

Annual Registration Renewal

Annually, between October and December, all North Carolina Registered Environmental Health Specialists (REHS) and Environmental Health Specialist Interns (REHSI) must renew their registration for the upcoming year. In order to renew your registration, North Carolina Statutes and Rules require Specialists to (1) attain 15 hours of Board approved continuing education hours (CEs), and (2) complete and submit a Renewal Application, recapping the completed CEs, along with a \$50 annual renewal fee, and proofs of attendance, no later than December 31 of each year in order to continue practicing Environmental Health in North Carolina.

Annual Continuing Education Requirements

- All registered EHS professionals must **complete at least fifteen (15) hours of Board approved continuing education hours each year (for example, complete 15 CE hours during 2018 in order to renew for 2019).**
- A maximum of five (5) hours of Board approved continuing education completed in 2017 may be applied toward 2018 continuing education hours **IF you attained more than the required 15 hours in 2017.**

Important Renewal Information for Interns Approved by the Board After October 1, 2018

- Interns approved by the Board after October 1, 2018 are exempt from attaining 15 hours of continuing education in 2018 **as long as they are registered in the first 2019 Centralized Intern Training (CIT) session.** Additionally, those same Interns are **not exempt from completing a 2019 Renewal Application and paying the renewal fee of \$50.**
- Please note that the RSTAS database will not automatically generate a renewal application for Interns who fall into this category if they do not have 15 hours of CEs; [click here for a blank renewal form on the Board's website.](#)

Click the links below to find out more.

How to Renew Online Renewal Paper Renewal	How to Pay Electronic Payment Check or Money Order
Continuing Education Waivers Active Military Service Disability	Verify Renewal Received/Processed

How to Renew

Online via RSTAS

Step 1. Click [here](#) to access the RSTAS system. Your log in consists of **your user id (your REHS/REHSI # and your password (last four digits of your Social Security number))**.

Step 2. Once logged in, you will have the option to update your profile information, if needed, by clicking "Yes". If not needed, click "No".

Step 3. 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 2018.

Step 4. Once you have entered all courses taken in 2018, click on the "REHS Renewal Form" button in the left margin, and the system will generate your renewal form. Print and sign it, and send it with your \$50 renewal fee 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.

NOTE: 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.

Paper Renewal

If you prefer to complete the form manually, a blank form is attached to this email for your convenience.

Payment

Electronic Payment

Click [here](#) to go to the Board's electronic payment system. You can upload your 2019 renewal form and course attendance verification and attach those items with your payment. You can also email your completed renewal form to rehs.board@dhhs.nc.gov after you make your payment.

Check or Money Order

If you choose to mail a check or money order to pay your \$50 renewal fee, send your payment, along with your renewal form and course attendance verification, to this address:

State Board of EH Specialist Examiners

PO Box 238

Efland, NC 27243

Continuing Education Waivers

Active Military Service

Registered EH professionals, in good standing, whose active military service has impaired their ability to obtain the continuing education requirements are exempt from the continuing education requirement if written orders from their military unit are provided to the Board. In addition, the renewal fee is waived for each calendar year the environmental health specialist is on active duty. Contact Donna Coffey at (919) 304-1168 for additional information.

Disability

Registered EH professionals who become disabled at some point during the year may request a variance in continuing education hours during the period of the disability. The Board may grant or deny requests for variance in continuing education hours based on a disabling condition on a case by case basis, taking into consideration the particular disabling condition involved, and its effect on the registered environmental health specialist or registered environmental health specialist's ability to complete the required hours. In considering the request, the Board may require additional documentation substantiating any specified disability. Contact Donna Coffey at (919) 304-1168 for additional information.

Verify Renewal Received/Processed

To verify that your renewal application has been received/processed 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 2019 is in this box, our office has received your renewal application and entered it into the system. **Please allow at least 3 weeks for our office to process your application and payment and to update your RSTAS records.**

Should you have questions, feel free to contact Donna Coffey at rehs.board@dhhs.nc.gov or (919) 304-1168.