

North Carolina State Board of Environmental Health Specialist Examiners

Instructions for Completion of

Application for Continuing Education Course Approval

All applications for continuing education approval must include a completed “Application for Continuing Education Course Approval” form accompanied by **detailed timed agenda, course description, completion certificate, and/or other comparable record** from the sponsoring organization.

Other important points to remember:

- The agenda or course description should include date(s) and time(s) of training, subject(s), and presenter(s), instructor(s), etc.
- If application is submitted after the training, be sure to attach attendance sheet(s).
- Sponsors must submit attendance sheets/rosters to the Board upon completion of the course.
- Course approval is good only for the calendar year in which it is approved. **Applications for courses that recur each year must be submitted annually for review and approval.**

The Board meets at least 4 times annually to review continuing education applications. For a list of Board meeting dates, click [here](#). In order for an application to be reviewed by the Board at an upcoming meeting, **you must submit your materials at least two weeks prior to the meeting date.**

Within one week following the Board meeting, the Board’s Administrative Assistant will inform you about the status (approved, not approved, pending, denied) of your application.

Submissions may be mailed, emailed, or faxed to the REHS office. Please ensure that the information provided is complete and that both this form and any accompanying documentation are submitted **at the same time.**

Completed applications may be submitted to:

Mail: NC State Board of EH Specialist Examiners
PO Box 238
Efland, NC 27243

Fax: (919) 304-1165

Email: rehs.board@dhhs.nc.gov

Should you have questions regarding your application, contact Donna Coffey, the Board’s Administrative Assistant via telephone at (919) 304-1168 or via email at rehs.board@dhhs.nc.gov.

Please do not include this instruction sheet with your application.

For Board Use Only

Course Number: _____

Requested Hours: _____

Approved 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: 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: _____

Methods to Submit Application

US Postal Service: NC State Board of Environmental Health Specialist Examiners , PO Box 238, Efland, NC 27243

Email: rehs.board@dhhs.nc.gov

Fax: (919) 304-1165