

**For Board Use Only**

Course Number: \_\_\_\_\_

Recommended Hours: \_\_\_\_\_

Reviewer: \_\_\_\_\_

**North Carolina State Board of Environmental Health Specialist Examiners**

**APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL**

**Name of Education/Training:** \_\_\_\_\_

**Organization /Sponsor:** \_\_\_\_\_

**Location(s) of Training:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Type of Education-Check One:**

☐ Workshop   ☐ Professional Meeting   ☐ Internet Course   ☐ Video Conference   ☐ College Course

☐ Other (Describe): \_\_\_\_\_

**Date(s) of Education/Training:** \_\_\_\_\_

**Time of Education/Training:** \_\_\_\_\_

**How will attendance be documented?** \_\_\_\_\_

**How many continuing education hours are you requesting for the training?** \_\_\_\_\_

**Submitted by (Please Print):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Please submit the completed application to:**

Adele Newman

NC State Board of Environmental Health Specialist Examiners

PO Box 1718

Mebane, NC 27302

(910) 608-0196

Fax: (910) 816-0190

[rehs.board@ncdenr.gov](mailto:rehs.board@ncdenr.gov)

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# North Carolina State Board of Environmental Health Specialist Examiners

## Instructions for Completion of

### Application for Continuing Education Course Approval

Any application for continuing education approval must include a completed APPLICATION for CONTINUING EDUCATION COURSE APPROVAL. This form must be accompanied by a **detailed timed agenda, course description, completion certificate, and/or other comparable record** from the sponsoring organization. It should include date(s) and time(s) of training, subject(s), and presenter(s), instructor(s), etc. If submitted after the training, please attach attendance sheet(s). **PROOF OF ATTENDANCE MUST BE PROVIDED BY THE SPONSOR.**

Submissions may be mailed, emailed, or faxed provided that the information is complete and that both this form and any accompanying documentation are submitted at the same time. The Board meets at least 4 times annually to review continuing education for approval. Any submittals received within two weeks of a Board meeting will be reviewed at the following meeting.

All submitters will receive a response from the Board as to whether the application was APPROVED or not.

Incomplete submissions will be returned to submitters without consideration for approval.

***SPONSORS MUST SUBMIT ATTENDANCE SHEETS TO BOARD WHEN THE COURSE HAS BEEN COMPLETED.***

**EACH COURSE MUST BE SUBMITTED FOR APPROVAL EVERY CALENDAR YEAR.**

Please do not include this sheet with your application.

The completed application must be submitted to:

**Mail:** Adele Newman  
PO Box 1718  
Mebane, NC 27302  
**Phone:** (910) 608-0196  
**Fax:** (910) 816-0190  
**Email:** [rehs.board@ncdenr.gov](mailto:rehs.board@ncdenr.gov)