

From: pearson@proftesting.com
To: youremail@yourprovider.com
Cc: [Carol Newlin](#); [Sarah Hoover](#); pearson@proftesting.com
Subject: [EXT]REHS/RS Exam
Date: Thursday, December 5, 2019 2:55:43 PM

TO: youremail@yourdomain.com



Dear *Your Name*:

You have been authorized to schedule your **REHS/RS** computer-based examination through the Pearson VUE system.

You have been assigned Candidate ID number: **PTINEHA#WA2019#####** (In this example, the candidate is from Washington (WA) and ordered in 2019. Your code will have your state abbreviation and the year of your order.)

You may schedule for your examination by phone or online:

a. Phone – 1-[888-228-0147](tel:888-228-0147) in United States/Canada and ask for the REHS/RS exam Monday to Friday 7am to 7pm USA Central Time

Outside of United States/Canada, check the following link for available phone numbers:
<http://www.pearsonvue.com/pti/contact/>

b. Online – go to www.pearsonvue.com/neha/ to set up an account with Pearson VUE using your legal name as given on your photo ID and application. Once you have your online account, you may schedule your exam using the candidate ID provided above and the password you will have selected while creating your Pearson VUE account.

Available exam dates, times and locations will be identified upon scheduling. Pearson VUE will send you a confirmation of your scheduled exam. *Be sure to verify the information is correct and read the Pearson VUE Testing Center policy at the bottom of your e-mail confirmation.*

If you encounter problems scheduling your exam, please contact *NEHA Credentialing Services* by phone at [\(303\)756-9090](tel:3037569090) or by email at credentialing@neha.org

Once you schedule your exam, you may cancel or reschedule up to 24 hours before your appointment at no cost. If, however, you cancel your appointment with less than 24 hours' notice, or if you miss your appointment, show up late or provide inadequate identification, you will not be able to make a new appointment without paying the full computer testing fee.

Please note the following:

- Your exam authorization is valid from 12/4/2019 to 12/3/2020. (1 year from email date)
- Your testing fee has already been paid as part of your initial application fee.

- The exam has an on-screen calculator. If you prefer a physical calculator and the testing center has one available, you may ask to use it. You may not, however, bring a calculator to the testing center.



On behalf of the Credentialing Department
National Environmental Health Association (NEHA)