

ENVIRONMENTAL HEALTH SPECIALIST REGISTRATION APPLICATION INSTRUCTIONS

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

STEP ONE :TRANSCRIPT EVALUATIONS

- a) **For domestic transcript evaluations (universities and colleges in the United States):** Apply to CPS HR Consulting (CPS) 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.** *Your evaluation will not be finalized until CDPH receives your completed application and fee.*

CPS HR Consulting

CPS charges \$245.25 for the evaluation of domestic transcripts. This must be paid by registering online at the website listed above.

- **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

NOTE: Option V Candidates: *Send ALL official transcripts directly to the REHS Program Coordinator at the address below. Follow Step Two.*

- b) **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.**
- 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.

STEP TWO : ENVIRONMENTAL HEALTH SPECIALIST TRAINEE LETTER OF ELIGIBILITY

- a) Complete CDPH application form (Print Legibly 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
1725 23rd Street, Suite 110
SACRAMENTO, CA 95816

NOTE: 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.*

- ❖ The process is considered complete once CDPH EHS Registration Program receives your fully completed application, the \$178 fee, and the transcript evaluation from CPS. The Letter of Eligibility will be issued within a few days.
- ❖ 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 EHS Trainee. If we do not receive a response to that inquiry your file will be destroyed, and you will need to reapply with CDPH.