

NC State Board of  
Environmental Health Specialist Examiners  
(aka NCREHS Board)  
<https://ncrehs.com/>

## Credentialing Resources

*(updated to reflect new registration standards effective 10/1/23)*



Donna Coffey

Board Assistant/Credentialing

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# What is the NCREHS Board?

- Occupational Licensing Board
  - Governor Appointed
  - Represents a cross-section of Environmental Health stakeholders
    - NCREHS representatives, 2 (each) from Eastern, Piedmont & Western Districts, 1 At-Large
    - 1 Health Director
    - 1 Public-Spirited Citizen
    - 2 DHHS representatives
    - 1 Education representative

# Board Officers

- ▶ Chair—Felissa Vazquez, REHS
- ▶ Western District



- ▶ Vice Chair — Larry Michael, REHS
- ▶ NCDHHS



- ▶ Secretary Treasurer – Rebecca Rosso, REHS
- ▶ Piedmont District



# Board Members



Brenda Bass, REHS  
DHHS



Greg Caulder, REHS  
Public Spirited Citizen



Bibianna Contti, REHS  
Eastern District



William Hill  
Educator



Victoria Hudson, REHS  
Piedmont District



Lillian Koontz, REHS  
Health Director



Jason Masters, REHS  
Western District



Wilson Mize, REHS  
Piedmont District



Alicia Pickett, REHS  
Eastern District



Donna Coffey  
Board Assistant

# What Does the Board Do?

- ▶ **Oversees activity of NCREHS professionals to ensure compliance with NC General Statute 90A-50 and NC Rule 21 NCAC 62 .0100**
  - ▶ Confirm Applicant Eligibility
  - ▶ Review/Approve continuing education (CE) requests to ensure education is relevant to Environmental Health
  - ▶ Administer NCREHS Exams
  - ▶ Investigate complaints regarding violations of a statute or rule governing the practice of Environmental Health
  - ▶ Audit annual renewals to confirm attendance

# Board Responsibilities

## Initial Registrations

- ❑ Determine applicant's eligibility, appropriate registration category and if applicable, confirm current/previous credentials and experience
- ❑ Approve applicants' registrations
  - ❑ Per NC General Statutes, ***your registration approval date is the date of Board approval and not your first date of employment.***
- ❑ Assign 4-digit NCREHS registration number **after receipt** of registration application from new applicant and create registrants' RSTAS profile



# Pathway to Successful Environmental Health Career in North Carolina

# Understand Your Registration Category

## Registration Types and Credentialing, **Effective October 1, 2023**

Registration Type	Applicant/Degree Type	Science Hours Required	Eligible for NCREHS Exam	Eligible for Full NCREHS Credentials <sup>(1)</sup>
Registered Environmental Health Specialist Intern (REHSI)	<b>Environmental Health</b> Bachelor's or Postgraduate Degree from National Environmental Health Science and Protection Accreditation Council (EHAC) Accredited Program	Minimum of 30 semester hours or its equivalent 45 quarter hours in physical, biological, natural, life or health science	<ul style="list-style-type: none"> <li><b>Minimum</b> - After board approves registration</li> <li><b>Maximum</b> – 2 years</li> </ul>	<ul style="list-style-type: none"> <li>Earliest – Upon meeting statutory requirements <sup>(1)</sup></li> <li>Latest – 2 years after registration</li> </ul>
	<b>Public Health</b> Bachelor's or Postgraduate Degree			<ul style="list-style-type: none"> <li>Earliest – 1 year after registration</li> <li>Latest – 2 years after registration</li> </ul>
	<b>Non-Environmental Health or Public Health</b> Bachelor's or Postgraduate Degree			<ul style="list-style-type: none"> <li>Earliest – 1 year after registration</li> <li>Latest – 2 years after registration</li> </ul>
Additional Registration Types for Those with Previous REHS Experience <sup>(2)</sup>	Applicant with Previous Qualifying REHS Experience in North Carolina	Minimum of 30 semester hours or its equivalent 45 quarter hours in physical, biological, natural, life or health science	Determined on a case-by-case basis	<ul style="list-style-type: none"> <li>Earliest – Upon meeting statutory requirements <sup>(1)</sup></li> <li>Latest – 2 years after registration</li> </ul>
	Applicant with Previous Qualifying REHS Experience Outside of North Carolina			
	Military Applicant with Environmental Health Military Occupational Specialty (MOS)			
	Military Spouse Applicant			

(1) In addition, all applicants must (1) satisfactorily complete NC Centralized Training (CIT), a course in specialized instruction and training approved by the Board in the practice of environmental health, (2) attain NCREHS authorizations, and (3) pass the NCRHES exam

(2) Applications for previous experience applicant qualifications determined on a case-by-case basis. Contact [rehs.board@dhhs.nc.gov](mailto:rehs.board@dhhs.nc.gov) for further information

### Additional Registration Type, **Effective May 1, 2024**

Environmental Health Associate (REHSA)	Associate, Bachelor's, or Post Graduate Degree	Minimum of 15 semester hours or its equivalent 45 quarter hours in physical, biological, natural, life or health science	<ul style="list-style-type: none"> <li><b>Minimum</b> – After board approves registration</li> <li><b>Maximum</b> – N/A</li> </ul>	<b>Earliest</b> - After 5 or more continuous years as a REHSA
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# Applicant Responsibilities

- ❑ If you have not already done so:
  - ❑ Submit your NCREHS registration packet to the Board – use this form for now [2019-Registration-Application.pdf \(ncrehs.com\)](#)
    - ❑ Updated forms reflecting new statutes currently in production
  - ❑ Pay the \$50 registration fee ([www.ncrehs.com](http://www.ncrehs.com))
  - ❑ Have your **official** transcripts **sent directly to Board from college/university**
    - ❑ Electronic via email to [rehs.board@dhhs.nc.gov](mailto:rehs.board@dhhs.nc.gov) preferred
    - ❑ Mailed paper transcripts to PO Box 238, Efland, NC 27243 also accepted
- ❑ Attend Centralized Intern Training (CIT)
- ❑ Attain Authorizations
- ❑ Subscribe to the EH Listserv by emailing [cleven.dunn@dhhs.nc.gov](mailto:cleven.dunn@dhhs.nc.gov).  
Make sure the subject line of the email reads “Subscribe to EHS Listserv”
  - ❑ An excellent tool to stay in touch with training opportunities, exam dates, law changes, form updates, etc.
  - ❑ **Caution** – This is a “public” email address as are your work emails. As such, all posts and replies are part of the public domain. **It is not a forum for confidential matters to be shared or for public debate.**

*(continued on next slide)*

# Applicant Responsibilities

*(continued from previous slide)*

- ❑ **Pass full complement of NCREHS Exam (timelines discussed later in presentation)**
- ❑ **Complete NC Environmental Health Law course hosted by NC Environmental Health State of Practice (NCEHSOP) within **4 years of registration date****
  - ▶ NCEHSOP is an excellent source for training offered by EH professionals
  - ▶ Law course offered one-time per year typically spring/summer timeframe
  - ▶ <https://ncehsop.org/cms-sop>
- ❑ **Attend at least 15 Hours of Board approved Continuing Education **each year****
  - ▶ **Verify Attendance**
    - ▶ If in person, sign attendance roster
    - ▶ Include certificates with annual renewal form
- ❑ **Submit annual registration renewal (via RSTAS) between October 1 and December 31 of each year**
  - ▶ Summary of continuing education you completed during the year
  - ▶ Submit renewal application and pay \$50 annual renewal fee
- ❑ **Adhere to Code of Ethics throughout your NCREHS career**

# NCREHS Code of Ethics

As a Registered Environmental Health Specialist or Registered Environmental Health Specialist Intern, I pledge:

- To practice my profession following recognized scientific principles with the full realization that the lives, health, and well-being of people may depend upon my professional judgment and I pledge to protect the health and well-being of the citizens of my community.
- To be qualified for my position in the field of public/environmental health, and to maintain an acceptable level of competence by continued study, observation, and personal investigation.
- To perform services only in the areas of my competence, and to properly represent my professional education, credentials, and experience.
- To act responsibly to uphold the integrity of my profession, to avoid conduct or practice that may appear to or in fact discredits my profession.
- To conduct myself in such a manner that the public is not deceived or misled.
- To be ethically loyal, professional and impartial to all parties: governmental, industrial, institutional or public.
- To uphold and enforce the applicable laws, rules, and principles of public health to ensure equitable protection to the public.
- To promote the highest attainable standard of health without discrimination based on race, religion, cultural background, economic or social condition.

**EXAM? I thought I was done with taking tests!**



# No Need to Panic About the NCREHS Credentialing Exam

- ▶ Credentialing exam's primary objective is to ensure that you have attained practical and relevant skills required to practice Environmental Health in North Carolina.
- ▶ **You are eligible to take the exam any time after Board approves your registration**
- ▶ **Apply for exam through the Board website – [ncrehs.com](http://ncrehs.com)**

# NCREHS Exam Components and Scoring

- ▶ **National Environmental Health Association (NEHA) exam**
  - ▶ Taken at PEARSON VUE testing center at date, time and location convenient to you
- ▶ **Handwritten essay response to practical environmental health related situation**
- ▶ **Individual interview with group of 3-to-4 Board members**
  
- ▶ **Scoring Equation**
  - ▶  $((\text{NEHA score} * 2) + \text{essay score} + \text{interview score}) \div 4$
  - ▶ Must attain at least 60 on each portion AND a weighted average of 70
    - ▶ **Law of mathematics – if you make a 60 on each portion, you will not attain an overall average of 70**

# Tell me more about the essay/interview portion of the exam.

## ▶ In-person interview with Board members

- ▶ Comparable to mini job interview
- ▶ Dress to impress



## ▶ Handwritten essay

- ▶ Choice of Topic - On-Site or Food and Lodging
- ▶ Details of the essay are **confidential** in nature and disclosure of such is a serious professional breach of confidentiality
- ▶ Each essay is graded by 3-to-4 individual board members in accordance with a grading rubric, and your final essay score is calculated as an average of the individual scores
- ▶ Graded by board members on content, grammar, spelling, etc.

## ▶ Both portions occur simultaneously

## ▶ 2 hours to complete both portions

## ▶ Offered at least 3 times per year at various locations across NC

## ▶ Cost - \$50 per interview/essay

# NCREHS Exam Overview

Chart can be viewed via this link <https://ncrehs.com/exam/>

NCREHS Exam Overview		
<p>The NCREHS exam consists of three components – National Environmental Health Association (NEHA) standardized exam, face-to-face Board interview and handwritten essay. The NEHA portion of the exam is a timed electronic exam administered at a Pearson VUE testing center. The essay and interview portions are administered by the NC State Board of Environmental Health Specialist Examiners (Board) on specific dates throughout the year (see Board Calendar on <a href="http://www.ncrehs.com">www.ncrehs.com</a>). The chart below offers additional information regarding the exam components.</p>		
<p><b>Who is Eligible to Take the NCREHS Exam?</b></p>	<p>NCREHS Interns are eligible to take the NCREHS exam at any time after the Board has approved their initial registration application. They have a maximum of three years from the date of registration approval to pass the exam. <b>(NOTE: Registration date is date Board approves registration application at a Board meeting; it is not the first date of employment.)</b></p>	
	<p><b>NEHA Exam</b></p>	<p><b>NCREHS Portion of Exam</b></p>
<p><b>Description</b></p>	<p>Standardized online (via <b>Pearson VUE computer only</b>) timed exam consisting of 225 multiple-choice questions</p>	<p>Handwritten essay and face-to-face interview with Board</p>
<p><b>Exam Logistics</b></p>		
Administered by	Pearson VUE and NEHA	NCREHS Board
Exam Length	4.25 hours (including a break)	2.5 hours
Type of Exam	On Computer	Handwritten (essay) and face-to-face (interview)
Location	Pearson VUE Testing Center	Board specified location
Exam Date	Date and location selected by Intern via Pearson VUE's scheduling calendar	Board specified dates (calendar published annually in January)
How to Apply	Directly to NCREHS Board via application form	Directly to NCREHS Board via application form
<p><b>Payment Information</b></p>		
Who to Pay	NCREHS Board	NCREHS Board
Cost	\$280 per exam date (set by NEHA)	\$50 per exam date

*Continued on next page*

# NCREHS Exam Overview (cont'd)

Chart can be viewed via this link <https://ncrehs.com/exam/>

What Happens After Applying?	NCREHS Board approves Intern exam application and forwards Intern information to NEHA	NCREHS Board notifies Intern of application approval
	Within a few weeks, Intern will receive an exam authorization number and instructions via an email directly from Pearson VUE.	Intern reports to NCREHS testing location on designated date/time and completes the handwritten essay and face-to-face interview with Board members
	Intern works directly with Pearson VUE to schedule the exam at a local Pearson VUE testing Center ( <b>NOTE: Intern has ONE YEAR from date of approval to take NEHA exam</b> )	NCREHS Board informs Intern of essay and interview scores approximately 4 weeks after exam date.
	Intern reports to Pearson VUE Testing Center on designated date/time and takes exam	
	Intern informed of NEHA <b>unofficial</b> exam score at completion of exam ( <b>NOTE: NCREHS Passing score for NEHA Exam is 568</b> )	<p><b>IMPORTANT! IMPORTANT!</b></p>
	<b>NOTE: NCREHS passing score for the NEHA exam is 568 while NEHA's passing score is 650. There may be instances when an Intern does not meet the NEHA passing score yet does meet the NCREHS passing score.</b>	
NEHA reports <b>official</b> NEHA exam score to NCREHS Board, and NCREHS Board informs Intern of <b>official</b> score.		
When to Expect Scores	4 Weeks	At least 8 weeks
	<b>Compiled Exam Score - no sooner than 8 weeks of completing all 3 exam components</b>	

Continued on next page

# NCREHS Exam Overview (cont'd)

Chart can be viewed via this link <https://ncrehs.com/exam/>

Retesting	Intern can reapply to the NCREHS Board for a retake at any time after completing the previous exam.	Intern can retest at any subsequent Board testing date
	No limit on number of times Intern may retest <b>NOTE: NCREHS passing score for the NEHA exam is 568 while NEHA's passing score is 650. There may be instances when an Intern does not meet the NEHA passing score yet does meet the NCREHS passing score.</b>	No limit on number of times Intern may retest
No Show or Cancel with Less than 24-Hour Notice	NEHA retains an administrative fee for canceling at any time after application is processed. If canceling with less than 24-hour notice or not showing, NEHS retains full exam cost	Forfeit \$50 exam cost
<b>Questions? Email or call the board office at rehs.board@dhhs.nc.gov or (919) 304-1168.</b>		

# NEHA Study Guides

- ▶ Some counties have invested in NEHA study guides for interns to use
- ▶ For counties that do not have NEHA study guides on hand, the Board has a limited number of study guides in a lending library. If interested in reserving a guide, contact board office at [rehs.board@dhhs.nc.gov](mailto:rehs.board@dhhs.nc.gov)

# What happens if I don't pass the NCREHS exam by the end of my 2<sup>nd</sup> year?

- ▶ North Carolina General Statutes and laws do not allow the board to simply extend an intern's registration, if they do not pass the exam by the end of their second year of registration.
- ▶ If you do not pass the exam within the mandated maximum two-year period, your registration and authorizations will expire, and you will no longer be eligible to practice environmental health in North Carolina **unless you reapply for registration.**
- ▶ At your employer's discretion, you can reapply to the Board as an Intern with Previous NC Experience. You will be assigned a new REHS number. Current authorizations and previous exam scores will transfer to your new registration number
- ▶ As soon as you pass the NCREHS exam, the Board will allow you to "fast track" to full NCREHS status.



What's  
Next?

# What is RSTAS and Why Is It Important?

- ❑ **RSTAS is an acronym for the Registered Sanitarian Training & Authorization System**
  - ❑ A data warehouse that allows you to view /manage your NCREHS related information (for example your continuing education, address, employer, training, and authorizations)
  - ❑ Access your RSTAS profile by going to the Board's homepage ([www.ncrehs.com](http://www.ncrehs.com)) and selecting the **blue** "My REHS" button located on the right-hand side of the page
  - ❑ **Your password to system is last 4 digits of your Social Security Number**
  - ❑ **YOU are responsible** to update your continuing education, personal and professional contact information in RSTAS.
  - ❑ Without your current information, the Board is unable to send you important correspondence on testing and maintaining your credential.

# Logging Into RSTAS

Step 1 - [www.ncrehs.com](http://www.ncrehs.com)



**NORTH CAROLINA STATE BOARD  
OF ENVIRONMENTAL HEALTH  
SPECIALIST EXAMINERS**

WELCOME APPLICATIONS & FORMS COMPLAINT PROCESS MEET THE BOARD CODE OF ETHICS CONTINUING EDUCATION DIRECTORY EXAM FEES  
INTERN APPLICATION LAWS & RULES RECIPROCITY MEETINGS REGISTRATION RENEWAL FAQS CONTACT THE BOARD



## Welcome

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[Click Here To Pay Fees!](#)

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September 20: Governor Cooper has declared September 20-26, 2021, as Registered Environmental Health Specialist Week in North Carolina. The Board extends a heartfelt "thank you" to each of you for the pandemic-related work you're doing for your community while also maintaining our core environmental health services. As we continue to navigate the COVID-19 pandemic, you are on the front lines of preventive public health services delivery and our ongoing work demonstrates the vital role of environmental health during this response. Thank you for all that you do!

### WHAT'S NEW?

- [2022 June Updates](#)
- [2022 March Updates](#)
- [2021 December Updates](#)
- [2021 November Updates](#)
- [2021 October Updates](#)



### COMMUNITY

# Logging Into RSTAS

## Step 2 - Log In to RSTAS

1. If you don't know your REHS #, search for your last name (only) here to locate it, and then follow directions in #2 below (do not complete fill in all fields, only last name)

2. If you know your REHS #, log in here using your REHS # and password (last 4 digits of SS#)



The screenshot shows the RSTAS website interface. At the top, there is a navigation bar with links: RSTAS Home, About the Office of Education, Division of Environmental Health, REHS Board Home, and NCGov.com. Below this is a banner for the North Carolina Department of Environment and Natural Resources, featuring the DEH logo and the text "Registered Sanitarian Training and Authorization System". The date "Thursday, August 11, 2022" is displayed. A "Welcome" message is present, followed by a list of system capabilities and instructions on how to use the search or login features. Two red arrows point to the "Registered Environmental Health Specialist Search" and "Registered Environmental Health Specialist Login" sections.

https://rstas.dhhs.state.nc.us/Default.aspx?ReturnUrl=%2fRSAAdmin%2fMemberPayments.aspx/

RSTAS Home | About the Office of Education | Division of Environmental Health | REHS Board Home | NCGov.com

North Carolina Department of Environment and Natural Resources

Registered Sanitarian Training and Authorization System

Thursday, August 11, 2022

Welcome

Welcome to RSTAS! The N.C. Board of Sanitarian Examiners and the N.C. Division of Environmental Health have partnered to provide you this data management system. This system provides a wealth of information ranging from general authorization information to REHS continuing education credit hour management. Here is a list of what this system can do for you:

- View all Registered Environmental Health Specialist and Registered Environmental Health Specialist Intern's business contact information and active authorizations.
- Manage your personal and business data in a secured environment.
- Register for the Centralized Intern Training program.
- Register for the REHS exam.
- Document your REHS continuing education credit hours for each calendar year.
- Quickly link you to the Division of Environmental Health's authorization documents.

To begin using this system, you can use either the search or login feature. To access the login feature, simply enter your REHS number and password, which is the last four digits of your social security number.

Registered Environmental Health Specialist Search

Last Name

First Name

Employer

RS #

Download Members - Comma-Delimited (.csv)  
Download Members - (PDF)  
[View Download Instructions](#)

Registered Environmental Health Specialist Login

REHS Number

Password

Remember me

[Forgot your password?](#)

NC State Board of Environmental Health Specialists, PO Box 238, Efland, NC 27243 919-304-1168 Fax 919-304-1165 [Disclaimer](#)

Version 0.9.7.5 Visitors - 457533

# RSTAS

## “Your Information”

RSTAS Opening Screen - Once logged in, you have the option to click “yes” to update your personal data or “no” to advance to the next screen

[RSTAS Home](#) | [About the Office of Education](#) | [Staff Directory](#) | [Division of Environmental Health](#) | [REHS Board Home](#) | [NCGov.com](#) |

North Carolina Department of Environment and Natural Resources



Registered Sanitarian Training and Authorization System

Friday, August 12, 2022

### Your Information

Name:	Donna Coffey
Home Address:	9999 REHS Board Trail Reality NC 99999
Home Phone:	
Home Email:	
Employer (County):	Orange County Health Department
Work Address:	PO Box 8181 Hillsborough NC 27278
Work Phone:	3365165456
Work Fax:	
Work Email:	rehs.board@dhs.nc.gov
Renewal year:	

Do you wish to update this information?

- Member Home
- CIT Registration
- REHS Continuing Education
- REHS Exam Registration
- REHS Renewal Form
- Authorizations
- Personal Information

Donna Coffey  
Logout

# RSTAS

On this screen, select one of the links in the brown box to the left of the screen view the items listed. **NOTE: The REHS Exam Registration link is not functional. Registering for exams will be discussed later in this presentation.**

HS/TAS Home | About the Office of Education | Staff Directory | Division of Environmental Health | REHS Board Home | NCGov.com |

North Carolina Department of Environment and Natural Resources

**DEH**  
Registered Sanitarian Training  
and Authorization System

Friday, August 12, 2022

Welcome to RSTAS. Please make your selection from the menu to the left:

- Member Home - Return to this page at any time.
- CIT Registration -
- REHS Continuing Education -
- REHS Exam Registration -
- Request Authorization -
- Personal Information - View and update your personal information.

Member Home  
CIT Registration  
REHS Continuing Education  
REHS Exam Registration  
REHS Renewal Form  
Authorizations  
Personal Information

Donna Coffey  
Logout

NC State Board of Environmental Health Specialists, PO Box 238, Efland, NC 27243 919-304-1168 Fax 919-304-1165 [Disclaimer](#)

Version 0.9.7.5 Visitors - 457629

# RSTAS

## To Enter Completed Continuing Education

On the previous screen click the “REHS Continuing Education” link on the left hand side of the screen, and a screen similar to the one below will pop up

Two options to search for approved CEs:

- For a full list of approved CEs, click the year hyperlink in the rectangular box in the upper right hand side of the screen
- For locating a particular CE, click the “Search Courses” hyperlink located in the lower middle of the screen

RSTAS Home | About the Office of Education | Staff Directory | Division of Environmental Health | REHS Board Home | NCGov.com

North Carolina Department of Environment and Natural Resources

Registered Sanitarian Training and Authorization System

Friday, August 12, 2022

REHS Continuing Education

Member Home  
CIT Registration  
REHS Continuing Education  
REHS Exam Registration  
REHS Renewal Form  
Authorizations  
Personal Information

Donna Coffey  
Logout

Note: a minimum of 15 credit hours is acceptable in any calendar year. For 2022, you currently have 0.00 credit hours. You have 0.00 hours in carryover. You only need 15.00 more hours.

Download List of Approved REHS Continuing Education Courses  
Download - [2021 - 2021-PDF](#)  
Download - [2022 - 2022-PDF](#)

Rather use the [paper form](#)?

<< Previous Year | Your 2022 Courses | Next Year >>

Click course title to change the number of CE hours that you wish to claim for the course.

ID	Title	Start Date	End Date	Hours Claimed	Max Hours
No courses declared for this year.					

[Search Courses](#)

NC State Board of Environmental Health Specialists, PO Box 238, Effand, NC 27243 919-304-1168 Fax 919-304-1165 Disclaimer  
Version 0.9.7.5 Visitors - 457629

# RSTAS

## Viewing Continuing Education

In this example, I searched for CE #22000 and this screen popped up. In order to “claim” hours, click the course title hyperlink to take the next step.

RSTAS Home | About the Office of Education | Staff Directory | Division of Environmental Health | REHS Board Home | NCGov.com |

North Carolina Department of Environment and Natural Resources

Registered Sanitarian Training and Authorization System

Friday, August 12, 2022

RS Continuing Education Online

ID	Title (click to claim course credit)	Provider	City	State	Start Date	End Date	Course Status
22000	<a href="#">Soil Science Society of NC Annual Meeting, 1/18/22</a>	Soil Society of NC	Online				Approved

[New Search](#)

Member Home  
CIT Registration  
REHS Continuing Education  
REHS Exam Registration  
REHS Renewal Form  
Authorizations  
Personal Information

Donna Coffey  
Logout

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Version 0.9.7.5 Visitors - 457629

# RSTAS

## Claiming CE Hours

This is the screen that will populate and appear on your profile page (after you select “Submit” under Continuing Education. **NOTE that if you did not attend the entire session, change the CE hours to reflect the actual time you attended.** Make sure to click “submit” to complete your entry.

Navigation: RSTAS Home | About the Office of Education | Staff Directory | Division of Environmental Health | REHS Board Home | NCGov.com

North Carolina Department of Environment and Natural Resources

### Registered Sanitarian Training and Authorization System

Friday, August 12, 2022

#### RS Continuing Education Online - Declare Course

Please note that your annual registration fee must be submitted to the RS Board with no later than December 31, 2022 postmark.  
Note: a maximum of 15 credit hours is acceptable in any calendar year.

Course Title:	Soil Science Society of NC Annual Meeting, 1/18/22
Course Provider:	Soil Society of NC
Course City:	Online
Course State:	
Course Start Date:	
Course End Date:	
CE Hours:	15.75 (Max CE Hours: 15.75)

[Return to Course Search](#) [Submit](#)

Donna Coffey  
Logout

NC State Board of Environmental Health Specialists, PO Box 238, Efland, NC 27243 919-304-1168 Fax 919-304-1165 Disclaimer  
Version 0.9.7.5 Visitors - 457629

# RSTAS

## Annual Registration Renewal

- ❑ **Between mid-to-late October through December of each year, you must renew your registration**
- ❑ Renewal requirements include:
  - ❑ Complete 15 hours of Board approved continuing education (CE) each year
  - ❑ Update your RSTAS CE records (see previous slides)
  - ❑ Choose “REHS Renewal Form” on the left hand side of the RSTAS screen
  - ❑ If you have at least 15 CE hours, your populated renewal form, in pdf format, will appear on a pop up screen
    - ❑ You are allowed to carry over 5 hours from the immediate previous year, IF you attained more than 15 the immediate previous year
  - ❑ Save the pdf renewal form to your computer and submit it along with your attendance certificates, if you have them, and the required \$50 renewal fee **BEFORE 12/31.**
    - ❑ Electronic submissions are encouraged
- ❑ **If you do not renew each year, your registration will lapse, and you will not be allowed to continue practicing EH in NC**

# RSTAS

## Annual Registration Renewal Form

### North Carolina State Board of Environmental Health Specialist Examiners

#### RENEWAL APPLICATION TO PRACTICE AS AN ENVIRONMENTAL HEALTH SPECIALIST OR ENVIRONMENTAL HEALTH SPECIALIST INTERN IN 2022

*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 2021 Continuing Education (CE) information into the system.*

#### 1. Employment and Personal Information

Full Name: Donna Coffey REHS/REHSI Number: 0000

Title of Present Position: Admin to the Board Work Email Address: rehs.board@dhhs.nc.gov

Employer: Orange County Health Department Tel #: 3365165456 FAX #: \_\_\_\_\_

Employer Address: PO Box 8181 City: Hillsborough Zip: 27278

Home Address: 9999 REHS Board Trail City: Realty Zip: 99999

Home Email: \_\_\_\_\_ Tel #: \_\_\_\_\_

#### 2. 2021 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 2021, you are allowed to carry forward a maximum of 5 Board approved CE hours from 2020, if you completed any CEs in 2020. 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
21800	Environmental Health Law & Ethics Course	03/17/2021 03/19/2021	15

#### 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 2021?  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 3

The renewal fee for applications submitted/postmarked by December 31, 2021, is \$50.00. For applications submitted/postmarked after December 31, 2021, the fee is \$75.00. There is a \$20.00 service charge plus actual bank charges on all returned checks. The Board now offers opportunities for you to make online payments. To find out more, visit the Board's website [ncrehs.com](http://ncrehs.com). If you choose to pay with a check or money order, mail your payment to: NC State Board of Environmental Health Specialist Examiners, PO Box 238, Efland, NC 27243

# Further Down the Road

- ▶ **Once you achieve your full NCREHS status, never allow your registration to lapse, even if you leave the profession**
- ▶ **RSTAS maintenance is **your** responsibility, not your employer's**
- ▶ **Always have a contingency plan for obtaining your CEUs—**don't wait for that December course****
- ▶ **Pay fees online and submit electronic documents when possible**

KEEP  
GOING

KEEP  
growing