

Academic Requirements For Registration In North Carolina

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Approved by: _____

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Chair

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Category: REGISTRATION

The minimum academic requirements for registration in North Carolina are based on the standards set by statute as follows: GS 90A-53(3) "Has received a baccalaureate degree from an educational institution rated as acceptable by the Board with a minimum of 30 semester hours or its equivalent in the physical and/or biological sciences."

Guidance Document For Transcript Evaluation Process

Number of Hours and Types of Courses:

A minimum of thirty semester units or forty-five quarter units of physical and biological science courses is required for registration. The Board will accept physical and biological sciences as interpreted by National Environmental Health Association (NEHA) guidelines.

Documentation Required:

Each applicant must have one original official transcript submitted directly to the Board from the educational institution(s). The applicant must also submit an application for registration along with the application fee. Copies of the application and supporting documents may be obtained from the Board's web site at: www.ncrehs.com. Where a science course is in question, the applicant is required to produce documentation from the institution where the course in question was taken, for the same year in which the course was taken. This information may include, but is not restricted to, an original syllabus and/or a copy of the University Course Catalog, which describes the course content and the University department/program to which the course would be credited. If the information is not available in a course catalog, the applicant shall contact the institution for the required information. This information shall be forwarded directly to the Board.

Process:

All information for an accurate and fair consideration of the applicant's qualifications is needed in a timely fashion. Information required, in addition to the application, includes an official transcript sent directly from the university/college registrar's office where the credit was received. If the Board is unable to determine from the official transcript that a particular course or courses offered for consideration by the applicant meets the above criteria, the staff will contact the applicant and request a copy of the university/college course catalog and/or a copy of the course syllabus. The course catalog and syllabus may be submitted directly by the applicant or directly from the university/college from where course credit was earned. It is the responsibility of the applicant to send and/or order from the appropriate university/college all materials requested by the Board.

The Board, upon receipt of all requested information, will review the information regarding the course(s) in question and decide if the course(s) in question are acceptable.

Appeals:

An applicant who is denied registration based on the Board's decision regarding meeting the requirements for science courses may appeal that decision. Appeal may be made by filing a petition for a contested case hearing as provided in Article 3A of Chapter 150B of the General Statutes of North Carolina.