

# North Carolina State Board of Environmental Health Specialist Examiners

## RENEWAL APPLICATION TO PRACTICE AS AN ENVIRONMENTAL HEALTH SPECIALIST OR ENVIRONMENTAL HEALTH SPECIALIST INTERN IN 2014

Note: If you complete this form on-line using the Registered Sanitarian Training and Authorization System, RSTAS (<https://rstas.dhhs.state.nc.us:8443/>), Sections 1 and 2 will be automatically completed for you after you enter your 2013 CE information.

### 1. Employment and Personal Information

Full Name \_\_\_\_\_ REHS/REHSI Number \_\_\_\_\_  
Title of Present Position \_\_\_\_\_ Work Email Address \_\_\_\_\_  
Employer \_\_\_\_\_ Tel # \_\_\_\_\_ Fax # \_\_\_\_\_  
Employer Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Tel # \_\_\_\_\_ Home Email Address \_\_\_\_\_

### 2. 2013 Continuing Education Completed

Each year, you must complete a **minimum of 15 Board approved** Continuing Education hours. In order to attain the 15 hour mark for 2013, you are allowed to carry forward a maximum of 5 Board approved CE hours from 2012, if you completed more than 15 CEs in 2012. Carry forward hours will not reflect on this form; however, the Board will audit your records to ensure that you are eligible for the carry forward hours. It is very important to note that the **Board requires proof of attendance, such as certificates or class rosters, for courses taken.**

Course #	Name of Course	Date of Course	Clock Hours You Attended

### 3. NC Public Health Law Course

Within the first 4 years of your registration, you are required to complete the Board approved SOP NC Public Health Law course.

- Are you within 4 years of the date of your current registration? Yes No
- If you answered yes, did you complete the SOP NC Public Health Law during 2013? Yes No

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: \_\_\_\_\_

### Annual Renewal Fee

The renewal fee for applications **postmarked by December 31, 2013**, is **\$50.00**. For applications postmarked **after December 31, 2013**, the fee is **\$75.00**. 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

## General Information for Annual Registration Renewal

Each year, each Registered Environmental Health Specialist and Environmental Health Specialist Intern must apply for renewal for the following year. Please complete and return the Renewal Application along with your annual renewal fee and proof of attendance records in order 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 2013 in order to renew for 2014.** This continuing education requirement includes all individuals currently registered by the NC State Board of Environmental Health Specialist Examiners. A maximum of five (5) hours of Board approved continuing education completed in 2012 that is in excess of the required 15 hours, may be applied toward 2013 continuing education hours.

The renewal fee for applications **postmarked by December 31, 2013**, is **\$50.00**. For applications postmarked **after December 31, 2013**, the fee is **\$75.00**. 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**.

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

## Automated Renewal Form Instructions Using RSTAS

You now have the ability, using the RSTAS system, to complete your renewal form and update your records electronically. The renewal form, once printed, requires only your signature and your payment check to renew. Hand-completion of the annual renewal form is still available but no longer necessary if you prefer to do it electronically.

To use this feature, go to: <https://rstas.dhhs.state.nc.us:8443/>, to log into your file. **Your user id 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. 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. 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.

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. Please allow at least 2 weeks for our office to process your application and payment and to update your RSTAS records.

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