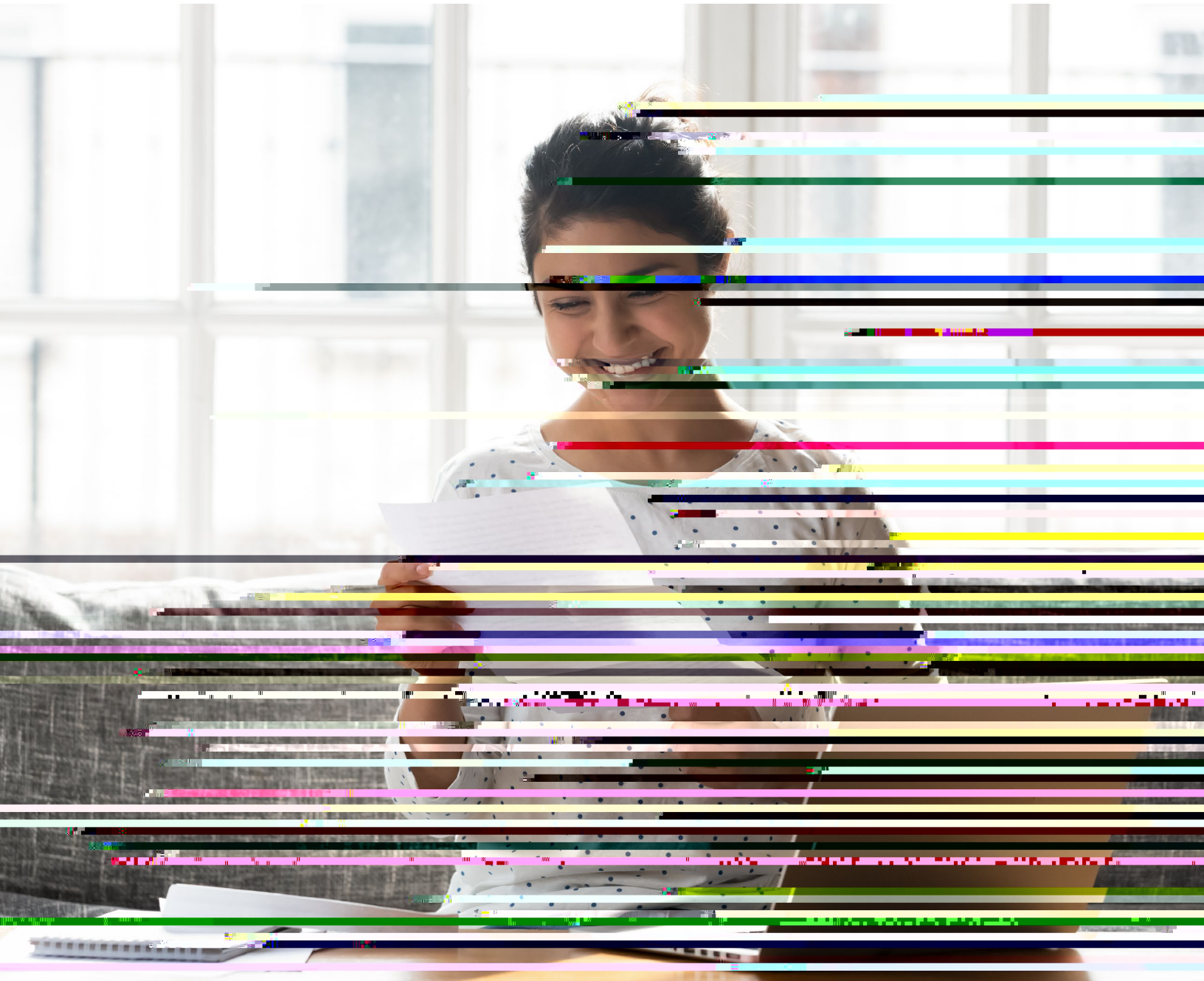




NEHA Credentialing Handbook Guide to Policies and Procedures



NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION
720 South Colorado Blvd., Ste. 105A, Denver, CO 80246

Contents

About Our Credentialing Program	3
Definition	3
Membership Requirements	3
Non-Discrimination	3
Contact Information	3
Application	4
Process	4
Period	4
Foreign Education	4
Reciprocity	5
Fees	5
Application Withdrawal	5
Application Fees	5
Exam Fees	5
Exam	6
Standards	6
Administration	6
Security	6
Scheduling/Rescheduling	6
Special Accommodations	7
Requests	7
Communication	7
Results	7
Retaking	7
Ineligibility	7
Conduct	8
Code of Ethics Statement	8
Professional Conduct Policy	8
Revocation of Credential	8
Credential Status	10
Credential Documents	10
In-Training	10
Emeritus Status	10
Credential Period	10
Cycle	10
Renewal	10
Continuing Education	11

In pursuit of our mission to build, sustain, and empower an effective environmental health workforce, we provide national credentialing that verifies and assures an individual is competent, properly trained, and equipped to carry out their duties in environmental health.

Maintaining the credential assures professionals keep up to date on the latest developments in their specialty and demonstrates their commitment to life-long learning. ~~Source: EPA, 2017~~ (1.5)

Application

Process

All applicants for our credentialing examinations must complete an application prior to being approved to take the examination.

1. Complete & Submit Application

- The application must be complete and include supporting documentation (i.e. official transcripts, and work experience verification), and fees and be submitted prior to being approved to take the examination. Application for each credential is available at <http://www.neha.org/credentials>
- Eligibility requirements differ for each credential exam. Learn more about each credential at <http://www.neha.org/credentials>

2. Wait for Authorization Email

After we receive and review your completed application (allow 2 -4 weeks) we will send you an email:

- with testing authorization details, or
- requesting additional information, or
- letting you know you are not eligible, and why.

If you need to take the exam in

Reciprocity

Reciprocity is offered solely for the REHS/RS credential. Eligibility requirements and application procedures for reciprocity are detailed on the REHS/RS webpage at www.neha.org/credentials.

Fees

All application and exam fees are due before we can process your application. NEHA members are eligible for reduced application and exam fees. You can become a NEHA member at the same time you are applying for a credential and be eligible for the reduced fees.

Application Withdrawal

If you would like to withdrawal your credential application, submit your request in writing to credentialing@neha.org.

Application Fees

Application fees are **non-refundable for all applications**, including those found to be ineligible. There are no exceptions.

Exam Fees

To request a refund for exam fees, email credentialing@neha.org **within 90 days** from when the fees were processed by us. We cannot provide refunds after 90 days.

Exam

Standards

Each examquestion is



Conduct

Individuals who hold a NEHA credential must acknowledge, accept, and abide by the NEHA Code of Ethics for NEHA Credentialed Professionals and sign the code of ethics statement as part of their application to NEHA credentialing.

Code of Ethics Statement

As an environmental professional, credentialed by the National Environmental Health Association, I hereby acknowledge, accept, and profess to abide by the following code of conduct and ethics:

- I shall endeavor to keep myself current and informed and satisfy any continuing education requirements that may be in effect for my credential.
- I shall conduct myself in a professional manner befitting of my credentialed status.
- I shall proudly represent my credentialed status to the public I serve.
- I shall do nothing to undermine, detract from, or otherwise cause to develop any damaging associations with respect to this credential. I accept that any activity on my part that will cause this credential any measure of injury serves as a breach and a failure on my part to uphold this code of ethics. Moreover, I accept that such actions for which I might be responsible could result in the revocation of my credential.
- I shall do nothing to impair my ability to discharge any administrative or regulatory duty related to my professional credential that may also be required under federal, state or local law as a part of the position I hold.

Professional Conduct Policy

When you apply for or renew a NEHA credential, you must also sign the professional conduct policy. You may be denied a credential if:

- Your professional certification, registration and or license has been revoked, suspended, sanctioned
- You have had any disciplinary action against you in the US or another country
- You were convicted of a felony or a misdemeanor

Revocation of Credential

The NEHA Board of Directors reserves the right to deny, revoke, or suspend the credential of any individual due to misconduct.

- All decisions are verified and upheld by NEHA's Board of Directors.
- Prior to a credential being denied, revoked, or suspended the individual will be notified in writing about why the action is warranted.
- A written appeal may be submitted to the NEHA Board of Directors within 30 calendar days after they are notified.

Misconduct includes but is not limited to:

- Falsification of credential application, credential renewal application, or of any information requested by NEHA;



Continuing Education

During the two-year credentiaberiothaloy2.7 (3m [(D)-2.38 (e)1.8 (94 rg 0.002 Tc 2.1001 Tw 4.9musg E27 (ea)-7.6