

ENVIRONMENTAL HEALTH SPECIALIST REGISTRATION APPLICATION INSTRUCTIONS

This process requires two applications – one submitted to CPS HR Consulting for a transcript evaluation and the other submitted to CDPH to generate the Letter of Eligibility to be eligible to apply as an Environmental Health Specialist (EHS) Trainee.

1. Apply to CPS HR Consulting (CPS) for domestic transcript evaluations (universities and colleges in the United States) by registering online at [CPS HR Consulting Environmental Health Specialist \(https://ehspay.cpshr.us/\)](https://ehspay.cpshr.us/). **This process takes at least 4 to 6 weeks.** Foreign transcripts must be evaluated by a foreign transcript evaluation service. A list of NACES approved foreign credential evaluation services is available upon request to the EHS Registration Program.

CPS HR Consulting

Web address: [Environmental Health Specialist Transcript Evaluation \(https://exam-registration.cpshr.us/environmental-health-specialist-transcript-evaluation/environmental-health-specialist-transcript-evaluation#environmental\)](https://exam-registration.cpshr.us/environmental-health-specialist-transcript-evaluation/environmental-health-specialist-transcript-evaluation#environmental)

Email: ehsmailbox@cpshr.us.

2. Complete CDPH application form (Print or Type) and return with a \$178 check or money order payable to the **Environmental Health Specialist Registration FUND** (no cash). The application fee is **NON-REFUNDABLE**. Mail to:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
EHS Registration Program
MS 7404, IMS K-2
P.O. BOX 997377
SACRAMENTO, CA 95899-7377

NOTE: Option V Candidates: Send all official transcripts, the application and fee directly to the REHS Program Coordinator at the address above.

Milk and Dairy Inspectors: Send a copy of your college diploma, a copy of the Milk and Dairy Inspector Certificate and verification of employment within the last 24 months directly to the REHS Program Coordinator at the address above.

3. CPS charges \$245.25 for the evaluation of domestic transcripts. This must be paid by registering online at the website listed above.
4. Once the CDPH EHS Registration Program receives your application and the \$178 fee, the Letter of Eligibility can be issued within a few days.
5. Your CDPH application will be active for 30 months. After that time, we will request a response from you verifying that you are still interested in registration as an environmental health specialist. If we do not receive a response to that inquiry your file will be destroyed, and you will need to reapply.
6. **FOREIGN TRANSCRIPTS:** If you have received your bachelor's degree from a college or university outside the United States you will need your transcripts evaluated by one of the foreign transcript services. These services operate for a fee based on the extent of education evaluated. Request a "course by course" evaluation and forward it to the EHS Registration Program. The evaluation must state that your degree is equivalent to a bachelor's degree offered by a United States college or university and list each course completed with semester unit equivalency and all laboratory sections including **general chemistry, organic chemistry, physics, biology, microbiology, and calculus or college algebra.**