

**North Carolina State Board of Environmental Health Specialist Examiners**  
**RENEWAL APPLICATION TO PRACTICE AS AN ENVIRONMENTAL HEALTH SPECIALIST**  
**OR ENVIRONMENTAL HEALTH SPECIALIST INTERN IN 2010**

Full Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Title of Present Position \_\_\_\_\_ Work Email Address \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Tel # (\_\_\_\_) \_\_\_\_\_ FAX #(\_\_\_\_) \_\_\_\_\_

Employer Address: \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

**If you have any changes in your demographic information, please update this information at:**  
**<http://apps.bluelizard.com/rstas/>**

*Please circle any changes to your demographic information only if you do not have Internet access*

Home Address \_\_\_\_\_ Zip \_\_\_\_\_ Tel: # (\_\_\_\_) \_\_\_\_\_

Home Email Address: \_\_\_\_\_

<b><u>Specialized Training Completed During 2009</u></b>	<b><u>Date</u></b>
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Centralized Intern Training (Please check all modules completed) \_\_\_\_ FLI \_\_\_\_ OSWW \_\_\_\_\_

Public Health Law Course (must be taken within 4 years from date of employment) \_\_\_\_\_

**Continuing Education Completed during 2009 (Attach any certificates you received)**

Course # From Website	Name of Continuing Education <u>from Board Website</u>	Date Taken	Clock Hours You Attended
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**\*\*\*\*\*Remember to also attach copies of any certificates received or other proof of attendance.\*\*\*\*\***

**\*\*\*If you have recorded your CE courses in your individual record in the RSTAS database (<http://apps.bluelizard.com/rstas/>), you may print that page in lieu of this form.\*\*\***

I, \_\_\_\_\_, hereby certify that the above information is accurate and true. I understand that falsification of this application shall constitute sufficient grounds for suspension or revocation of registration.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MAIL 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)

# North Carolina State Board of Environmental Health Specialist Examiners

## Instructions for Application for Registration Renewal

Each year, each Registered Environmental Health Specialist and Environmental Health Specialist Intern must apply for renewal for the following year. Renewal applications must be submitted, postmarked no later than December 31, 2009.

Please complete and return Page 1 of this form with your renewal fee of **\$50.00** (check or money order made payable to: NC STATE BOARD OF ENVIRONMENTAL HEALTH SPECIALIST EXAMINERS) **before December 31, 2009** in order to continue to practice as a Registered Environmental Health Specialist or Registered Environmental Health Specialist Intern in NC.

Effective July 1, 2010, the renewal fee for forms postmarked after **December 31, 2009** is **\$75.00**. Incomplete applications will be returned to sender and may be subject to the \$40.00 fee. There is a \$20.00 service charge on all returned checks.

**Please note that you must have completed at least fifteen (15) hours of Board approved continuing education during 2009 in order to renew for 2010. This continuing education requirement includes all individuals currently registered by the NC State Board of Environmental Health Specialist Examiners. Please attach proof of attendance (certificates, etc) for all Continuing Education obtained.**

**Registrations that have expired for more than 12 months may not be renewed.**

## Automated Renewal Form Instructions

The NC State Board of Environmental Health Specialist Examiners has developed the ability to log into your individual file, verify your personal information, update your continuing education credits, and print a filled-out renewal form. The form, once printed, requires only your signature and your payment check to renew. Hand-completion of the form is no longer necessary.

To use this feature, go to: <http://apps.bluelizard.com/RSTAS/> to log into your file. Your userid is your registration number, and your password is the last four digits of your Social Security number. Once logged in, click on the “Yes” button at the bottom of the page (beside “Do you wish to update this information”) to review and update your personal information. Once you have verified or corrected this information, click the “Update” button to save any changes.

The next step is to click on the “REHS Continuing Education” button in the left margin. To add a course to your file, click on the “Search Courses” button at the bottom of the page. The search engine allows a search by Course Number, Course Title, Course City, Course State, or Course Provider. The search engine will find all courses that fit the request (usually less information works better than more information). When multiple courses are displayed, click on the course title that you attended. This brings up all the information about the course. Please note that the maximum number of credit hours is set by the Board. If you did not attend the entire course, please enter the actual number of hours you were present for the course in the box beside “CE Hours”. Click “Submit” to add that course to your record. Repeat this procedure until all of your courses have been entered.

Once all courses have been chosen, click on the “REHS Renewal Form” button in the left margin. If the total number of hours you have chosen is less than 15, RSTAS will not allow the automated form to be displayed. Once the form has been generated, print a copy, sign it, and send it with your check to the Board. You probably should print a second copy for your records or store a copy of the .pdf form on your computer for future use.

**Do not include this instruction page with your renewal application.**