

North Carolina State Board of Environmental Health Specialist Examiners
RENEWAL APPLICATION TO PRACTICE AS AN ENVIRONMENTAL HEALTH SPECIALIST
OR ENVIRONMENTAL HEALTH SPECIALIST INTERN IN 2013

Full Name: _____ Registration Number: _____

Title of Present Position _____ Work Email Address _____

Name of Employer: _____ Tel # (____) _____ Fax # (____) _____

Employer Address: _____ City _____ Zip _____

Home Address _____ Zip _____ Tel # (____) _____

Home Email Address: _____

If there have been any changes in the above information, please update your record in RSTAS. If you do not have internet access, please circle any changes.

Specialized Training Completed During 2012

Date

Centralized Intern Training (Please check all modules completed) ☐ FLI ☐ OSWW _____

Public Health Law Course (must be taken within 4 years of the date of your current registration) _____

Continuing Education Completed during 2012 (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 RSTAS (<https://rstas.dhhs.state.nc.us:8443/>), you may generate the completed renewal form automatically in lieu of this manual 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: _____

The renewal fee for forms **postmarked by December 31, 2012**, is **\$50.00**. For forms postmarked **after December 31, 2012**, the fee is **\$75.00**. Incomplete applications will be returned to sender and may be subject to the \$75.00 fee. There is a \$20.00 service charge plus actual bank charges on all returned checks. Please make check or money order payable to: **NC State Board of Environmental Health Specialist Examiners**.

MAIL TO:

NC State Board of Environmental Health Specialist Examiners, PO Box 238, Efland, NC 27243

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, 2012. **Registrations that have expired for more than 12 months may not be renewed.**

Please complete and return Page 1 of this form with your renewal fee and any certificates received or other proofs of attendance to continue to practice as a Registered Environmental Health Specialist or Registered Environmental Health Specialist Intern in NC.

Please note that you must have completed at least fifteen (15) hours of Board approved continuing education during 2012 in order to renew for 2013. 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.** A maximum of five (5) hours of Board approved continuing education completed in 2011 that is in excess of the required 15 hours, may be applied toward 2012 continuing education requirements.

In order to claim hours in excess of 15, you must login to your RSTAS account and enter your CE hours there.

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: <https://rstas.dhhs.state.nc.us:8443/>, 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. Note that the total number of hours you have entered to be applied to this year's renewal, the number of hours carried forward from the previous year, as well as the minimum number of hours remaining to be completed or claimed are shown in the top paragraph. 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 in combination with any carried forward hours from the previous year 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 should print a second copy for your records or store a copy of the .pdf form on your computer for future use.

To verify when your renewal application has been received, log into the RSTAS system. On the last line of the system entry page titled "Your Information," you will see a box "Renewal Year". If 2013 is in this box, your renewal application has been received and entered into the system.

Do not include this instruction page with your renewal application.