

North Carolina State Board of Environmental Health Specialist Examiners

RENEWAL APPLICATION TO PRACTICE AS AN ENVIRONMENTAL HEALTH SPECIALIST OR ENVIRONMENTAL HEALTH SPECIALIST INTERN IN 2015

Note: If you complete this form on-line using the Registered Sanitarian Training and Authorization System, RSTAS (<https://rstas.dhhs.state.nc.us:8443/>), the system will automatically complete Sections 1 and 2 of this form for you after you enter your 2014 Continuing Education (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. 2014 Continuing Education Completed

*Each year, you must complete a **minimum of 15 Board approved** Continuing Education (CE) hours. In order to attain the 15 hour mark for 2014, you are allowed to carry forward a maximum of 5 Board approved CE hours from 2013, if you completed more than 15 CEs in 2013. **Note that 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 **initial** 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 initial registration?** **Yes** **No**

- **If you answered yes, did you complete the SOP NC Public Health Law during 2014?** **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, 2014**, is **\$50.00**. For applications postmarked **after December 31, 2014**, 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

Annually between October and December, each Registered Environmental Health Specialist and Environmental Health Specialist Intern must apply for renewal for the upcoming year. In order to renew your registration, you must complete and return the Renewal Application along with your annual renewal fee and proof of attendance records in order to continuing practicing as a Registered Environmental Health Specialist or Registered Environmental Health Specialist Intern in North Carolina.

Please note that you must have completed at least fifteen (15) hours of Board approved continuing education during 2014 in order to renew for 2015. 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 2013 that is in excess of the required 15 hours for that year, may be applied toward 2014 continuing education hours.

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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 you have entered all courses taken in 2014.

Once you have entered all courses taken in 2014, click on the "REHS Renewal Form" button in the left margin. Once the system generates your renewal form, print and sign it, and send it with your check to the Board. You should print a second copy for your records or save 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 display the automated form.

To verify when your renewal application has been received by our office, 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 2015 is in this box, our office has received your renewal application and entered it 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.