

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

Revised 8/18/10

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