \$465
REHS/RS – "In-Training" (REHS/RS-IT)	\$95/\$130	+	\$185/\$335		<input type="checkbox"/> \$280 <input type="checkbox"/> \$465
REHS/RS by Reciprocity (REHS/RS) (Refer to <b>Step 3 Part B</b> for requirements)	\$140/\$200		N/A		<input type="checkbox"/> \$140 <input type="checkbox"/> \$200
<input type="checkbox"/> <b>YES!</b> I would like to join NEHA and take advantage of the member fees above. This is a yearly membership fee. Other membership options are also available. Visit <a href="http://www.neha.org/member">www.neha.org/member</a> .			<b>Individual Membership</b> (w/complimentary E-Journal)		<input type="checkbox"/> \$100
<input type="checkbox"/> I choose to take the exam at a Pearson VUE <b>Computer</b> testing center. (U.S. and its Territories/Canada)					<input type="checkbox"/> \$110
<input type="checkbox"/> FOR INTERNATIONAL testing at a Pearson VUE <b>Computer</b> testing center.					<input type="checkbox"/> \$175

**Name exactly as it appears on driver's license or ID** (Required. This name will be verified at time of testing): \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**Payment Options:**     Visa    MC    Discover    AMEX     Check/MO (make payable to NEHA)

Credit Card # \_\_\_\_\_ Exp.: \_\_\_\_\_ CVV (number on back): \_\_\_\_\_

Billing address: \_\_\_\_\_  
(street) (city, state, zip)

Name on card (printed): \_\_\_\_\_ Signature: \_\_\_\_\_

*Refund Policy: The Application Fee is non-refundable and non-transferable for all applications, including those that are rejected.*

**Written requests for refunds of examination and Pearson VUE fees will be honored only up to ninety (90) days after the fees have been processed by NEHA. This application is good for two (2) years after NEHA has processed your payment. Pearson VUE testing authorizations are good for one (1) year.**

**PLEASE NOTE: FEES MAY BE SUBJECT TO CHANGE without Prior Notice.**  
**Allow 6 weeks for Processing**

**Step 3. Administration Options** (Please select **A** or **B** below, and fill out the requested information.)

- OPTION ONE (paper) – NATIONAL CONFERENCE.** The REHS/RS exam is administered each year at the NEHA Annual Educational Conference (AEC) & Exhibition. For more information please visit [www.neha.org](http://www.neha.org).
- OPTION TWO (paper) – STATE AFFILIATE/REGIONAL MEETING TEST DATE.** NEHA will make arrangements with state affiliates or groups planning to test candidates at their meetings throughout the year. A minimum of 3 applicants are required, otherwise a \$350 Test Site Fee may apply.

Name of Meeting: \_\_\_\_\_ Exam Date: \_\_\_\_\_

- OPTION THREE – COMPUTER TESTING AT PEARSON VUE.** These exams are available on computer at Pearson VUE testing centers worldwide. Please include the additional \$110.00 fee with your exam and application fees to NEHA. For information regarding the center nearest you, please visit [www.pearsonvue.com/neha](http://www.pearsonvue.com/neha) or contact the NEHA Credentialing Department at (303) 756-9090 ext. 310

**INTERNATIONAL TEST SITE REQUESTED: International testing will only be available on Pearson VUE for an additional \$175.**

- OPTION FOUR – SPECIAL TEST DATES.** Special test sites may be arranged through NEHA. In order to accommodate requests for special test sites, arrangements must be made a minimum of 6 weeks prior to the requested date. The fee to set up a special test site is \$350.00. For groups of 10 or more REHS/RS and/or CP-FS candidates, the special test site fee is waived. Please complete the Special Test Site Request form and return it to NEHA with your application.

Exam Location: \_\_\_\_\_ Exam Date: \_\_\_\_\_

- OPTION FIVE – Pearson VUE MILITARY BASE TESTING.** If you are currently in the US Military, it may be possible to make arrangements to take the exam at a Pearson VUE computer testing center on your base. For information regarding centers on military bases, please visit [www.pearsonvue.com/neha](http://www.pearsonvue.com/neha). Click on Find an On-Base Test Center.

**Pearson VUE testing (Military base in the U.S. and its Territories) for \$110**

**INTERNATIONAL Pearson VUE testing (Military base overseas) for \$175**

**B. REHS/RS Reciprocity only:**

If you checked the REHS/RS by Reciprocity option, you must meet the criteria below. If you meet the criteria, please fill out the requested information. If you do not meet the criteria, you cannot check this option.

**CRITERIA:**

1. Have a valid, current state registration; and
2. Have a Bachelor's degree with 30 semester/45 quarter hours in basic sciences; and
3. Have a passing score of:
  - a. 650 or higher on the NEHA exam taken on or after July 13, 2014, or
  - b. 68% or higher on the NEHA exam taken between January 1, 1998, and July 12, 2014, or
  - c. 70% or higher on the PES exam provided it was taken before December 31, 1997. PES exams taken after this date are not eligible to receive national REHS/RS reciprocity through NEHA.

**Please Note: For NEHA REHS/RS by Reciprocity option, you must submit: 1) a copy of your current state registration card, showing the expiration date, 2) a copy of your official score report/results, and 3) official university transcripts.**

I am currently registered as a REHS or RS in the state of \_\_\_\_\_

Date of original registration: \_\_\_\_\_ Certificate #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

**Step 4. Official Transcripts** - Please obtain and attach OFFICIAL transcripts of your post-secondary education to this application. OFFICIAL PAPER TRANSCRIPTS MUST ARRIVE AT NEHA IN THE SEALED SCHOOL ENVELOPE. Transcripts may be mailed separately if necessary. Electronic transcripts can be emailed FROM THE SCHOOL OR TRANSCRIPT SERVICE to [credentialing@neha.org](mailto:credentialing@neha.org).

Please list the names of the schools sending transcripts to NEHA: \_\_\_\_\_

Please list any OTHER surnames that will show on transcripts: \_\_\_\_\_

Please list degree and major that will show on transcripts: \_\_\_\_\_

**Step 5. Professional Conduct Questions - SIGNATURE REQUIRED**

1. Have you ever had a professional certification, registration and or license revoked, suspended, sanctioned or had any disciplinary action against you either in the United States or another country?

\_\_\_ Yes \_\_\_ No

If YES, Please explain in detail on an attached sheet the circumstances.

2. Have you ever been convicted of a felony or a misdemeanor?

\_\_\_ Yes \_\_\_ No

If YES, Please explain in detail on an attached sheet the circumstances and include the charge, date and location of conviction.

X \_\_\_\_\_

***Signature of Applicant***

***Date***

**Step 6. NEHA Code of Ethics for Credentialed Professionals – SIGNATURE REQUIRED**

As an environmental professional, credentialed by the National Environmental Health Association, I hereby acknowledge, accept, and agree to abide by the following code of conduct and ethics:

- I shall endeavor to keep myself current and informed and satisfy any continuing education requirements that may be in effect for my credential.
- I shall conduct myself in a professional manner befitting of my credentialed status.
- I shall proudly represent my credentialed status to the public I serve.
- I shall do nothing to undermine, detract from, or otherwise cause to develop any damaging associations with respect to this credential. I accept that any activity on my part that will cause this credential any measure of injury serves as a breach and a failure on my part to uphold this code of ethics. Moreover, I accept that such actions for which I might be responsible could result in the revocation of my credential.
- I shall do nothing to impair my ability to discharge any administrative or regulatory duty related to my professional credential that may also be required under federal, state or local law as a part of the position I hold.

X \_\_\_\_\_

***Signature of Applicant***

***Date***

**Step 7. Statement of Affirmation – SIGNATURE REQUIRED**

I, \_\_\_\_\_, do solemnly swear and affirm that I am the applicant named in this application; that I have made or read the contents hereof, and to the best of my knowledge and belief, the foregoing statements and answers are true in substance and effect, and are made in good faith.

X \_\_\_\_\_

***Signature of Applicant***

***Date***

## Step 8. Work Experience Verification Form

The following form must be completed by a third party that can verify the candidate's work experience in environmental health, food safety, or related field. Verifications may be provided by a supervisor, human resources department, local/county/state health department, or a NEHA credentialed co-worker that works with the candidate. **(Please note: You may make copies of this form and have as many employers complete one as necessary to meet the minimum work experience criteria for the credential you are seeking).** Email completed forms to [credentialing@neha.org](mailto:credentialing@neha.org) or fax (303) 691-9490 Attn: Credentialing.

I verify that \_\_\_\_\_ has a minimum of \_\_\_\_\_ years' work experience  
(Applicant's Name) (# of years)  
in environmental health, food safety, or a related field for the REHS/RS credential.

**Please note: Individuals providing verification of the applicant's work experience may be contacted by the National Environmental Health Association (NEHA) during a random application audit.**

Person verifying applicant's work experience in environmental health, food safety, or a related field please complete the following and return form to applicant to include with application or send electronically to [credentialing@neha.org](mailto:credentialing@neha.org):

NAME (Print full name)

(relationship to candidate)

TITLE

NAME OF COMPANY

STREET ADDRESS

CITY

STATE

ZIP

DAYTIME TELEPHONE

EMAIL ADDRESS

SIGNATURE

DATE

## Step 9. Email, fax, or mail your completed application with payment to:

National Environmental Health Association, Attn: Credentialing Department, 720 S. Colorado Blvd., Ste. 1000-N, Denver, CO 80246.  
E-mail: [credentialing@neha.org](mailto:credentialing@neha.org) Please specify credential type in the e-mail. Fax: 303-691-9490

***Please allow 6 weeks for processing***

If you have any questions or need assistance completing this application, please contact the NEHA Credentialing Department at  
Phone: 303-756-9090, **ext. 310**